

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, May 5, 2025

PUBLIC HEARING – MASTER FEE SCHEDULE, 7:00 p.m. or soon thereafter

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1. Call to Order:
 2. Pledge of Allegiance:
 3. Additions/Corrections:
 - 3.5 PUBLIC HEARING MASTER FEE SCHEDULE**
 4. Citizens Comments: *Need to sign up prior to meeting*
-
5. Consent Agenda:
 - A. Police Report April 2025– to come in separate email
 - B. Fire Department Report April 2025
 - C. Public Works Report April 2025
 - D. City Council Minutes Regular Meeting 4/7/2025
 - E. Zoning Board Minutes Regular Meeting 4/17/2025
 - F. Financial Reports 4/30/2025 – to come in separate email
 - G. Claims & Accounts 4/1/2025 – 4/30/2025
 - H. Procedure City Council Rules of Procedure Revisions
 - I. Resolution 2025-16 Resolution Recognizing National Pregnancy and Infant Loss Awareness Day
 - J. Ordinance 2025-2 Cannabis Businesses, Call for Public Hearing
 - K. Resolution 2025-15 Resolution Approving Publication of Ordinance by Title and Summary
 - L. Resolution 2025-17 Authorizing the use of Facsimile Signature
 - M. Variance Approve Application for a Variance
 - N. Waiver Liability Coverage Waiver Form
 - O. Personnel Policy Addition of Language to the Personnel Policy
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6. **UNFINISHED BUSINESS:**
 - A. Missed Lot Drainage Square Feet, Missed Lot
 - B. Event Security Update on Event Security
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7. **NEW BUSINESS:**
 - A. Resolution 2025-18 Increasing the 2025 Master Fee Schedule
 - B. Website Pricing for a New Website
 - C. Sheriff Plan for Contract Expiration
 - D. One-Site Study Discussion on the One-Site Study for WEM
 - E. Chip Seal Quotes Received to Chip Seal
 - F. Sewer Repair Discussion of Potential Sewer Repair
 - G. Parade Dam Days Parade Route
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8. **CORRESPONDENCE & ANNOUNCEMENTS:**
 - A. Thank you A big thank you to all those who volunteered their time to help clean up the park for Dam Days while we wait on the outcome of our FEMA grant.
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9. **COUNCIL DISCUSSION & CONCERNS:**
 10. **ADJOURNMENT:**
 11. **NEXT MEETING:** Monday, June 2, 2025 – 7:00 p.m.



MORRISTOWN FIRE DEPARTMENT

P.O. Box 161
Morristown, Minnesota 55052



Call Report

Date	Type	Location
4-6-25	Medical	Thruen St.
4-6-25	Medical	Sydney St.
4-6-25	Medical	180 th St.
4-7-25	Medical	Echo Ct.
4-8-25	Fire/Co Alarm	Kent Ave
4-8-25	Grass Fire	Hwy 60
4-10-25	Fire Alarm	Gutherie Way
4-12-25	Grass Fire	Knotty Oak Ln
4-13-25	Medical	2 nd St. SW
4-14-25	Medical	102 nd Ave. NW
4-25-25	Medical	Thruen St.
4-27-25	Medical	Falls Ave.
4-27-25	Mutual Aid	173 rd Ct. W
4-30-25	Medical	Dalton Ave.
4-30-25	Medical	Franklin St. W

Training

Pumper Training & Pump House

Department Update

None

Items for Discussion

None

Public Works

Council Report

April 2025

General

- Sweeper maintenance
- Locates as needed
- shop organization
- Weekly Generator checks.
- Cleaned up rocks in grass from snowplowing and leveled up some ruts
- Got all the picnic tables painted
- Got two new picnic tables for down at the park
- Jason has been working on park bathrooms plumbing
- Installed new EXIT light at the community center
- Washed plow truck and sander
- Washed all snowplows to get put away
- Rick installed new parking lot lights at the community center
- Took sander and wing off plow truck
- Installed 2 new safety lights at fire hall
- Got mowers serviced and ready to go
- Mowed
- Put crushed asphalt on shoulder by baseball field

Water

- Daily testing
- Flushed hydrants
- Drawdown tests
- Endpoint installs/ repairs
- Flush tower
- Located watermain and curb stops
- Working on Lead Waterlines
- Rebuilt water meters
- Replaced hydrant on Main ST E and 2nd ST NE
- Started painting fire hydrants, been too windy or raining to continue lately

Wastewater

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

Streets

- Swept streets
- Manhole checks.
- Cleaned storm sewer intakes on street project
- Got new way to document all manhole checks
- Fixed legion banners

Parks/Compost

- Picked up garbage
- Maintained brush pile
- Picked up brush In the parks that fell
- Burned brush pile
- Painted picnic tables
- Cleaned up urinal for park bathroom
- Hauled grass clippings away from baseball field
- Cut up tree that fell over

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, April 7, 2025



Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Austin Schulz, Mark Rahrlick, Brenty Kavitz, Kyle Green, Kyle Morris, Lisa Karsten, Evelyn Miller, Payton Miller, Steve Nordmeier, Elizibeth Cooper, Lisa Merritt, Mike Mellow, Johnathan Chmelik, Jeff Wenker, Jake Duncan, Joel Hanif, Justin Duncan

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, April 7th, 2025, at 7:00 p.m. in the Community Hall at 4042 Division Street South by Mayor Tim Flaten.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Additions/Corrections: Tablet Acknowledgement
Reorder Propose moving from Consent Agenda to 7A, to 7B, then to Unfinished Business Motion by Gregor, seconded by Kruger and carried unanimously to approve additions and corrections.
4. Citizens Comments: Lisa Merritt discussed email that was sent to council members. Thanked the council for posting the Q & A. Also voiced her ongoing frustrations with the 2024 street project.
Jake Duncan spoke about missed property and how that was calculated incorrectly and how he thinks it should be calculated.
Tim asked Brent to discuss how they calculated. They use MN TOPO and the drainage flows. They used the same method as the other properties.
5. Consent Agenda: Motion by Caldwell, seconded by Nusbaum, and carried unanimously to approve consent agenda.
6. **UNFINISHED BUSINESS:**
 - A. SEH Supplemental Letter Agreement with Reduction. Nusbaum asked if there was any other information that could be given to residents. Brent stated he has given all information to the city that has been requested. Kruger agreed that we need to evaluate something to make it right. Mayor Flaten asked Val what steps should be taken to feel comfortable with moving forward. Residents are to email their questions to city so that they then can be given to Brent. Those question/answers will be brought to a work session.
 - B. Missed Lot Will be discussed at work session
 - C. Watermain 2nd St Watermain replacement discussion, schedule work session with Brent. Motion by Gregor, seconded by Kruger, and carried unanimously to have work session on April 24th @ 7 pm.
 - D. Liquor Procedure for Liquor License/Great Hall. Motion by Nusbaum, seconded by Kruger and carried unanimously to approve rental contract updates and Liquor procedure.
 - E. Cannabis Ordinance 2025-2 Cannabis Businesses Tabled until next month to make correction to add Industrial.
7. **NEW BUSINESS:**
 - A. Flowers Evelyn and Payton Miller presented to the council on behalf of their 4H group. They would like to plant flowers in the planters at Centennial Park. Motion by Gregor, seconded by Val and carried unanimously to approve 4H to plant flowers at Centennial Park. They also will put mulch in, if needed, Lisa will coordinate with Clerk.
 - B. SRTS Joel Hanif, a planner with Region Nine Development Commission, presented for Safe Routes to School. This has been a two-year project in the making. The purpose is to encourage students to walk and bike to school, instill lifelong habits that support physical activity, and to burn some energy to be able to have better focus.

Questionnaires went out to parents and students. Action plans recommended for Morristown: Adding sidewalks and crossings. Next steps are pending due to school district not sure how they are going to proceed with middle school. When those decisions are made, changes can be made according to how that turns out.

- C. WEM Mayor Flaten would like to have a meeting with the WEM School Board to discuss their plans and see their involvement and engagement. Gregor stated that he thinks that the district could be missing out on potentially getting future support from Morristown residents. Motion by Gregor, seconded by Caldwell, and carried unanimously to reach out to WEM schoolboard and request a structured meeting.
- D. Personnel Policy Motion by Kruger, seconded Nusbaum to approve the changes and change the word from will to may.
- E. Student Discussion on potentially hiring a student worker to help with scanning aged documents into computer to make room in the vault. Would be for the future as it hasn't been budgeted for. Suggestion to look into software that we can search for documents once they are saved.
- F. Event Security Motion by Caldwell, seconded by Kruger, and carried unanimously to post for hiring for event security for \$37/hr with a 5-hour minimum.
- G. Website Retention Retention Schedule for City Website Motion by Nusbaum, seconded by Gregor and carried unanimously to set the retention schedule as noted.
- H. Hall Price Change the rates for the hall rental - Will need to have an ordinance amendment at next meeting to set new hall rates as noted in packet.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

A. Flushing Hydrant flushing to be moved to April 14th due to weather.

B. Dance Annual Fireman's Dance is April 26th at 8 p.m. at the Community Center

9. **COUNCIL DISCUSSION & CONCERNS:**

Dam Days parade route will stay the same. Community Easter Egg hunt April 19th @ 11:00.

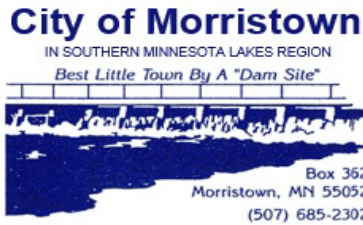
Might need port-a-potty at the park since the bathroom project isn't complete.

10. **ADJOURNMENT:**

Motion by Kruger, seconded by Nusbaum and carried unanimously to adjourn meeting at 8:56.

11. **NEXT MEETING:**

Monday, May 5, 2025 – 7:00 p.m.



MORRISTOWN CITY COUNCIL MEETING MINUTES
Work Session 7:00 p.m.
Thursday, April 24, 2025

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

Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrack (City Attorney), Brent Kavitz, Lynnette Bohner, Lisa Merritt, Jake Duncan, Liz Prescher, Jeff Wenker

1. Call to Order: Mayor Tim Flaten called the work session to order of the Morristown City Council on Thursday, April 24, 2025, at 7:00 p.m. in the Council Chambers at 402 Division St. S, Morristown, MN.

2. Work Session Business:

- A. 2024 Street Project – City Clerk passed out packets to attending residents while Mayor Flaten read a statement. Mayor Flaten asked the Council if they had any questions regarding any of the resident questions and SEH's responses. None.
- B. 2nd St. Watermain – The Council discussed moving forward with the 2nd Street Watermain update and their desire to move forward with the project since Rice County will be re-doing that road in 2026. A cost estimate for the project was presented. Different options were presented to the Council regarding assessments. Gregor and Nusbaum will do some additional research with assessments and will bring that information to the May 5th City Council Meeting.

The work session started at 7:05 p.m. and was completed at 8:17 p.m.

Tim Flaten, Mayor

Attest:

Cassie Eldeen, City Clerk

MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.
Thursday, April 17, 2025



Members Present: Jim Lonergan (Chair), Pamela Petersen, John Chmelik, John Krenik
Members Absent: John Schlie
Others Present: Cassie Eldeen (City Clerk), LuAnn & Jim Heyer, Tony Lindahl

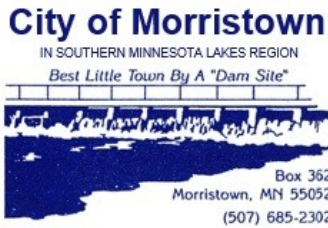
1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on April 17, 2025, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: Shed Removal 304 2nd St. SW
Motion by Chmelik, seconded by Petersen and carried unanimously to close the regular meeting and open the Public Hearing at 7:12 p.m.
PUBLIC HEARING – 23966 IONA AVE. CONDITIONAL USE PERMIT
Board Chair Lonergan requested from the residents in attendance if anyone had any comments or concerns. Jake Golombeski stated that according to the abstract for his property, the right of way comes through their property from Iona Ave. Golombeski isn't against the shed, He just wants to make sure that if they develop that in the future, there won't be an issue. Property owners and Zoning Administrators thought that is the trail easement. Clerk to follow up with Rice County.
Motion by Petersen, seconded by Chmelik, and carried unanimously to close the public hearing and open the regular meeting.
3. Approval of Minutes: Motion by Petersen, seconded by Chmelik and carried unanimously to approve the minutes as presented from March 20, 2025.
4. Requests to Be Heard:
5. Council Action at Last Meeting: None
6. **UNFINISHED BUSINESS:** None
7. **NEW BUSINESS:**
 - A Demolition Permit Motion by Chmelik, seconded by Petersen, and carried unanimously to approve demolition permit for utility shed at 304 2nd St. SW.
 - B 23966 Iona Ave. Board went through the Conditional Use Permit Determination form, Board Chair Lonergan signed the approval form that will be sent to City Council for final approval.
8. **ZONING ADMINISTRATOR'S REPORT:**
Open and closed permits were reviewed.
9. **BOARD DISCUSSION & CONCERNS:**
10. **ADJOURNMENT:** Motion by Krenik, seconded by Chmelik, and carried unanimously to adjourn the Thursday, April 17th, 2025, Zoning Board Meeting at 7:52 p.m.
11. **NEXT MEETING:** Thursday, May 15th, 2025, at 7:00 p.m.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



CITY OF MORRISTOWN

Transaction Activity

04/30/25 12:04 PM

Page 1

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
-E Expenditure				
AMAZON BUSINESS	E 100-41948-200 Office Supplies	\$220.63	Copy paper, Bulletin board, Gavel, Timer, Cases	04/01/25
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Supp	\$519.85	Printer Cartridges, Skimmer, Sample Dispenser	04/01/25
AMAZON BUSINESS	E 100-41941-240 Small Tools and Equipment	\$104.92	Shop Supplies	04/01/25
AMAZON BUSINESS	E 204-42210-215 Operating & Maintenance Supp	\$204.89	2 - 1" Swivel Joints	04/01/25
AMERICAN SOLUTIONS FOR BUSINES	E 603-49520-200 Office Supplies	\$55.59	Blank checks	04/01/25
AMERICAN SOLUTIONS FOR BUSINES	E 204-42210-200 Office Supplies	\$83.38	Blank checks	04/01/25
AMERICAN SOLUTIONS FOR BUSINES	E 100-41948-200 Office Supplies	\$83.38	Blank checks	04/01/25
AMERICAN SOLUTIONS FOR BUSINES	E 601-49440-200 Office Supplies	\$166.77	Blank checks	04/01/25
AMERICAN SOLUTIONS FOR BUSINES	E 602-49490-200 Office Supplies	\$166.77	Blank checks	04/01/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$6,149.79	2.1.25-2.28.25 Trash Removal	04/01/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$175.76	March 2025 Cellular Service to Endpoints	04/01/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$175.75	March 2025 Cellular Service to Endpoints	04/01/25
BEVCOMM	E 100-41948-320 Communication	\$375.95	April 2025, Communication	04/01/25
BEVCOMM	E 603-49520-320 Communication	\$130.13	April 2025, Communication	04/01/25
BEVCOMM	E 601-49440-320 Communication	\$347.02	April 2025, Communication	04/01/25
BEVCOMM	E 100-42502-320 Communication	\$14.46	April 2025, Communication	04/01/25
BEVCOMM	E 602-49490-320 Communication	\$347.02	April 2025, Communication	04/01/25
BEVCOMM	E 100-42110-320 Communication	\$101.22	April 2025, Communication	04/01/25
BEVCOMM	E 204-42210-320 Communication	\$130.13	April 2025, Communication	04/01/25
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$179.99	February 2025 Electricity at 109 2nd St SW	04/01/25
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$498.67	February 2025 Electricity at 504 3rd St SE	04/01/25
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$373.94	February 2025 Electricity at 404 Division St S	04/01/25
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$373.95	February 2025 Electricity at 404 Division St S	04/01/25
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$179.99	February 2025 Electricity at 506 Division St S	04/01/25
Camp Omega	E 204-42210-432 Training/Conferences	\$319.98	Lodging for Blue Fire Training	04/01/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	March 2025 Prosecution Services	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$68.34	1/3 of Postage for utility bills	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 204-42210-432 Training/Conferences	\$900.00	Swiftwater Rescue Training for 2 firefighters	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-41948-300 Professional Services	\$475.00	EEOC Training	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-41425-432 Training/Conferences	\$254.25	Clerk's Conference Lodging	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$68.35	1/3 of Postage for utility bills	04/01/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$68.33	1/3 of Postage for utility bills	04/01/25
EMERGENCY APPARATUS MAINTENAN	E 704-42210-215 Operating & Maintenance Supp	\$112.00	Gauge	04/01/25
FARIBAULT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$67.98	Saw Kit, Caulk	04/01/25
FETTE ELECTRONICS	E 100-41948-300 Professional Services	\$209.94	4.1.25-3.31.26 Monitoring of fire & sprinkler systems	04/01/25

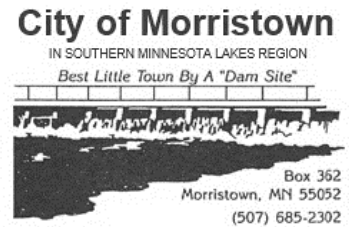
Search Name	Account Descr	Amount	Comments	Check/Receipt Date
FETTE ELECTRONICS	E 100-41946-300 Professional Services	\$209.94	4.1.25-3.31.26 Monitoring of fire & sprinkler systems	04/01/25
GENERATOR SYSTEM SERVICES INC	E 602-49490-300 Professional Services	\$128.85	Heater Tank	04/01/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	04/01/25
HAWKINS INC	E 602-49490-216 Chemicals	\$30.00	WWTP Chemicals	04/01/25
K & K PRODUCTS LLC	E 704-42210-215 Operating & Maintenance Supp	\$1,700.00	2 Ice Rescue Suits	04/01/25
MACQUEEN EMERGENCY	E 704-42210-215 Operating & Maintenance Supp	\$3,625.64	Battery Packs, Charging Station, adapter	04/01/25
MACQUEEN EMERGENCY	E 704-42210-215 Operating & Maintenance Supp	\$153.92	Adapter, Threaded Cap	04/01/25
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$23.00	Austin Schulz Class D Certificate	04/01/25
MN RURAL WATER ASSOCIATION	E 601-49440-433 Dues/Subscriptions	\$225.00	MRWA Membership for May 2025-April 2026	04/01/25
MN RURAL WATER ASSOCIATION	E 602-49490-433 Dues/Subscriptions	\$225.00	MRWA Membership for May 2025-April 2026	04/01/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$4,321.20	2024 Street Project, RPR - punch list work	04/01/25
SIGN PRO	E 704-42210-215 Operating & Maintenance Supp	\$73.75	Reflective Decals	04/01/25
SIGN PRO	E 704-42210-215 Operating & Maintenance Supp	\$80.00	Reflective Decals	04/01/25
STEVE JAMES EXCAVATING	E 602-49490-300 Professional Services	\$460.00	Jet & Televis Duncan Sewer Service	04/01/25
STEVE NORDMEIER	E 204-42210-432 Training/Conferences	\$15.00	Regional Fire Dept. Meeting - attended by 3	04/01/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$66.00	Approved Ordinance Section 152.218 (COUNCIL)	04/01/25
TEAM LAB	E 602-49490-216 Chemicals	\$825.00	WWTP Chemicals, Super/mega bugs	04/01/25
TEAM LAB	E 602-49490-216 Chemicals	\$649.50	WWTP Chemicals, Super/mega bugs	04/01/25
TIMMS TRUCKING & EXCAVATING	E 100-43101-300 Professional Services	\$150.00	Blading Franklin St.	04/01/25
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$2,396.25	Removal of snow from city streets	04/01/25
TIMMS TRUCKING & EXCAVATING	E 601-49440-300 Professional Services	\$159.16	Watermain Break Patch	04/01/25
TIMMS TRUCKING & EXCAVATING	E 100-41941-300 Professional Services	\$45.00	Demo Debri	04/01/25
ULINE	E 100-45202-215 Operating & Maintenance Supp	\$1,902.27	2 Composite Picnic Tables	04/01/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$1,453.92	Weekly Sewer Samples	04/01/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$19.54	02.10.25-03.12.25: Auto Protective	04/01/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$255.85	02.10.25-03.12.25: Sewer Pump (WWTP)	04/01/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,432.13	02.10.25-03.12.25: Street Lights Co-owned	04/01/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.69	02.10.25-03.12.25: Street Lights	04/01/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$18.74	02.10.25-03.12.25: Water Tower	04/01/25
XCEL ENERGY	E 602-49490-380 Utility Services	-\$91.31	02.10.25-03.12.25: Water Pump (Liftstation)	04/01/25
XCEL ENERGY	E 100-41946-380 Utility Services	-\$3.63	02.10.25-03.12.25: Community Center	04/01/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$327.82	02.11.25-03.10.25 - Electricity: Fire Hall	04/01/25
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$31.74	02.10.25-03.12.25: Street Lights	04/01/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$15.47	02.10.25-03.12.25: Parks	04/01/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$13.90	02.10.25-03.12.25: Historic Site (Feed Mill)	04/01/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$66.95	02.10.25-03.12.25: Electricity: Water Pump (Well#1)	04/01/25
XCEL ENERGY	E 100-41941-380 Utility Services	\$352.77	02.10.25-03.12.25: Maintenance Shop	04/01/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$74.14	Fuel for March 2025: Acct# 319870	04/02/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$74.15	Fuel for March 2025: Acct# 319870	04/02/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$222.44	Fuel for March 2025: Acct# 319870	04/02/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$148.29	Fuel for March 2025: Acct# 319870	04/02/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$222.44	Fuel for March 2025: Acct# 319870	04/02/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$225.25	Fuel for March 2025: Acct# 620143	04/02/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,993.25	March 2025 Trash Removal	04/15/25
ARNOLDS OF MANKATO INC	E 100-41941-215 Operating & Maintenance Supp	\$33.35	Dipstick for skidloader	04/15/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$196.36	March 2025 Community Center Gas Utilities	04/15/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$745.83	March 2025 Gas Utilities at Fire Hall. Acct#10583553-2	04/15/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$20.59	March 2025 Sewer Plant Gas Utilities	04/15/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$19.17	March 2025 Water Tower Gas Utilities	04/15/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$84.50	March 2025 Water Pump Gas Utilities	04/15/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$202.76	March 2025 Maintenance Shop Gas Utilities	04/15/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$196.35	March 2025 City Hall Gas Utilities	04/15/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,026.25	February 2025 Electricity for 75 Verdev Dr: WWTP	04/15/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$47.11	February 2025 Electricity for 201 Division St: Well #1	04/15/25
DAHLE ENTERPRISES MORRISTOWN	E 601-49440-300 Professional Services	\$200.00	Jet Sewer Plant Toilet	04/15/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43101-405 Snow and Ice Removal	\$280.00	Snow removal	04/15/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-45202-215 Operating & Maintenance Supp	\$15.45	Tabs for the Dodge	04/15/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-43101-215 Operating & Maintenance Supp	\$15.45	Tabs for the Dodge	04/15/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-432 Training/Conferences	\$536.11	Austin Conference Lodging	04/15/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$14.60	4.8.25-5.7.25 Toshiba Coverage	04/15/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$14.60	4.8.25-5.7.25 Toshiba Coverage	04/15/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$7.30	4.8.25-5.7.25 Toshiba Coverage	04/15/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$7.30	4.8.25-5.7.25 Toshiba Coverage	04/15/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$29.20	4.8.25-5.7.25 Toshiba Coverage	04/15/25
FARIBAULT FLEET SUPPLY	E 100-45202-215 Operating & Maintenance Supp	\$4.73	Nuts, Bolts, Washers for Park Picnic Tables	04/15/25
FARIBAULT FLEET SUPPLY	E 100-41110-215 Operating & Maintenance Supp	\$7.74	Centennial Park Bathroom Keys	04/15/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	April Life Insurance	04/15/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	April Life Insurance	04/15/25
METERING AND TECHNOLOGY SOLUT	E 602-49490-215 Operating & Maintenance Supp	\$1,049.47	Meter body, endpoints, registers	04/15/25
METERING AND TECHNOLOGY SOLUT	E 601-49440-215 Operating & Maintenance Supp	\$1,049.47	Meter body, endpoints, registers	04/15/25
MN DEPT OF HEALTH	E 100-41946-215 Operating & Maintenance Supp	\$177.50	Food, Beverage License Application Fee	04/15/25
MORRISTOWN FIRE RELIEF ASSOCIAT	E 204-42210-810 Refunds and Reimbursements	\$2,000.00	SBR Reimbursement	04/15/25
OBERLOH AND OBERLOH	E 100-41540-301 Auditing & Accounting Services	\$3,740.00	2024 Audit Services	04/15/25
OBERLOH AND OBERLOH	E 602-49490-301 Auditing & Accounting Services	\$1,870.00	2024 Audit Services	04/15/25
OBERLOH AND OBERLOH	E 603-49520-301 Auditing & Accounting Services	\$935.00	2024 Audit Services	04/15/25
OBERLOH AND OBERLOH	E 601-49440-301 Auditing & Accounting Services	\$1,870.00	2024 Audit Services	04/15/25
OBERLOH AND OBERLOH	E 204-42210-301 Auditing & Accounting Services	\$935.00	2024 Audit Services	04/15/25
OK TIRE	E 204-42210-215 Operating & Maintenance Supp	\$68.50	Oil Change - New Grass Rig 6130	04/15/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$1,541.60	2024 Street Project, Engineer, Technician, & Admin As	04/15/25
SMITH, TOLLEFSON RAHRICK AND CA	E 100-41610-304 Legal Fees	\$12,280.00	1.1.25-3.31.25, City Attorney Legal Fees	04/15/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$371.25	2024Summary Financial Statement (COUNCIL)	04/15/25
SUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$99.00	Public Hearing - Heyer (ZONING)	04/15/25
TRUCK CENTER COMPANIES	E 704-42210-215 Operating & Maintenance Supp	\$1,017.97	Assessment for low voltage - placed heavier battery ca	04/15/25
ULINE	E 100-41946-560 CRA: Furniture and Fixtures	\$532.00	2 tables	04/15/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
USA BLUEBOOK	E 601-49440-216 Chemicals	\$92.84	Water Chemicals	04/15/25
USA BLUEBOOK	E 602-49490-216 Chemicals	\$92.83	Sewer Chemicals	04/15/25
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.39	3.7.25-4.6.25 Community Center Phone	04/15/25
VERIZON WIRELESS	E 100-41110-320 Communication	\$130.49	4 Council Tablets	04/15/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$309.95	3.7.25-4.6.25 Skywarn Tablet #1-5 Internet	04/15/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	3.7.25-4.6.25 Public Works Phone 2	04/15/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	3.7.25-4.6.25 Public Works Phone	04/15/25
VERIZON WIRELESS	E 100-41941-320 Communication	-\$16.77	3.7.25-4.6.25 Public Works Tablet Internet	04/15/25
BRANDENBURG PLUMBING	E 704-42210-300 Professional Services	\$7,880.43	Install new 3 inch water meter and 3 inch RPZ	04/24/25
BEVCOMM	E 204-42210-320 Communication	\$98.63	05.01.25, Communication	04/29/25
BEVCOMM	E 100-42110-320 Communication	\$76.71	05.01.25, Communication	04/29/25
BEVCOMM	E 100-42502-320 Communication	\$10.96	05.01.25, Communication	04/29/25
BEVCOMM	E 601-49440-320 Communication	\$263.01	05.01.25, Communication	04/29/25
BEVCOMM	E 603-49520-320 Communication	\$98.63	05.01.25, Communication	04/29/25
BEVCOMM	E 100-41948-320 Communication	\$284.93	05.01.25, Communication	04/29/25
BEVCOMM	E 602-49490-320 Communication	\$263.01	05.01.25, Communication	04/29/25
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$255.74	3.1.25-3.31.25 Electricity at 109 2nd St SW	04/29/25
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$737.60	3.1.25-3.31.25 Electricity at 504 3rd St SE	04/29/25
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$529.39	3.1.25-3.31.25 Electricity at 404 Division St S	04/29/25
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$529.39	3.1.25-3.31.25 Electricity at 404 Division St S	04/29/25
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$255.74	3.1.25-3.31.25 Electricity at 506 Division St S	04/29/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$3,120.00	Sludge Removal/Disposal	04/29/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$91.47	1/3 of Postage for utility bills	04/29/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$91.50	1/3 of Postage for utility bills	04/29/25
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$91.48	1/3 of Postage for utility bills	04/29/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-46103-215 Operating & Maintenance Supp	\$100.98	SIM Card for Security Camera	04/29/25
FARIBAULT FLEET SUPPLY	E 100-45202-215 Operating & Maintenance Supp	\$25.98	Laquer Thinner	04/29/25
HAWKINS INC	E 602-49490-216 Chemicals	\$30.00	WWTP Chemicals	04/29/25
HAWKINS INC	E 602-49490-216 Chemicals	\$3,773.63	WWTP Chemicals	04/29/25
HAWKINS INC	E 602-49490-216 Chemicals	\$577.90	WWTP Chemicals	04/29/25
HAWKINS INC	E 601-49440-216 Chemicals	\$390.77	Water Tower Chemicals	04/29/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	04/29/25
HILLYARD	E 100-41948-211 Cleaning Supplies	\$55.19	Cleaning Supplies	04/29/25
HILLYARD	E 100-41941-215 Operating & Maintenance Supp	\$71.67	Cleaning Supplies	04/29/25
HILLYARD	E 100-41946-211 Cleaning Supplies	\$55.20	Cleaning Supplies	04/29/25
METERING AND TECHNOLOGY SOLUT	E 601-49440-215 Operating & Maintenance Supp	\$164.76	Meter body, endpoints, registers	04/29/25
METERING AND TECHNOLOGY SOLUT	E 602-49490-215 Operating & Maintenance Supp	\$164.76	Meter body, endpoints, registers	04/29/25
MORRIS, KYLE	E 204-42210-200 Office Supplies	\$90.25	Office Supplies	04/29/25
MORRIS, KYLE	E 204-42210-240 Small Tools and Equipment	\$2,461.33	FD Laptop	04/29/25
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$43.81	Pest Control at City Hall	04/29/25
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$72.33	Pest Control at Fire Hall	04/29/25
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$43.82	Pest Control at Community Center	04/29/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
SECURITAS ELECTRONIC SECURITY	E 204-42210-311 Alarm Company	\$83.34	5.1.25-7.31.25 Monitoring Services	04/29/25
STREICHERS INC	E 704-42210-260 Clothing	\$84.99	Dress Blues - Shirt	04/29/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$66.00	Master Fee Revision Public Hearing (COUNCIL)	04/29/25
TEAM LAB	E 602-49490-216 Chemicals	\$24.50	WWTP Chemicals, Super/mega bugs	04/29/25
TEAM LAB	E 100-43101-215 Operating & Maintenance Supp	\$1,005.50	Road Patch, 50 bags	04/29/25
TIMMS TRUCKING & EXCAVATING	E 602-49490-213 Gravel/Dirt/Rock/Asphalt/Mulch	\$100.90	Crushed Asphalt	04/29/25
TIMMS TRUCKING & EXCAVATING	E 602-49490-213 Gravel/Dirt/Rock/Asphalt/Mulch	\$126.25	Crushed Asphalt	04/29/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$2,158.89	Weekly Sewer Samples	04/29/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$151.80	3.12.25-4.10.25 Electricity: Fire Hall	04/29/25
-E Expenditure		\$102,825.73		
		\$102,825.73		

AGENDA MEMO



Agenda Item: Procedure

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Procedure – City Council Rules of Procedure Revisions

Action Requested: Motion to approve the revision as presented contained in the City Council Rules of Procedure.

Staff Recommends: Approve

Committee Recommends:

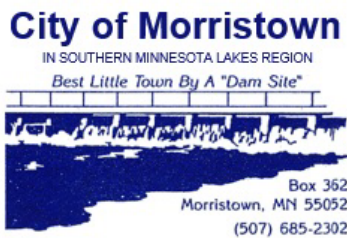
Attachments: City Council Rules of Procedure Revisions

Previous Council Action:

Overview: Changed citizen comment time from three minutes to two minutes.

6. **Consent Agenda.** The consent agenda is used to improve the efficiency of the meetings and allows council to consider several times at one time. Only one motion is necessary to approve all items on the consent agenda. City staff shall have discretion on what items are placed on the consent agenda.
 - a. If a council member wants to remove an item from the consent agenda and place it on the regular agenda, the council member may request that the item be pulled from the consent agenda at the time that the meeting agenda is approved. The item shall then be removed from the consent agenda and placed on the regular agenda.
7. **Public Comment and Participation.**
 - a. Public participation at council meetings. City council meetings are the forum for the city council to conduct the city's business. While city council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the mayor. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.
 - b. Public conduct at council meetings. Members of the public who do not follow the direction of the mayor will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the mayor may ask the member of the public to leave the meeting room. If the member of the public refuses to follow the direction of the Mayor, the Mayor may direct the removal of the person through any lawful means or ask for a motion to recess the meeting. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the removal may be directed.
 - c. Public Comment Period. Members of the public may provide public comment during the 'Citizen Comments' section of the agenda, which will be limited to 30 minutes. All public comments are subject to these limitations.
 - i. Sign-in prior to the start of the city council meeting is required. A form will be provided at the back of the room that includes citizen name, address, and a brief description of what is to be discussed.
 - ii. Speakers may only speak once during 'Citizens Comments'.
 - iii. Speakers must be called on by the mayor prior to speaking.
 - iv. Speakers are required to state their name and residential address at the beginning of their comments.

- v. Speakers will have a time limit of ~~threetwo~~ minutes. The mayor or two council members may choose to allow the speaker extra time. If the mayor does not stop the speaker, the speaker may continue to talk.
 - vi. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The mayor may request that the speakers appoint a spokesperson.
 - vii. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud or boisterous manner that disrupts the conduct of the meeting or the security of the public.
 - viii. Speakers are required to follow the direction of the mayor.
 - ix. Citizens are only allowed to address the board as a whole. They may not address an individual council member and may not address the audience.
 - x. City Council is not required to respond at the same meeting where an issue is initially raised by a member of the public. Matters raised by members of the public will generally be referred to staff for further research and possible report of action at a future council meeting.
8. **Agenda Items.** Agenda items shall be handled in the following manner:
- a. Each agenda item is introduced by the mayor.
 - b. The mayor or council member may ask for staff clarification, if needed.
 - c. The mayor may ask for comments from the applicant of the agenda item.
 - d. The city council may discuss the item.
 - e. Members of the audience may speak if called upon by the mayor.
Comments should not be repetitive and must be pertinent to the agenda item.
 - f. The mayor will call for a motion and second.
 - g. Once a motion has been made and seconded, no additional comments will be heard from Citizens and only the City Council will discuss the issue from that point on.
9. **Public Hearings.** Public hearings are sometimes required by law to allow the public to offer input on city council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law, or as soon thereafter as is practical.
- a. General procedure for public hearings. The order of business for all public hearings conducted by council shall be:
 - i. Mayor announces the purpose of the public hearing and opens the public hearing.
 - ii. Staff presents information on the public hearing.
 - iii. Developer/other presentation (if any).



RESOLUTION 2025-16

RESOLUTION RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS AWARENESS DAY

Whereas, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and

Whereas, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

Whereas, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organizations was founded 1987 to support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC) sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of infants and early childhood death; and

Whereas, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 pm. Some will remember their child/children in their homes while other will remember them in small gatherings around the state, across the nation and around the world; and would unify these parents in tribute to their children; and

Whereas, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

Whereas, In honor of the thousands of children that die each year in Minnesota Infants Remembered In Silence, Inc. (IRIS) respectfully request that October 15th, 2025 be recognized as Pregnancy and Infants Loss Remembrance Day.

Now, Therefore, be it Resolved by the City Council of the City of Morristown, Minnesota to adopt the above resolution on Monday, May 5, 2025.

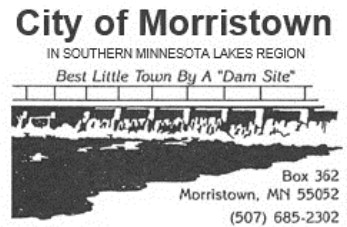
Approved:

Tim Flatten, Mayor

Attested:

Cassie Eldeen, City Clerk

AGENDA MEMO



Agenda Item: Ordinance 2025-2

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Ordinance 2025-2 – Cannabis Businesses, Call for Public Hearing

Action Requested: Motion to call for a Public Hearing on Ordinance 2025-2 Regulating Cannabis Businesses, for June 2nd, at 7:00 p.m. or soon thereafter.

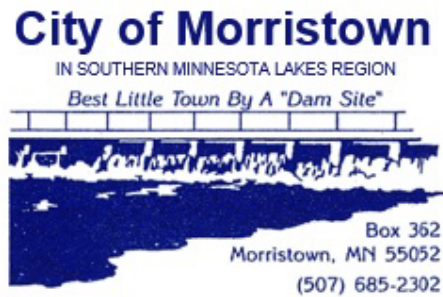
Staff Recommends: Approve

Committee Recommends:

Attachments: Ordinance 2025-2

Previous Council Action:

Overview: A public hearing was not called at last month's meeting. Will need to call for one for June prior to adopting this ordinance.



ORDINANCE NO. 2025-2

AN ORDINANCE REGULATING CANNABIS BUSINESSES

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Morristown City Code Section 152.236, is hereby created to read as follows:

“Section 152.236. REGULATION OF CANNABIS BUSINESSES

(A) Definitions. For purposes of this Section, the following words or phrases shall have the following meanings.

1. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, and transport cannabis flower to a cannabis manufacturer located on the same premises.
2. Cannabis Retail Businesses: A retail location and the retail location(s) of mezzbusinesses with a retail operations endorsement, micro businesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
3. Cannabis Businesses: As defined in Minn. Stat. § 342.01, Subd. 14.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Day Care Facility: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child’s own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined Under Minn. Stat. 342.01, subd. 50.
7. Residential Treatment Facility: As defined under Minn. Stat. § 245.462, subd. 23.
8. School:
 - a) Public school as defined under Minn. Stat. § 120A.05.
 - b) Nonpublic school that meets the reporting requirements under Minn. Stat. § 120A.24.
 - c) Charter school licensed by the Minnesota Department of Education.
 - d) Post secondary educational facilities, including any colleges, universities, or technical schools.

(B) Requirements of Cannabis Businesses

1. **Minimum Buffer Requirements.** The operation of cannabis business is prohibited within:
 - a. 1,000 feet, as measured in a straight line, from the nearest boundary line of the cannabis business to the nearest boundary line of a school.
 - b. 500 feet, as measured in a straight line, from the nearest boundary of the cannabis business to the nearest boundary line of the following:
 - (1) Day care facility.
 - (2) Residential treatment facility.
 - (3) Public parks and trails, including playgrounds and athletic fields, regularly used by minors.

(C) Zoning and Land Use

1. **Cultivation.** Cannabis businesses licensed or endorsed for cannabis cultivation are permitted in the B-1 Highway Commercial District, B-2 Central Business District, and I-1 Industrial District.
2. **Cannabis Manufacturer.** Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted in the B-1 Highway Commercial District, B-2 Central Business District, and I-1 Industrial District.
3. **Hemp Manufacturer.** Cannabis businesses licensed or endorsed for low-potency hemp edible manufacturers are permitted used in the B-1 Highway Commercial District, B-2 Central Business District, and I-1 Industrial District.
4. **Wholesale.** Cannabis businesses licensed or endorsed for cannabis wholesale are permitted used in the B-1 Highway Commercial District, B-2 Central Business District, and I-1 Industrial District.
5. **Cannabis Retail.** Cannabis businesses licensed or endorsed for cannabis retail are permitted used in the B-1 Highway Commercial District, B-2 Central Business District, and I-1 Industrial District.

(D) Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of:

8:00 a.m. to 10:00 p.m. Monday-Saturday

10:00 a.m. to 10:00 p.m. Sunday”

2. **This Ordinance shall be effective immediately upon its passage and publication.**

ADOPTED this _____ day of _____, 2025, by the City Council of the City of Morristown.

By: _____
Tim Flaten
Mayor

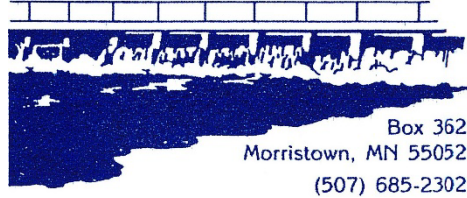
ATTEST:

Cassie Eldeen
City Clerk

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

RESOLUTION NO. 2025-15

A RESOLUTION APPROVING PUBLICATION OF ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on May 5, 2025, the City Council of the City of Morristown adopted an ordinance entitled, “AN ORDINANCE REGULATING CANNABIS BUSINESSES”; and

WHEREAS, the Ordinance exceeds one page in length; and

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MORRISTOWN:

1. The City Council of the City of Morristown has adopted an ordinance entitled, “AN ORDINANCE REGULATING CANNABIS BUSINESSES”;
2. The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE
REGULATING CANNABIS BUSINESSES”;

The Morristown City Council has passed the creation of ordinance Section 152.236 of the Morristown City Code. Specifically, the regulation of cannabis businesses as it pertains to zoning and land use, as well as buffer requirements.

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

3. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.

4. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Morristown City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Morristown City Hall.

Adopted by the Morristown City Council on this 5th day of May, 2025.

Number of Ayes: _____

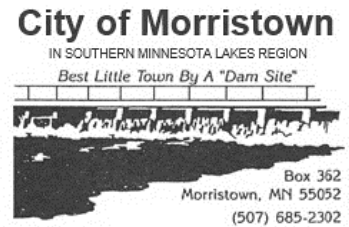
Number of Nays: _____

Tim Flaten
Mayor

ATTEST:

Cassie Eldeen
City Clerk

AGENDA MEMO



Agenda Item: Resolution 2025-17

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-17 – Authorizing the use of Facsimile Signature

Action Requested: Motion to approve Resolution 2025-17 Authorizing the use of Facsimile Signature.

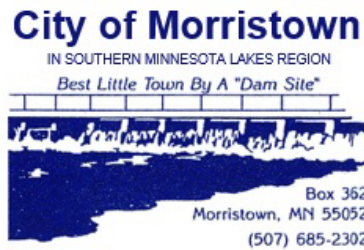
Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-17 Authorizing the use of Facsimile Signature

Previous Council Action: None

Overview: Tim Flaten asked that we pass a resolution that will allow the use of his signature as a stamp. The checks will still be approved through council in the claims and accounts, and the check register will still be emailed to him prior to checks being stamped.



RESOLUTION 2025-17
AUTHORIZING THE USE OF FACSIMILE SIGNATURES
FOR EITHER THE MAYOR OR THE CITY CLERK-TREASURER
OF THE CITY OF MORRISTOWN

The City Council of the City of Morristown, Minnesota, does hereby resolve as follows:

WHEREAS, checks written on the account of the City of Morristown must be signed by the Mayor and the City Clerk-Treasurer; and

WHEREAS, from time to time, either the Mayor or the City Clerk-Treasurer of the City of Morristown are unavailable to sign checks as necessary for the timely disbursement of public funds and the Council wishes to authorize the use of a facsimile signature in such situations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MORRISTOWN, MINNESOTA:

That pursuant to Minn. Stat. §47.41, when checks are drawn on public funds on deposit in a depository bank of the City of Morristown and are manually signed by either the Mayor or City Clerk-Treasurer of the City of Morristown and accompanied by facsimile signature of the other, either the Mayor or City Clerk-Treasurer, then the bank is authorized to honor such instrument bearing the one manual signature and one facsimile signature and to charge the same to the account on which it is drawn, as fully as though bearing the manually written signature of both the Mayor and the City Clerk-Treasurer.

Adopted by the City Council of the City of Morristown, Rice County, Minnesota this 5th day of May 2025.

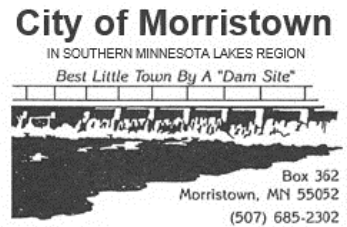
CITY OF MORRISTOWN

By: _____
Tim Flaten, Mayor

ATTEST:

Cassie Eldeen, City Clerk-Treasurer

AGENDA MEMO



Agenda Item: Variance

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Variance – Approve Application for a Variance

Action Requested: Motion to approve the variance for Heyer, as presented.

Staff Recommends:

Committee Recommends: Zoning Board recommends approving the variance.

Attachments: Variance Application
Variance Determination Form

Previous Council Action: None

Overview: James and Louise Heyer, residing at 23966 Iona Ave would like a variance to be able to construct a pole shed that is 32'x45' on the property with an existing garden shed that is 12'x24'. Their lot is zoned Agricultural, however, since the lot size is under 5 acres, the residential requirements exist:

“Two residential accessory buildings or structures are allowed per residential lot. The size of 1 accessory structure shall not exceed 1,344 square feet in size. The size of the second accessory structure shall not exceed 160 square feet in size.”

Their structures would be 1,440 sq ft and 288 sq ft.

They are requesting a variance to allow two accessory structures that exceed the allowable square footage.

CITY OF MORRISTOWN

APPLICATION FOR A ZONING PERMIT

Variance
~~CONDITIONAL USE~~

Please refer to the Morristown City Code of Ordinances, 152.240 for more information regarding Conditional Use Permits. The City Code can be found on our website at www.ci.morristown.mn.us

Date of Application: 3-13-2025

OWNER INFORMATION

Owner's Name: James & Louise Heyer

Owner's Address (if different): _____

Owner's Phone Number: 507-210-4654

PROPERTY INFORMATION

Parcel ID: 2022425003

Legal Description: enclosed

Property Address: 23966 Iona Ave.
Morristown, MN. 55052

CONDITIONAL USE INFORMATION

Detailed description of proposed conditional use: New construction pole shed - 32'x45'
existing garden shed - 12'x24'

Statement describing the reasons for the request of the permit: required permitting plus variance in sizes.

Attach a map or use the grid provided to show the locations, dimensions, and use of all property within 350 feet of the applicant's property, including streets, alleys, and other physical and cultural features.

Attached: ☒ Yes ☐ No

Attach detailed plans of all proposed buildings, roadways, and any other structural or cultural improvements.

Attached: ☒ Yes ☐ No

APPLICANT

Applicant Name: James + Louise Heyer

Applicant Email Address: jaheyer69@gmail.com

Applicant Signature: James Heyer Louise A. Heyer

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

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

James A. Heyer
Name, Printed

Louise A. Heyer

James A. Heyer
Signature

Louise A. Heyer

3-13-2025
Date

TO CLOSE OUT PERMIT:

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

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

Name, Printed

Signature

Date

CERTIFICATE OF SURVEY

PRELIMINARY

PART OF NW1/4-SE1/4, SECTION 22, TOWNSHIP 109 NORTH, RANGE 22 WEST, RICE COUNTY, MINNESOTA

REVISION # 2

LEGAL DESCRIPTION

Beginning at a point 317 links or 209.22 feet south of the Northeast Corner of the NW 1/4 of the SE 1/4 of Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian; thence west parallel with the north line of said Forty Acre Tract, 317 links and 80 feet of 289.22 feet; thence south to the north line of the Chicago Great Western Railway Company as now located used and staked out across said Forty Acre Tract; thence Northeasterly and parallel with said Right of Way of said Company to the east line of said Forty Acre Tract; thence north to the place of beginning; reserving the South 12 feet thereof, with conditions as set forth in Book 148 of Deeds at page 532; and also subject to that part taken for Highway purposes, as set forth in Book 198 of Mortgages on pages 484 to 491.

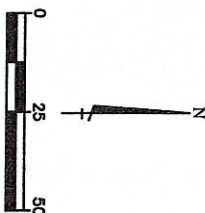
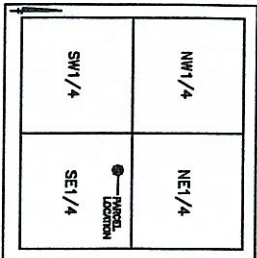
AND ALSO

The South 30 feet of all that part of the NW 1/4 of the SE 1/4 of Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian, described as follows to-wit: Beginning at the Northeast corner of the said NW 1/4 of the SE 1/4, thence West along the north line thereof, 289.22 feet; thence south 209.22 feet; thence east parallel with the north line thereof, 289.22 feet to the east line thereof; thence north along the east line thereof, 209.22 feet to the place of beginning; subject to that part taken for Highway purposes, as set forth in Book 198 of Mortgages, on page 484-491.

NOTE:
BEARINGS ARE ASSUMED AND BASED ON THE EAST LINE OF
THE NW1/4-SE1/4, SEC. 22 -109-22, BEING N 00°26'29" E

NOTE: CERTIFICATE DOES NOT PURPORT TO SHOW
ANY OR ALL APPLICABLE INFORMATION, EXCEPT AS
SHOWN, QUESTIONS PERTAINING TO INFORMATION NOT
SHOWN ON THIS CERTIFICATE SHOULD BE DIRECTED
TO THE APPROPRIATE REVIEWING PARTY.

VICINITY MAP
SECTION 22-109-22, RICE COUNTY, MINNESOTA



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED LAND
SURVEYOR UNDER THE LAWS OF THE STATE OF
MINNESOTA.

BENJAMIN D. VOEGELE, L.S.
MN LICENSE NO. 49771

DATE: 02-14-2025

DATE:

PROJECT NO. 109222225

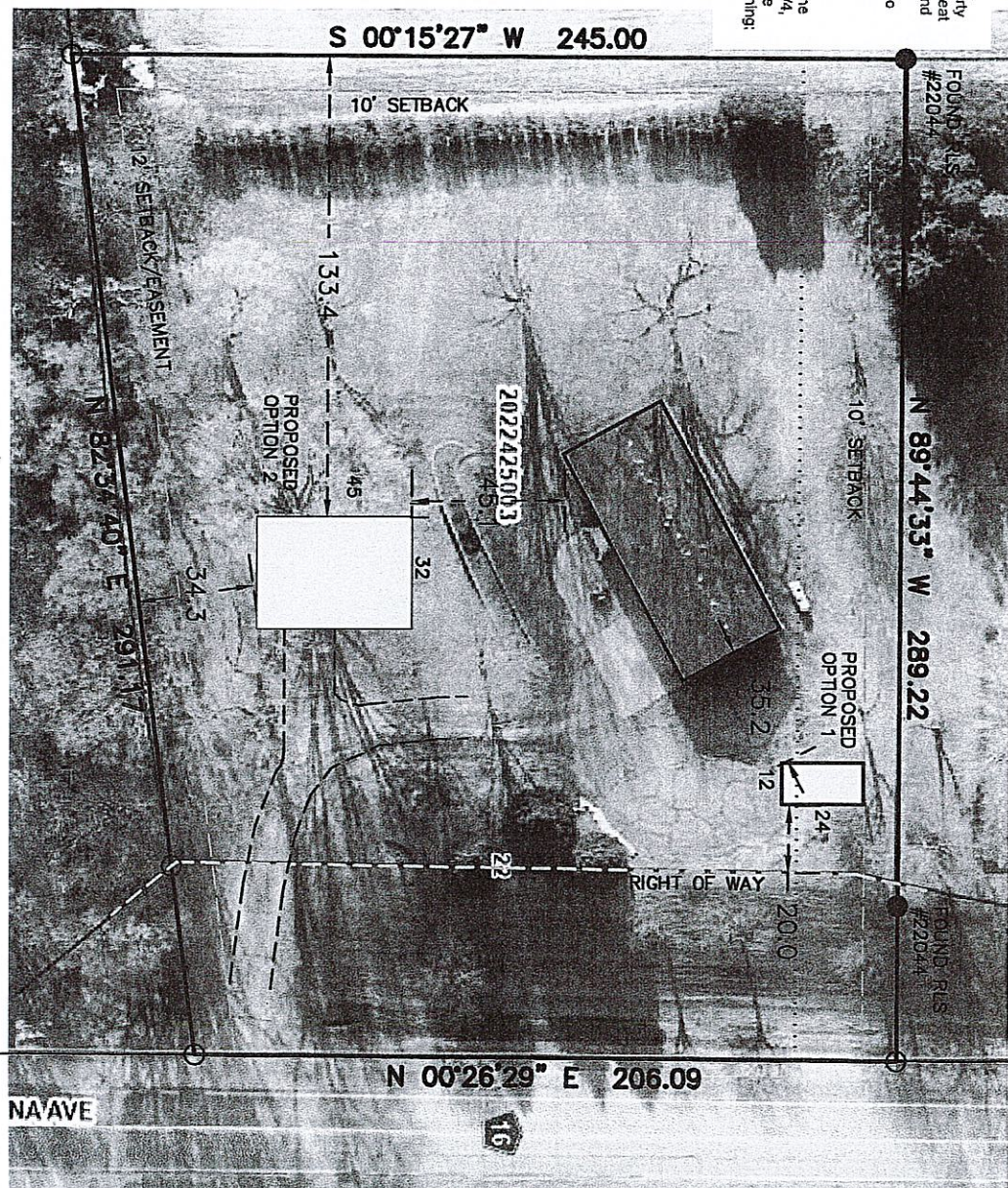
DATE: 02-14-2025

SCALE: 1" = 50'

SHEET SIZE: 8.5 X 11

SHEET 1 OF 1

- DENOTES FOUND P.L.S. MONUMENT
- DENOTES FOUND IRON PIPE MONUMENT
- DENOTES SET 1/2" IRON PIPE MONUMENT MARKED
MN LICENSE NO. 49771
- DENOTES COMPUTATION START AND END
- DENOTES RIGHT OF WAY LINE



NORTHING
EASTING
Produced by Ben Voegelé and Vicinity Map

Variance Determination Form

This form must be printed and given to the City Council to be used at the Public Hearing for consideration of a variance. This is a stipulation required by our City Code.

No uses different than those allowed in the district may be issued.

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

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

Does this condition exist?

☒ Yes

☐ No

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

☒ Yes ☐ No

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

9. What is the official recommendation?

☒ Approval of variance

☐ Denial of variance

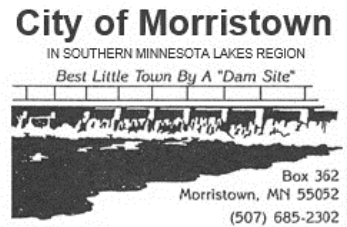
☐ Approval with special conditions. *Please list below.*

Cassie Eldeen
Printed Name

4/17/25
Date

Cassie Eldeen
Signature

AGENDA MEMO



Agenda Item: Waiver

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Waiver – Liability Coverage Waiver Form

Action Requested: Motion to approve the Liability Coverage Waiver Form as presented, with the 'DOES NOT WAIVE' box checked.

Staff Recommends: Approve

Committee Recommends:

Attachments: Liability Coverage Waiver Form

Previous Council Action: **2022:** *Motioned by Murphy, seconded by Barney, and was carried unanimously approve signing the LMCIT Coverage Form not to waive statutory limits.*
2023: *Motion by Golombeski, seconded by Caldwell and was carried unanimously to not waive liability limits with respect to the city.*

Overview: We must fill out the attached form annually when we renew our property and casualty insurance. Mark always recommends that we do not waive the statutory limits.

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to \[pstech@lmc.org\]\(mailto:pstech@lmc.org\), or fax to 651.281.1298.](#)

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Morristown

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

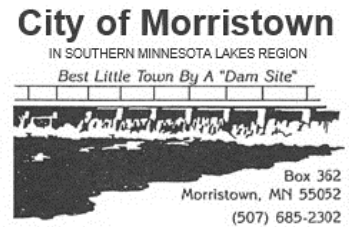
☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 5/5/25

Signature: _____

Position: Mayor

AGENDA MEMO



Agenda Item: Personnel Policy

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Personnel Policy – Addition of Language to the Personnel Policy

Action Requested: Motion to approve the addition to the Personnel Policy as presented.

Staff Recommends: Approve

Committee Recommends:

Attachments: Personnel policy language addition

Previous Council Action:

Overview: Our personnel policy did not include language that stated how comp time would be accrued. Added language to clarify.

CITY OF MORRISTOWN

Paychecks will be distributed every two weeks. Distribution of paychecks to city employees is to be accomplished in a timely manner using accurate, consistent procedures.

When paydays fall on a holiday, checks will be issued the business day before the holiday.

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per work week. They will be paid according to the time reported on their timecards. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time, a reporting form must include the signature of the employee. Reporting false information on a time sheet may be cause for immediate termination. Forgetting to punch in or out may be subject to written disciplinary action by the City Administrator.

Overtime

The City of Morristown has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator and/or appointed department council member will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Compensatory Time

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The City Clerk will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one work week.

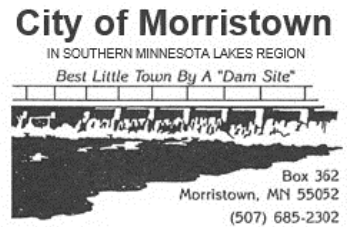
Overtime must be approved by the City Administrator and/or the employee’s appointed department council member. An employee who works overtime without approval will be written up by the City Administrator.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by the City Administrator and/or appointed department council member. Generally, to meet these

AGENDA MEMO



Agenda Item: Missed Lot

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Missed Lot – Drainage Square Feet, Missed Lot

Action Requested: Motion to approve the storm sewer drainage area at 106 Division St S to be 7,946 square feet.

Staff Recommends: Approve

Committee Recommends:

Attachments: Missed Lot Drainage Area

Previous Council Action: Tabled.

Overview: Brent would like the Council to decide on a square footage of drainage area for the missed lot. Once that number is established, Brent will recalculate the assessment amount and have some numbers for us at next meeting.

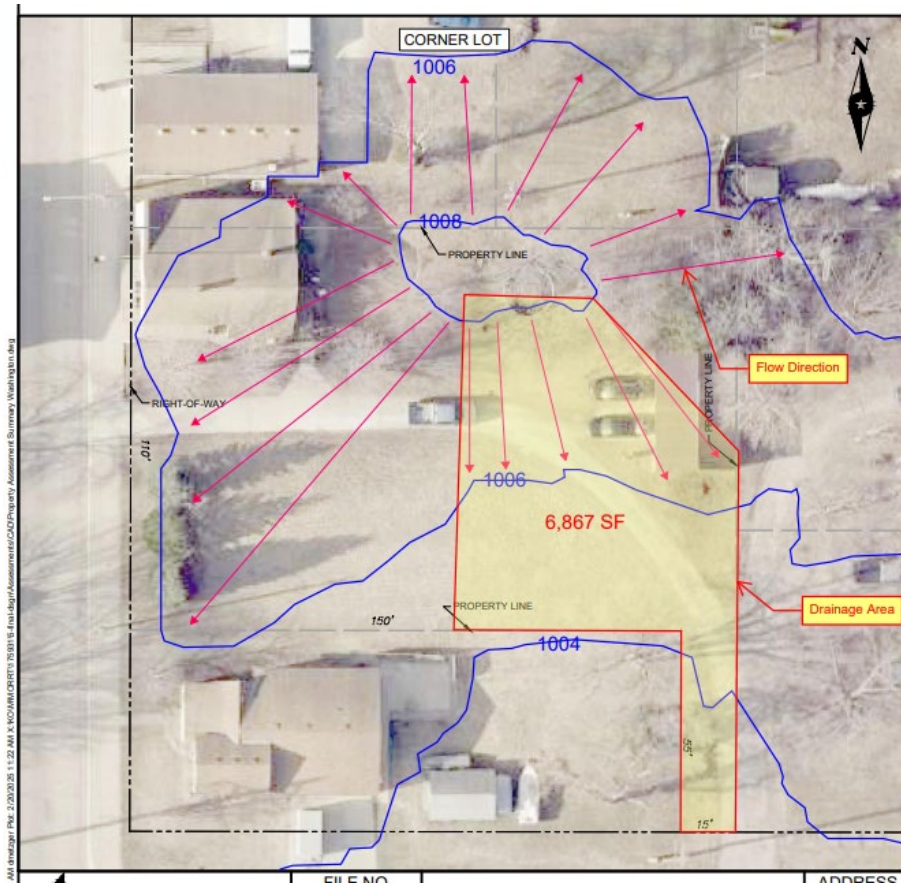
I ran some preliminary estimates. I used the contours on Beacon, and feel the 'potential' picture is also a decent representation of flow area.

Missed Lot Drainage Area

Brent:

6,867 sq ft

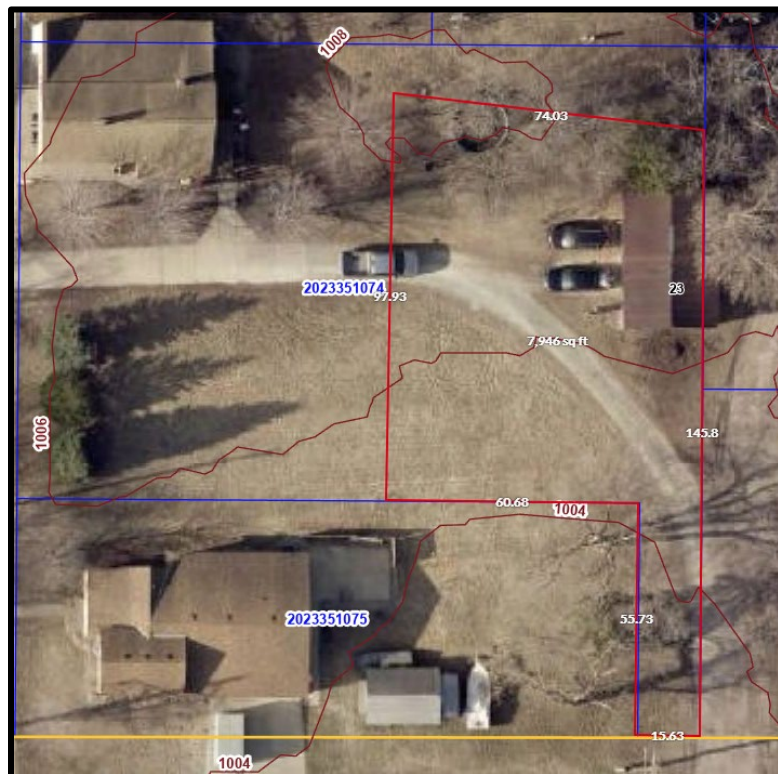
\$5,578.27

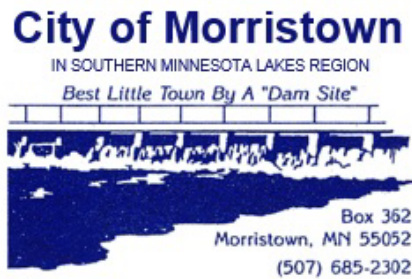


Potential:

7,946 sq ft

\$5,901.97





RESOLUTION 2025-18

A RESOLUTION OF THE MORRISTOWN CITY COUNCIL INCREASING THE 2025 MASTER FEE SCHEDULE FOR THE CITY OF MORRISTOWN

WHEREAS, the City of Morristown evaluates the City fees to assure adequate and fair funding is in place; and

WHEREAS, the City of Morristown has provided notice to the public as required by the City Code; and

WHERAS, the increased fee shall be effective immediately; and

NOW THEREFORE, BE IT RESOLVED the City Council of the city of Morristown hereby adopts the attached schedule, titled 'Exhibit A City of Morristown – 2025 Master Fee Schedule, Updated'

Approved by the City Council of the City of Morristown on Monday, May 5, 2025.

CITY OF MORRISTOWN

Attest:

Tim Flaten, Mayor

Cassie Eldeen, City Clerk

Exhibit A

City of Morristown - 2025 Master Fee Schedule, Updated

Adopted 5/5/2025

Licenses

Dog Tag	One-time	\$10.00
Dangerous Animal Registration	One-time	\$1,000.00
Dog Impound Fee – Initial		\$25.00
Per Day Impound Fee		\$25.00
Chicken Permit Fee (licensing period January 1-December 31)		\$25.00
Golf Cart License (licensing period April 1-March 31)		\$25.00
Cigarette/ Tobacco License	Per year	\$100.00
Peddler/Solicitor License (Mayor to Approve)	Single per day	\$25.00
	Yearly	\$150.00
	Group – 2 or more, daily	\$50.00
	Group – 2 or more, yearly	\$300.00

Liquor

On-Sale	\$1,900.00
Off-Sale	\$200.00
Sunday	\$200.00
Club On-Sale	\$450.00
Morristown Commercial Club On-Sale	\$200.00
On-Sale, Non-Intoxicating	\$50.00

Zoning Permit

Utility Sheds, Fences, Decks, Signs (valid for 3 months)		\$100.00
Siding, Roof, Window, Residential Solar Panels (valid for 6 months)		\$100.00
*New Construction, Garages, Additions (valid for one year)	Per square foot	\$0.25
	Minimum	\$150.00
Mobile Home Single Wide (valid for 3 months)		\$350.00
Mobile Home Double Wide (valid for 3 months)		\$500.00
Structure Moving (valid for 180 days)		\$0.00
Demolition (valid for 60 days)		\$0.00
**Permit Extension, and additional case by case fee	Minimum charge	\$50.00
Conditional Use Hearing, Public Hearing, or Special Meetings		\$250.00

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

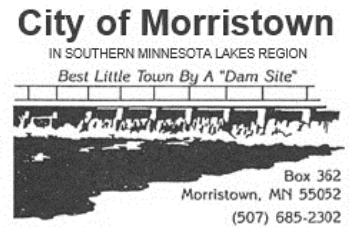
***After expiration of the initial extension period, the extension fee will double for each extension thereafter up to the discretion of the zoning board to review on a case-by-case basis. All permit extensions need to go through the Zoning Board before being approved.*

Rentals

Event Security	Per event	\$200.00
Damage Deposit (based on number of invites)	1-50 people	\$100.00
	51-100 people	\$250.00
	101-868 people	\$500.00
Set-up & take-down	Per table	\$0.55
	Per chair	\$0.35
Government Room Rent		
Rent	Per day	\$40.00
Great Hall Rent		
Entire hall	Friday, Saturday	\$1,000.00
	If booked within 60 days	\$500.00
	If booked within 30 days	\$250.00
	Sunday	\$500.00
	If booked within 60 days	\$250.00
	If booked within 30 days	\$125.00
	Monday-Thursday	\$300.00
	If booked within 60 days	\$150.00
	If booked within 30 days	\$75.00
Half hall	Friday, Saturday	\$650.00

	<i>If booked within 60 days</i>	\$150.00
	Sunday	\$200.00
	<i>If booked within 60 days</i>	\$70.00
	Monday-Thursday	\$100.00
	<i>If booked within 60 days</i>	\$50.00
School Events	Flat rate	\$250.00
<i>501©(3) may rent the hall for half price with proper documentation.</i>		
Add-on's		
Bar Rental	Per event	\$200.00
Bar Rental Damage Deposit	Per event	\$250.00
Park Shelter Rent	Per Event	\$40.00
Water/Sewer/Garbage Rates		
Late Fee		\$35.00
Non-sufficient Fund (NSF) Fee		\$40.00
Water		
*Base Charge		\$10.82
Per 1,000 Gallons of Water Used		\$3.97
Second Meter Rate Per 1,000 Gallons Water Used		\$3.77
Residential Flat Rate Water Charge		\$5.90
Commercial Flat Rate Water Charge		\$13.78
Water Access Fee (WAC)		\$1,350.00
Water Reconnection Fee		\$50.00
Sale of Bulk Water (\$30 minimum, \$0.01/gallon after that)	Minimum charge	\$30.00
Meter Charge - First Meter		\$0.00
Meter Charge - Second Meter		At Cost
Sewer		
*Base Charge		\$33.61
Per 1,000 Gallons Water Used		\$9.07
WEM School Sewer Base Charge		\$144.91
Residential Flat Rate Sewer Charge		\$64.59
Commercial Flat Rate Sewer Charge		\$47.38
Sewer Access Fee (SAC)		\$1,350.00
Garbage		
Residential (recycling bin & 96, 64, or 48 gallon garbage can)		\$18.41
Mobile Home Park		\$19.38
<i>*Every private service line, connected to a City connection, will be charged the base rate every month for water and sewer, regardless if it's utilized, with the exception of properties deemed uninhabitable by the City.</i>		
<i>With the exception of the WEM School, buildings will be charged water & sewer base rates according to the number of dwelling units.</i>		
Miscellaneous		
Assessment Search Fee		\$30.00
Ordinance Copies		\$25.00
Audit and Budget Reports		\$25.00
Copies	Per sheet	\$0.25
Community Center Sign Rental		
1 Year with 4 sign changes	Per month	\$25.00
6 Months with 2 sign changes		\$35.00
3 Months with 1 sign change		\$45.00
2 Months with 0 sign changes		\$50.00
1 Month with 0 sign changes		\$55.00
Sign Change	Per change	\$10.00
Non-profit (No monthly charge)	Set-up fee	\$10.00

AGENDA MEMO



Agenda Item: Website

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Website – Pricing for a New Website

Action Requested:

Staff Recommends: Approve

Committee Recommends:

Attachments: Quotes from CivicPlus, Municipal Impact, Wix

Previous Council Action: None.

Overview: We currently use Wix as the platform for our City's website. We have stayed with them because they are cheap, however we are getting what we pay for.
Our website is extremely hard to use from staff's standpoint, and is hard to navigate from a resident's standpoint.
Because of the negative opinions of our website, I would like to have a discussion with Council of what they would like to see.

Website	Standard
One-Time Standard Implementation	\$650
Annual Subscription Fees	\$2,958

Base Inclusions			Price
Agenda Center	Graphic Links	DNS Domain Management	Included
Calendar	Quick Links	Management	
Alert Center	Info Advanced	SSL Management	
Document Center	News Flash	Hosting and Security	
Notify Me	Staff Directory		
FAQs	Form Center		
Website Optional Add-On			Price
Live Training Per Module			\$375 one-time
Meetings and Agenda Migration per 100 Meetings			\$850 one-time
Guardian Security (Cloudflare WAF/CDN) – Cloudflare Tier 1 WAF/CDN Security Protection – PCI Compliance and Visitor Surges			\$300 annual fee
Standard Department Header Page			\$2,933 one-time \$813 annual fee
Premium Department Header Page			\$4,515 one-time \$938 annual fee
Accessibility with AudioEye			\$2,500 annual fee
CommonLook – PDF Remediation – One License			\$1,443 annual fee
Facilities Module			\$350 annual fee
Resource - Business Directory Module			\$350 annual fee
Activities Module			\$350 annual fee
Bids Posting Module			\$350 annual fee
Jobs Module			\$350 annual fee
Opinion Polls Module			\$350 annual fee
Real Estate Locator Module			\$350 annual fee
CivicSend – E News Letter Builder Added to Notify Me			\$750 one-time \$2,374 annual fee
CivicPlus Pay			\$1,785 annual fee
Additional Block of 500 Notify Me SMS Subscribers (Comes with a block of 500)			\$945 annual fee
Chatbot			\$2,750 annual fee
Other Popular Non-Module Add-Ons			Price
Mass Notification			Ask Me
Meetings and Agenda Management			Ask Me
Social Media Archiving			Ask Me
Next Request (Public Records Request)			Ask Me
Unicode Codification (Code of Ordinance)			Ask Me
SeeClickFix 311 CRM			Ask Me
Web Accessibility			Ask Me
Community Development (Permitting, Licensing, Code Enforcement)			Ask Me
Asset Management			Ask Me
Process Automation (Advanced fillable forms with automated workflow)			Ask Me
Recreation Management			Ask Me

[Start for Free →](#)

All plans include:  Custom domain  Reliable web hosting  AI creation tools  24/7 customer care

Business Elite

Scale your business

\$159/_{mo}

- ✓ Free domain for 1 year
- ✓ **Unlimited** storage space
- ✓ Multi-cloud hosting
- ✓ **Advanced** marketing suite
- ✓ Accept payments
- ✓ **Advanced** eCommerce
- ✓ **Advanced** developer platform
- ✓ **100** site collaborators

Business

Grow your brand

\$36/_{mo}

- ✓ Free domain for 1 year
- ✓ **100 GB** storage space
- ✓ Multi-cloud hosting
- ✓ **Standard** marketing suite
- ✓ Accept payments
- ✓ **Standard** eCommerce
- ✓ **10** site collaborators

RECOMMENDED

Core

Engage your audience

\$29/_{mo}

- ✓ Free domain for 1 year
- ✓ **50 GB** storage space
- ✓ Multi-cloud hosting
- ✓ **Basic** marketing suite
- ✓ Accept payments
- ✓ **Basic** eCommerce
- ✓ **5** site collaborators

Light

Get the basics

\$17/_{mo}

- ✓ Free domain for 1 year
- ✓ **2 GB** storage space
- ✓ Multi-cloud hosting
- ✓ **Light** marketing suite
- ✓ **2** site collaborators



IMMENSE IMPACT, LLC

Home of RuralWaterImpact.com & MunicipalImpact.com

Rural Water Impact & Municipal Impact
(888) 551-4815
P.O. Box 121034
Arlington, TX 76012

Prepared For
Attn: Ellen Judd
City of Morristown
402 Division St S
P.O. Box 362
Morristown, MN 55052

Estimate Date
05/05/2025

Estimate Number
25-0423CVM

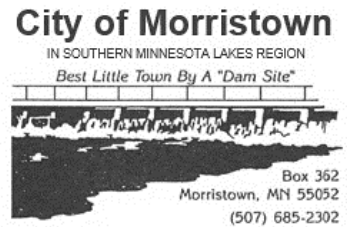
Description	Rate	Qty	Line Total
Muni Tier 1 Annual Subscription - 25 Municipal Impact Tier 1 (population 1-1500) Annual Website Subscription. Includes Hosting, Unlimited Customer Support, All Website Software Updates, Upgrades & One Month Free (\$67.00).	\$737.00	1	\$737.00
Muni Tier 1 Set Up Fee - 25 Website Set Up Fee - One Time Charge (Does Not Include Existing Website Content Transfer or Custom Domain)	\$499.00	1	\$499.00
Subtotal			1,236.00
Tax			0.00
Estimate Total (USD)			\$1,236.00

Terms

Subsequent Annual Renewal Subscriptions \$737.00 per current pricing. NO RISK 30-Day 100% Money-Back Guarantee. Prices subject to change without notice.

Questions? Give us a call at (888) 551-4815 or email us at support@municipalimpact.com.

AGENDA MEMO



Agenda Item: Sheriff

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Sheriff – Plan for Contract Expiration

Action Requested: Discussion

Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action: None.

Overview: Start having a discussion of next steps for the Sheriff Contract.

Dates to keep in mind:

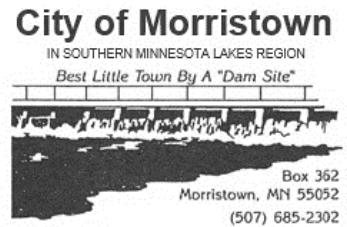
-01/31/2026: County shall provide the City with a written proposal for the cost of a subsequent 2 or 3 year term.

-03/01/2026: City shall notify the County in writing of its intention to accept proposed costs.

-05/31/2026: Contract expires.

06/01/2025: 4% COLA increase to \$159,536.00

AGENDA MEMO



Agenda Item: One-Site Study

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: One-Site Study – Discussion on the One-Site Study for WEM

Action Requested:

Staff Recommends:

Committee Recommends:

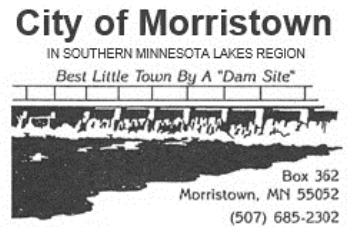
Attachments:

Previous Council Action: Asked for a meeting with the WEM School Board.

Overview: I called Gary, the school board chair, who said that they received our email but didn't feel it would be pertinent to meet prior to the 19th when the material is presented. He suggested that two council members meet with two board members at that time to discuss.

I also emailed the superintendent asking for a copy of the study. He has not emailed me back.

AGENDA MEMO



Agenda Item: Chip Seal

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Chip Seal – Quotes Received to Chip Seal

Action Requested: Motion to approve the quote from Pearson Bros to chip seal the 2022 Street Project.

Staff Recommends: Approve

Committee Recommends:

Attachments:

Previous Council Action:

Overview: I am currently working on a plan for road maintenance. As part of that, the 2022 Street Project needs to be chip sealed. The quotes on that are attached. The 2022 project was the easiest project to get quotes for because the square footage is known from the engineer, and it doesn't need to be crack filled. I'm also working on other spots in town, but don't have estimates yet. Austin met with two contractors this past week to get estimates on crack filling and repairs.

Pearson Bros., Inc.

11079 Lamont Avenue N.E. ~ Hanover, MN 55341

Phone: (763) 391-6622 ~ Fax: (763) 391-6627

ATTENTION: Ellen Judd

PHONE #: 507-497-1287 Direct
507-685-2302 City Hall

FAX #: 507-685-2632

JOB LOCATION: City Of Morristown
ADDRESS: 402 Division St S
Morristown MN 55052

DATE: March 26, 2025

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 13,455 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING. Square yards are estimated and PBI bills for actual yards unless otherwise specified.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2 Liquid Asphalt at .28 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install FA-2 Quartzite 18-20 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2025 COMPLETION DATE: No later than: Sep 15th, 2025

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of: \$28,120.95 (13,455 sq yds @ \$2.09 per square yard)

AUTHORIZED SIGNATURE:



Payment Due Upon Completion

TODD BARTELS
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

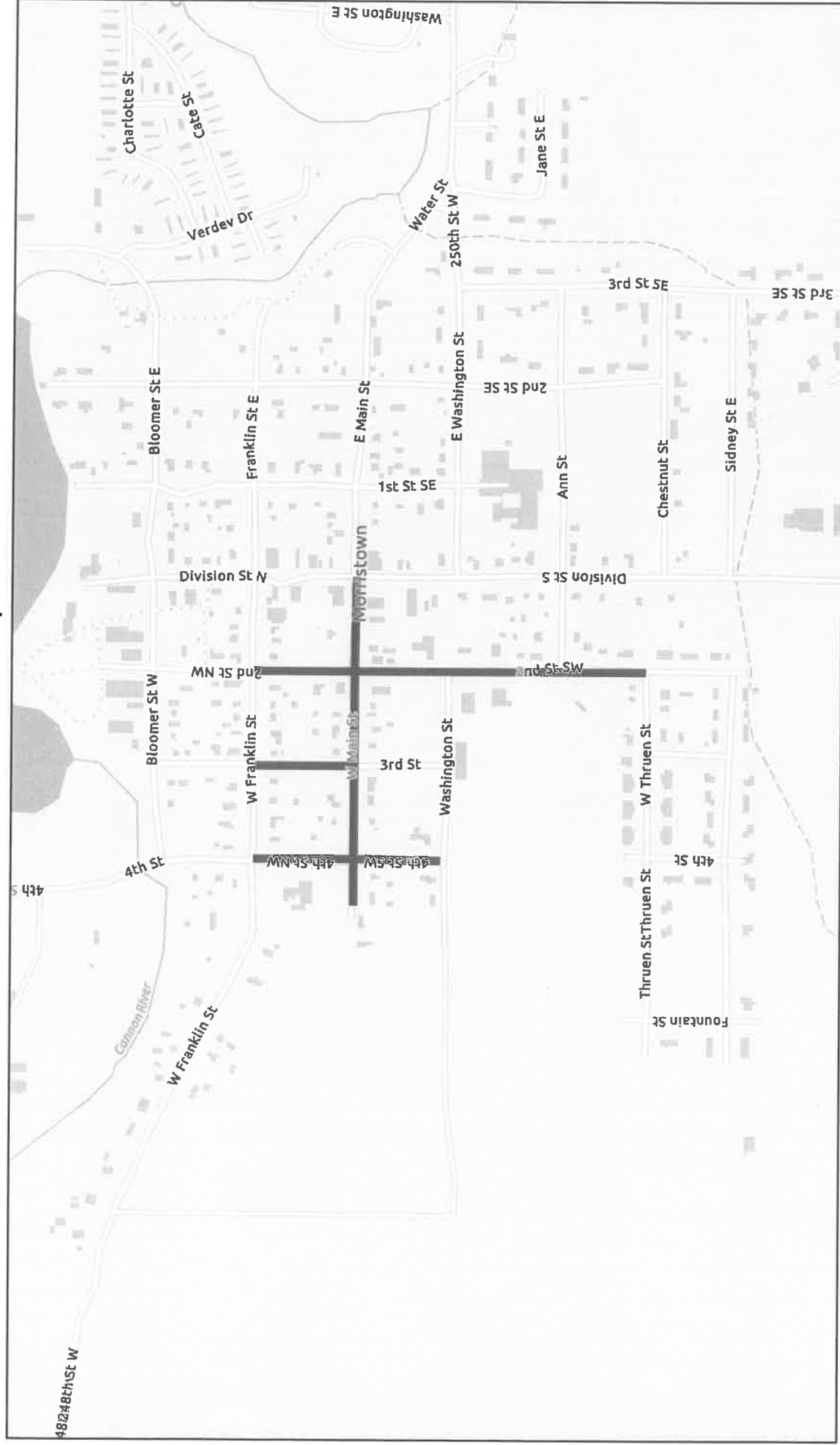
SIGNATURE: _____

DATE: _____

specified.

Proposal good for 30 days.

ArcGIS Web Map



3/26/2025, 3:30:32 PM

Streets - PCI

> 86 - 100

1:9,028

0 0.05 0.1 0.2 mi

0 0.07 0.15 0.3 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, (c) OpenStreetMap contributors, and the GIS User Community

Subject: Morristown Sealcoat

Date: Wednesday, March 26, 2025 at 2:36:44 PM Central Daylight Time

From: Ellen Judd

To: Todd Bartels

Todd,

Our engineer sent me the following:

Reconstruct = 111,800 sf

Overlay = 9,295 sf

Part of the project was just an overlay.

Thank 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

W W BLACKTOPPING, INC.
700 INDUSTRIAL ROAD
MANKATO MN 56001
507-387-1518 OFFICE 507-387-2228 FAX

Proposal Submitted To

CITY OF MORRISTOWN
402 DIVISION ST SOUTH. PO BOX 362
MORRISTOWN, MN 55052

Date	4-21-2025
Phone	ELLEN JUDD 507-384-7609
Job Name	CHIP SEAL PROJECT
Job Location	MULTIPLE STREETS

We hereby submit specifications and estimates for:

CHIP SEAL PROJECT: APPROX. 13,455 SY
SWEEP STREETS PRIOR TO CHIP SEAL.

APPLY LIQUID ASPHALT AT A RATE OF .26 GALLONS PER SQUARE YARD.

APPLY COVER AGGREGATES CRS-2/RED ROCK, AT A RATE OF 20 LBS PER SY. ROLL COVER AGGREGATES.

PICK UP EXCESS AGGREGATES AT A LATER DATE (4-8 WEEKS)

TOTAL = \$33,368.40 (\$2.48/SY)

NOTE 1: NOT INCLUDED IN PRICES: TRPM'S, STRIPING, TURF RESTORATION, CRACK REPAIR, SHOULDERING, BACKFILLING, CONCRETE WORK, STRUCTURES, CASTINGS, TILE, STORM PIPE, OVER EXCAVATING, ASPHALT PATCHING, CORRECTION TO BASE WORK, AND/OR BOND ARE NOT INCLUDED.

NOTE 2: CHIP SEAL PRICE ASSUMES 1 MOBILIZATION. CHIP SEALING TO BE DONE ALL AT ONCE. ADD \$5,000 FOR EACH ADDITIONAL MOBILIZATION. QUOTED AS WEEKDAY WORK. ALL CHIP SEALS EXPERIENCE OIL BLEEDING AND AGGREGATE TRACKING.

NOTE 3: THE CITY IS RESPONSIBLE FOR NOTIFYING RESIDENTS OF ALL THE PROPOSED WORK AND IS RESPONSIBLE FOR MOVING PARKED CARS.

NOTE 4: CITY PROVIDED TOTAL AREA OF MEASUREMENT OF 13,455 SY. IF THE AREA IS LARGER THAN THE STATED QUANTITY, THE UNIT PRICES LISTED WILL BE APPLIED AND ADDED TO THE FINAL INVOICE.

NOTE 5: PRICED TO BE DONE WITH OTHER PROJECTS IN THE AREA.

NOTICE OF LIEN RIGHTS:

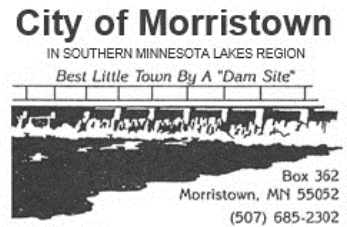
- A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**
- B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

OWNER IS RESPONSIBLE FOR ALL PERMITS.

Notice to all overlay projects: If your driveway or parking lot is cracked and you are asking for an overlay on these areas, please be aware that the existing cracks may in time reappear on the new overlay.

Payment is to be made in full within 10 days of the completion of this work, unless otherwise stated above interest will be charged on all overdue accounts at the legal rate. All material and equipment is guaranteed to be as specified above. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. W W Blacktopping, Inc., shall have the right to sell or assign this contract and monies due thereunder. Purchaser agrees to execute a good and sufficient negotiable note for balance due.

AGENDA MEMO



Agenda Item: Parade

To: City Council

From: Ellen Judd

Meeting Date: 5/5/2025

Meeting Type: Regular Meeting

Subject: Parade – Dam Days Parade Route

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments: Map

Previous Council Action:

Overview: Tim, myself, and Val had a conversation with Seth Prescher about the parade route, and how it would impact seeding.
The proposal is to end the parade early (see map).
The Dam Days Committee would like a council member at their meeting on Tuesday, May 6th at 7:00 p.m. at the Fire Hall to discuss.

Seth also mentioned that the Council may want to consider buying marker poles for residents that want to block off their yard.

Dam Days 2025 Potential Parade Route

