

**MORRISTOWN CITY COUNCIL MEETING AGENDA**

Regular Meeting, 7:00 p.m.

Monday, June 2, 2025

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

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1. Call to Order:
  2. Pledge of Allegiance:
  3. Additions/Corrections:
  - 3.5 PUBLIC HEARING ORDINANCE 2025-2 REGULATING CANNABIS BUSINESSES**
  4. Citizens Comments: *Need to sign up prior to meeting*
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5. Consent Agenda:
    - A. Police Report May 2025– to come in separate email
    - B. Fire Department Report May 2025
    - C. Public Works Report May 2025
    - D. City Council Minutes Regular Meeting 5/5/2025
    - E. Zoning Board Minutes Regular Meeting 4/15/2025
    - F. Financial Reports 5/31/2025 – to come in separate email
    - G. Claims & Accounts 5/1/2025 – 5/31/2025
    - H. Ordinance 2025-3 Alcohol Training Amendment
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6. **UNFINISHED BUSINESS:**
    - A. Ordinance 2025-2 Regulating Cannabis Businesses
    - B. Resolution 2025-15 Summary Publication for Ordinance 2025-2
    - C. Missed Lot Decide drainage area for missed lot
    - D. Sheriff Contract Update from Meeting with Rice County
    - E. 204 Franklin St Property Update for Current Council
    - F. Event Security Hire Event Security Staff
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7. **NEW BUSINESS:**
    - A. Signage No Parking Signs, Ann St E, Chestnut St
    - B. Park Bathrooms Update on the Centennial Park Bathrooms
    - C. Resolution 2025-23 Adopting State Job Match System for Pay Equity Reporting
    - D. Resolution 2025-19 Adopting the Sidewalk Master Plan
    - E. Resolution 2025-22 Requesting Truck Route Signage on County Roads
    - F. Payment Plan Resident is requesting a payment plan to get caught up on Utility Bill
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8. **CORRESPONDENCE & ANNOUNCEMENTS:**
    - Park bathrooms are now open
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9. **COUNCIL DISCUSSION & CONCERNS:**
  10. **ADJOURNMENT:**
  11. **NEXT MEETING:** Monday, July 7, 2025 – 7:00 p.m.

## 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:         | A regular meeting of the Morristown City Council was called to order on Monday, May 5, 2025, at 7:00 p.m. in the Community Hall at 402 Division Street South by Mayor Tim Flaten.  |
| 2. | Pledge of Allegiance:  | The Pledge of Allegiance was recited.  |
| 3. | Additions/Corrections: |  |
|    | Removal                | Remove 7K Resolution 2025-15, from the agenda.   |
|    | Reorder                | Pull 'Variance' from Consent Agenda and move to 7A.<br>Motion by Gregor, seconded by Nusbaum to approve changes.<br>Motion by Caldwell, seconded by Kruger, and carried unanimously to close regular and open Public Hearing at 7:02 |
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|------------|-----------------------|--|
| <b>3.5</b> | <b>PUBLIC HEARING</b> | <b>MASTER FEE SCHEDULE.</b> No Comments.<br>Motion by Nusbaum, seconded by Gregor and carried unanimously to close the public hearing and open the regular meeting at 7:04 |
|------------|-----------------------|--|
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| 4. | Citizens Comments: | John Chmelik asked the council to look into no parking signs on the south side of Ann St. from Division St. Vehicles are blocking their mailbox and the fire hydrant. He also stated that when cars are parked on both sides no emergency vehicle would be able to get through if there was an emergency. Mayor Flaten asked for his perspective on Chestnut St.<br>Lisa Merritt thanked the council and SEH for providing some answers to their questions. |
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| 5. | Consent Agenda:             | Motion by Gregor, seconded by Kruger, and carried unanimously to approve the consent agenda.  |
| 6. | <b>UNFINISHED BUSINESS:</b> |   |
| A. | Missed Lot                  | Drainage Square Feet, Missed Lot. Continued discussion on the missed lot and the amount SEH will be reimbursing the city for. City Administrator did some figuring and presented the council with another potential option. Gregor made a motion to accept 7,946 sq feet. Motion died with no second. Kruger would like to shoot it hands on to get a more accurate reading. Caldwell thinks it should be 100% square footage. Nusbaum agrees with Kruger. Kruger will use his laser and report back with his findings. |
| B. | Event Security              | Update on Event Security – 35 applicants. Would like to have a pool of 4 hires. Nusbaum would like to have staff go through and find 10 candidates. Gregor and Kruger to partner with city staff to find top 10 and interviews.   |
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- |    |                      |   |
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| 7. | <b>NEW BUSINESS:</b> |   |
| A. | Variance             | Motion by Kruger, seconded by Caldwell, and carried unanimously to approve variance for the two accessory buildings at 23966 Iona Ave.  |
| B. | Resolution 2025-18   | Motion by Kruger, seconded by Nusbaum, and carried unanimously to approve changes to the 2025 Master Fee schedule.  |
| C. | Website              | Motion by Caldwell, seconded by Nusbaum, and approved unanimously to go with Municipal Impact as a new website carrier.   |
| D. | Sheriff              | Sheriff contract expires in a year, starting the discussion on what to do as they need 6 months' notice for any changes to contract. Discussion between council on frustrations and concerns. Decision to first, have a meeting with Sheriff Thomas, Charlie, and Sara to discuss concerns and contract options before any decisions are made. Caldwell and Nusbaum will be involved in the meeting, with Flaten as backup for Nusbaum if she is unable to make the meeting. Potential for scheduling a public forum to get resident input on policing in Morristown. |

- E. One-Site Study Clerk and Administrator both called the district office to get a copy of the One-Site Study and were denied. Email was sent to the superintendent and no response was received.
- F. Chip Seal Council members to review provided map while driving streets to see if they agree with street maintenance that is needed and come up with a plan. In the meantime, two bids were submitted for chip seal for the 2022 street project. Motion by Nusbaum, seconded by Kruger, and carried unanimously to accept the Person bid for the 2022 Street Project Chip Seal.
- G. Sewer Repair Discussion of Potential Sewer Repair – Motion by Kruger, seconded by Caldwell, and carried unanimously to have Dahle’s fix the problem, and we will go after Wencf’s for the amount.
- H. Parade Conversation regarding proposed parade route with citizens. All agreed on best route. Will be brought to their meeting tomorrow night at 7 pm. Discussion on roping off newly seeded properties. Motion by Kruger, seconded by Nusbaum, and carried unanimously to propose changes to parade route at meeting tomorrow.
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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.
9. **COUNCIL DISCUSSION & CONCERNS:** Nusbaum asked for a status update on the Centennial Park Bathrooms. It has been reported that they will be done by Dam Days as will the new mulch around the playground equipment.
10. **ADJOURNMENT:** Motion by Nusbaum, seconded by Kruger, and carried unanimously to adjourn at 9:00 pm.
11. **NEXT MEETING:** Monday, June 2, 2025 – 7:00 p.m.

## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.  
Thursday, May 15, 2025



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

Members Absent: John Chmelik

Others Present: Cassie Eldeen (City Clerk), Tony Lindahl (Zoning Administrator)

1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on May 15, 2025, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda:
3. Approval of Minutes: Motion by Petersen, seconded by Krenik and carried unanimously to approve the minutes as presented from April 17, 2025.
4. Requests to Be Heard:
5. Council Action at Last Meeting: The variance for Heyers was approved and their building permit has been issued.
6. **UNFINISHED BUSINESS:** None
7. **NEW BUSINESS:**
  - A Kevin Jacobsen Zoning Administrator Lindahl to look at the lean to that has been built.
  - B Schiefelbein Discussion with board on why the zoning administrator still needs to go check setbacks, even when it is going in the same place and will be the same size. Zoning Administrator Lindahl to check it out.
8. **ZONING ADMINISTRATOR'S REPORT:**

Open and closed permits were reviewed.
9. **BOARD DISCUSSION & CONCERNS:**

Krenik observed a shed being moved into the mobile home park, asked if there had been a permit issued. No permit has been issued for 61 Charlotte St. Discussion about ongoing issues with mobile home park not getting permits. Clerk to get in touch with manager to discuss.
10. **ADJOURNMENT:** Motion by Petersen, seconded by Krenik, and carried unanimously to adjourn the Thursday, May 15th, 2025, Zoning Board Meeting at 7:40 p.m.
11. **NEXT MEETING:** Thursday, June 18th, 2025, at 7:00 p.m.

Approved:

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

Attested:

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

# CITY OF MORRISTOWN CLAIMS AND ACCOUNTS

05/30/25 11:32 AM

Page 1

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
	G 100-10100 Cash	-\$5,826.30	PW Building Assessment Transfer	
	G 372-10100 Cash	\$1,339.86	Well#1 Building Assessment Transfer	
	G 100-10100 Cash	-\$1,339.86	Well#1 Building Assessment Transfer	
	G 371-10100 Cash	\$5,826.30	PW Building Assessment Transfer	
	G 371-10100 Cash	\$8,838.24	Water transfer for 2022 Street Project Bond	
	G 601-10100 Cash	-\$8,838.24	Water transfer for 2022 Street Project Bond	
	G 701-10100 Cash	\$200,000.00	Streets CRA Annual Transfer	
	G 100-10100 Cash	-\$200,000.00	Streets CRA Annual Transfer	
G General Ledger		\$0.00		
*R Revenue				
	R 371-39201 Transfer From General Fund	-\$5,826.30	PW Building Assessment Transfer	
	R 701-39201 Transfer From General Fund	-\$200,000.00	Streets CRA Annual Transfer	
	R 372-39201 Transfer From General Fund	-\$1,339.86	Well#1 Building Assessment Transfer	
	R 371-39202 Transfer From Enterprise Fund	-\$8,838.24	Water transfer for 2022 Street Project Bond	
*R Revenue		-\$216,004.40		
-E Expenditure				
	E 100-49360-820 Transfer to Other Funds	\$5,826.30	PW Building Assessment Transfer	
	E 100-49360-820 Transfer to Other Funds	\$200,000.00	Streets CRA Annual Transfer	
	E 601-49440-720 Interfund Transfers	\$8,838.24	Water transfer for 2022 Street Project Bond	
	E 100-49360-820 Transfer to Other Funds	\$1,339.86	Well#1 Building Assessment Transfer	
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$147.24	4.1.25-4.29.25 Community Center Gas Utilities	05/13/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$147.24	4.1.25-4.29.25 City Hall Gas Utilities	05/13/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$146.20	4.1.25-4.29.25 Maintenance Shop Gas Utilities	05/13/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$53.21	4.1.25-4.29.25 Water Pump Gas Utilities	05/13/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$609.29	3.31.25-4.29.25 Gas Utilities at Fire Hall. Acct#105835	05/13/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.05	4.1.25-4.29.25 Water Tower Gas Utilities	05/13/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$27.89	4.1.25-4.29.25 Sewer Plant Gas Utilities	05/13/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$106.89	Fuel for April 2025: Acct# 319870	05/13/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$106.89	Fuel for April 2025: Acct# 319870	05/13/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$35.63	Fuel for April 2025: Acct# 319870	05/13/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$71.26	Fuel for April 2025: Acct# 319870	05/13/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$168.84	Fuel for April 2025: Acct# 620143	05/13/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$35.62	Fuel for April 2025: Acct# 319870	05/13/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	May 2025 Life Insurance	05/13/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	May 2025 Life Insurance	05/13/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	4.7.25-5.6.25 Public Works Phone 2	05/13/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$300.15	4.7.25-5.6.25 Skywarn Tablet #1-5 Internet	05/13/25

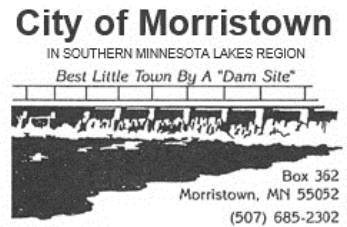
Search Name	Account Descr	Amount	Comments	Check/Receipt Date
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.39	4.7.25-5.6.25 Community Center Phone	05/13/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	4.7.25-5.6.25 Public Works Phone	05/13/25
VERIZON WIRELESS	E 100-41110-320 Communication	\$80.08	4 Council Tablets	05/13/25
AMAZON BUSINESS	E 100-41946-211 Cleaning Supplies	\$71.98	Trash Bags for CC	05/14/25
AMAZON BUSINESS	E 100-41941-200 Office Supplies	\$8.49	Notebooks	05/14/25
AMAZON BUSINESS	E 708-45202-215 Operating & Maintenance Supp	-\$235.82	String Trimmer Kit, Trimmer Line	05/14/25
AMAZON BUSINESS	E 704-42210-215 Operating & Maintenance Supp	\$235.82	String Trimmer Kit, Trimmer Line	05/14/25
AMAZON BUSINESS	E 708-45202-215 Operating & Maintenance Supp	\$235.82	String Trimmer Kit, Trimmer Line	05/14/25
AMAZON BUSINESS	E 100-41310-215 Operating & Maintenance Supp	\$64.04	Mayor Tablet Supplies	05/14/25
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Supp	\$72.11	Beakers, Nitrile Gloves, Thermometer	05/14/25
AMAZON BUSINESS	E 601-49440-215 Operating & Maintenance Supp	\$151.19	Cordless Paint Sprayer, Water Meter Couplings	05/14/25
AMAZON BUSINESS	E 100-41910-215 Operating & Maintenance Supp	\$47.04	Dividers with Tabs	05/14/25
AMAZON BUSINESS	E 100-41948-200 Office Supplies	\$79.47	Copy Paper, Name Plate Tents	05/14/25
AMAZON BUSINESS	E 100-41110-215 Operating & Maintenance Supp	\$256.12	Council Tablet Supplies	05/14/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,901.00	April 2025 Trash Removal	05/14/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$177.60	April 2025 Cellular Service to Endpoints	05/14/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$177.59	April 2025 Cellular Service to Endpoints	05/14/25
BRANDENBURG PLUMBING	E 708-45202-300 Professional Services	\$5,000.00	Supply & Install Two Bathroom Fixtures, Water Heater.	05/14/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$82.04	March 2025 Electricity for 201 Division St: Well #1	05/14/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,787.25	March 2025 Electricity for 75 Verdev Dr: WWTP	05/14/25
CUSTOM ALARM	E 100-41944-311 Alarm Company	\$172.59	6.1.25-8.31.25 Historical Society Intrusion/Fire Monitor	05/14/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	April 2025 Prosecution Services	05/14/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$83.60	Postage for water samples	05/14/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-300 Professional Services	\$30.00	Fridge Disposal	05/14/25
ESRI	E 100-43102-215 Operating & Maintenance Supp	\$103.50	ESRI software for GIS	05/14/25
ESRI	E 601-49440-215 Operating & Maintenance Supp	\$465.75	ESRI software for GIS	05/14/25
ESRI	E 602-49490-215 Operating & Maintenance Supp	\$465.75	ESRI software for GIS	05/14/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$133.26	Lacquer Thinner, Dustpan, Distilled Water, Softner salt	05/14/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.87	April 2025, 23 tickets	05/14/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$14.59	April 2025, 23 tickets	05/14/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$14.59	April 2025, 23 tickets	05/14/25
HAWKINS INC	E 601-49440-216 Chemicals	\$1,327.16	Water Tower Chemicals	05/14/25
MENARDS - DUNDAS	E 100-43101-215 Operating & Maintenance Supp	\$51.96	4' Wood Laths	05/14/25
MPETERS ENTERPRISES	E 100-41946-215 Operating & Maintenance Supp	\$89.60	City Hall/Community Center Flag	05/14/25
MPETERS ENTERPRISES	E 100-41948-215 Operating & Maintenance Supp	\$89.60	City Hall/Community Center Flag	05/14/25
NAPA WATERVILLE	E 100-41941-240 Small Tools and Equipment	\$209.96	Sockets, Wrench, Ratchet	05/14/25
NAPA WATERVILLE	E 204-42210-215 Operating & Maintenance Supp	\$43.96	Cleaners	05/14/25
NAPA WATERVILLE	E 100-45202-215 Operating & Maintenance Supp	\$36.94	Mower oil, seal	05/14/25
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$89.02	Pest Control at Fire Hall	05/14/25
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$49.66	Pest Control at City Hall	05/14/25
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$49.66	Pest Control at Community Center	05/14/25
PRECISION SIGNS	E 100-41946-300 Professional Services	\$625.00	2025 Annual message center cleaning	05/14/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
ULINE	E 100-43101-215 Operating & Maintenance Supp	\$680.00	Traffic Cones, Stop Signs	05/14/25
USA BLUEBOOK	E 601-49440-216 Chemicals	\$101.30	Water Chemicals	05/14/25
USA BLUEBOOK	E 602-49490-216 Chemicals	\$239.95	Sewer Chemicals	05/14/25
VOEGELE BUILDERS LLC	E 708-45202-300 Professional Services	\$377.71	Install two closures on bathroom doors	05/14/25
ARNOLDS OF MANKATO INC	E 100-43101-215 Operating & Maintenance Supp	\$522.23	Hydraulic hose, o-ring, oil	05/27/25
BEVCOMM	E 100-41948-320 Communication	\$284.93	June 2025, Communication	05/27/25
BEVCOMM	E 204-42210-320 Communication	\$98.63	June 2025, Communication	05/27/25
BEVCOMM	E 602-49490-320 Communication	\$263.01	June 2025, Communication	05/27/25
BEVCOMM	E 100-42502-320 Communication	\$10.96	June 2025, Communication	05/27/25
BEVCOMM	E 100-42110-320 Communication	\$76.71	June 2025, Communication	05/27/25
BEVCOMM	E 601-49440-320 Communication	\$263.01	June 2025, Communication	05/27/25
BEVCOMM	E 603-49520-320 Communication	\$98.63	June 2025, Communication	05/27/25
DAHLE ENTERPRISES MORRISTOWN	E 601-49440-300 Professional Services	\$1,097.16	Hydrant-Main St. E & 2nd St. NE	05/27/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-41948-215 Operating & Maintenance Supp	\$678.00	Government room smart tv	05/27/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$93.06	1/3 of Postage for utility bills	05/27/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$93.09	1/3 of Postage for utility bills	05/27/25
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$93.07	1/3 of Postage for utility bills	05/27/25
FARIBAULT FLEET SUPPLY	E 708-45202-215 Operating & Maintenance Supp	\$51.98	lock, white appl enamel	05/27/25
FETTE ELECTRONICS	E 708-45202-300 Professional Services	\$1,458.00	Install bathroom locks and timer	05/27/25
GREEN, KYLE & KRISTINA	E 704-42210-215 Operating & Maintenance Supp	\$119.80	Flag for Fire Dept	05/27/25
HAWKINS INC	E 602-49490-216 Chemicals	\$10.00	WWTP Chemicals	05/27/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	05/27/25
Immense Impact	E 204-42210-215 Operating & Maintenance Supp	\$61.80	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 100-41110-215 Operating & Maintenance Supp	\$197.76	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 100-41910-215 Operating & Maintenance Supp	\$197.76	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 100-41946-215 Operating & Maintenance Supp	\$197.76	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 100-41948-215 Operating & Maintenance Supp	\$197.76	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 601-49440-215 Operating & Maintenance Supp	\$197.76	Website Set Up Fee, Annual Website Subscription	05/27/25
Immense Impact	E 602-49490-215 Operating & Maintenance Supp	\$185.40	Website Set Up Fee, Annual Website Subscription	05/27/25
LACANNE ELECTRIC LLC	E 100-41948-300 Professional Services	\$2,384.02	replace parking lot lights, repair underground wires, ne	05/27/25
LACANNE ELECTRIC LLC	E 100-41946-300 Professional Services	\$2,384.01	replace parking lot lights, repair underground wires, ne	05/27/25
MATT ROSSOW	E 204-42210-432 Training/Conferences	\$13.70	2 - 1/2" x 20' rebar	05/27/25
MENARDS - DUNDAS	E 100-43101-215 Operating & Maintenance Supp	\$105.72	Dam Days Supplies	05/27/25
MIKE OROURKE	E 708-45202-215 Operating & Maintenance Supp	\$123.31	Reimbursement - Menards - Park Bathroom Supplies	05/27/25
MIKE OROURKE	E 708-45202-215 Operating & Maintenance Supp	\$129.71	Reimbursement - Home Depot - Commercial Lever	05/27/25
MORRIS, KYLE	E 204-42210-215 Operating & Maintenance Supp	\$160.49	Vacuum	05/27/25
MORRIS, KYLE	E 704-42210-300 Professional Services	\$62.27	Flowers for Bob LaCroix's Father's Funeral	05/27/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$66.00	6.2.25 Public Hearing - Cannabis Business	05/27/25
TEAM LAB	E 602-49490-216 Chemicals	\$849.50	WWTP Chemicals, Super/mega bugs	05/27/25
ULINE	E 100-41946-560 CRA: Furniture and Fixtures	\$531.72	2 tables	05/27/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$23.47	5.8.25-6.7.25 Toshiba Coverage	05/28/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$11.73	5.8.25-6.7.25 Toshiba Coverage	05/28/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$23.47	5.8.25-6.7.25 Toshiba Coverage	05/28/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$46.94	5.8.25-6.7.25 Toshiba Coverage	05/28/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$11.73	5.8.25-6.7.25 Toshiba Coverage	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,411.63	4.10.25-5.11.25 Electricity: Street Lights Co-owned	05/28/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$105.46	03.12.25-4.10.25 Electricity: Water Pump (Well#1)	05/28/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$204.00	04.10.25-05.11.25 Electricity: Fire Hall	05/28/25
XCEL ENERGY	E 601-49440-380 Utility Services	\$60.31	4.10.25-5.11.25 Electricity: Water Pump (Well#1)	05/28/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$15.79	4.10.25-5.11.25 Electricity: Historic Site (Feed Mill)	05/28/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$17.63	4.10.25-5.11.25 Electricity: Parks	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$73.00	4.10.25-5.11.25 Electricity: Street Lights	05/28/25
XCEL ENERGY	E 100-41946-380 Utility Services	-\$146.56	4.10.25-5.11.25 Electricity: Community Center	05/28/25
XCEL ENERGY	E 100-41941-380 Utility Services	\$102.92	4.10.25-5.11.25 Electricity: Maintenance Shop	05/28/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$8.93	4.10.25-5.11.25 Electricity: Water Pump (Liftstation)	05/28/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$178.50	4.10.25-5.11.25 Electricity: Water Tower	05/28/25
XCEL ENERGY	E 602-49490-380 Utility Services	-\$404.23	4.10.25-5.11.25 Electricity: Sewer Pump (WWTP)	05/28/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$13.55	03.12.25-4.10.25 Electricity: Historic Site (Feed Mill)	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.01	4.10.25-5.11.25 Electricity: Auto Protective	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,429.64	03.12.25-4.10.25 Electricity: Street Lights Co-owned	05/28/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$14.78	03.12.25-4.10.25 Electricity: Parks	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$94.40	03.12.25-4.10.25 Electricity: Street Lights	05/28/25
XCEL ENERGY	E 100-41946-380 Utility Services	-\$470.48	03.12.25-4.10.25 Electricity: Community Center	05/28/25
XCEL ENERGY	E 100-41941-380 Utility Services	\$95.57	03.12.25-4.10.25 Electricity: Maintenance Shop	05/28/25
XCEL ENERGY	E 602-49490-380 Utility Services	-\$157.05	03.12.25-4.10.25 Electricity: Water Pump (Liftstation)	05/28/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$495.56	03.12.25-4.10.25 Electricity: Water Tower	05/28/25
XCEL ENERGY	E 602-49490-380 Utility Services	-\$868.07	03.12.25-4.10.25 Electricity: Sewer Pump (WWTP)	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.69	03.12.25-4.10.25 Electricity: Street Lights	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.73	03.12.25-4.10.25 Electricity: Auto Protective	05/28/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.69	4.10.25-5.11.25 Electricity: Street Lights	05/28/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$10.38	April Gas Utilities at Fire Hall. Acct#10583553-2	05/29/25
-E Expenditure		\$252,205.03		
		\$36,200.63		



# AGENDA MEMO



**Agenda Item:** Ordinance 2025-3

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**Meeting Type:** Regular Meeting

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

**Action Requested:** Motion to post Ordinance 2025-3 Alcohol Training Amendment for ten days on the City's public posting boards, and add to July's agenda for approval.

**Staff Recommends:**

**Committee Recommends:**

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

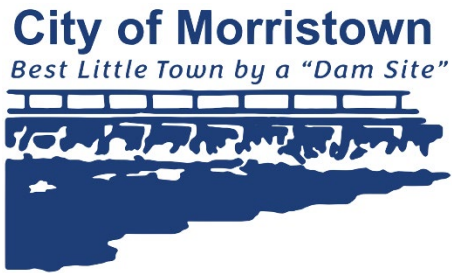
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**Previous Council Action:** None

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

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



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

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

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

**§ 110.14 ENFORCEMENT TEAM**

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

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

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

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

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

(D) *Mandatory training.*

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

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

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

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

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Tim Flaten  
Mayor

ATTEST:

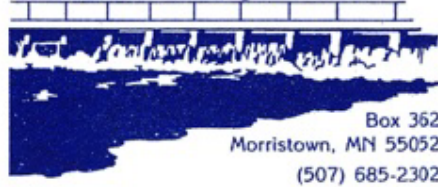
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Cassie Eldeen  
City Clerk

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## 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

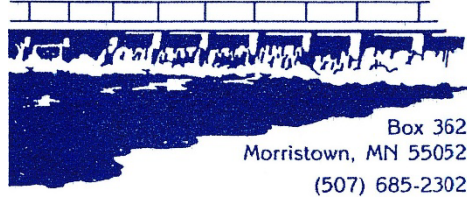
ATTEST:

\_\_\_\_\_  
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: \_\_\_\_\_

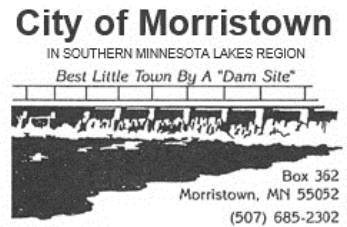
\_\_\_\_\_  
Tim Flaten  
Mayor

ATTEST:

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



# AGENDA MEMO



**Agenda Item:** Missed Lot

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**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 18,975 square feet.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Missed Lot Drainage Area

---

**Previous Council Action:** 4.7.2025: Tabled.  
5/5/2025: Discussed three possible options, 100 percent of the lot, the amount presented at last month's meeting (7,946 sq ft), or surveying the lot to get the actual drainage area.

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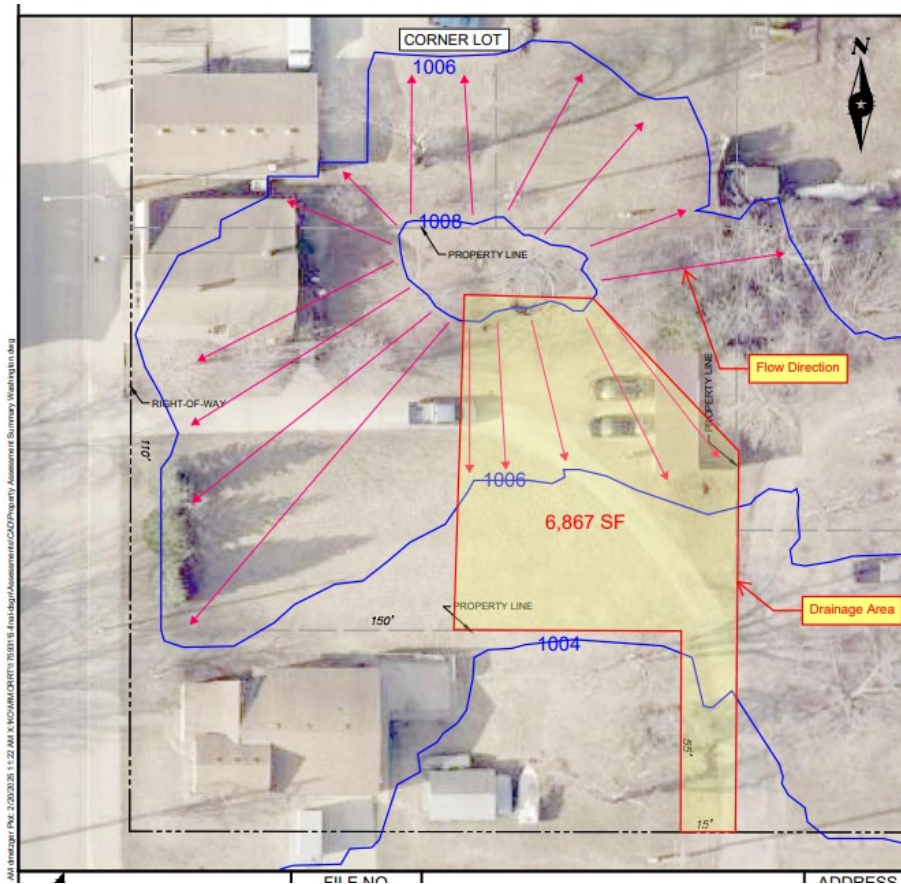
**Overview:** Brent would like the Council to decide on a square footage of drainage area for the missed lot. Once that number is established, Brent will recalculate the assessment amount and have some numbers for us at next meeting.

# Missed Lot Drainage Area

## **Brent:**

6,867 sq ft

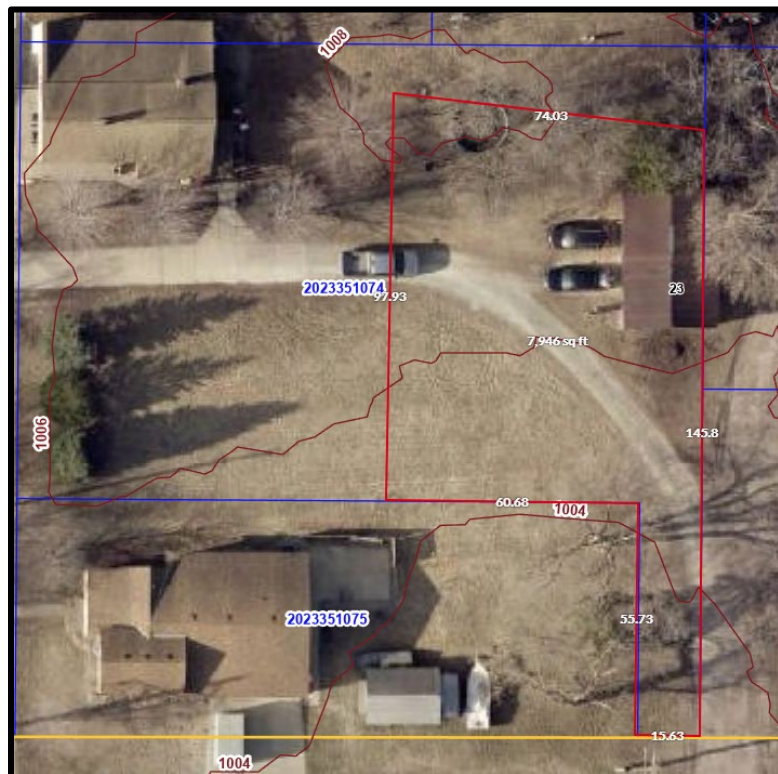
\$5,578.27



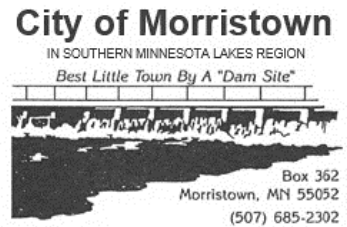
## **Potential:**

7,946 sq ft

\$5,901.97



# AGENDA MEMO



**Agenda Item:** Sheriff Contract

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**Meeting Type:** Regular Meeting

**Subject:** Sheriff Contract – Update from Meeting with Rice County

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

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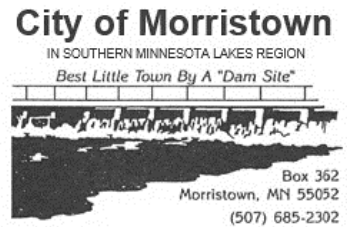
**Previous Council Action:** Called for a meeting with Sara Folsted (County Administrator), Charlie Peters (County Commissioner), and Jesse Thomas (County Sheriff).

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**Overview:** Anna, Joe, and I had a meeting with Sara, Charlie, and Jesse and asked some questions about the contract. The bullet points are below:

- Sitting at the Public Works Building, or at the Car Wash:
  - They are 'checking plates as people come in and out of town'.
  - Patrolling for 40 hours is hard in Morristown due to it's size.
  - If we want a different level of service, all we have to do is ask our liaison, Josh Malecha.
- Things for Council to consider:
  - How strict we want them to be.
  - How many tickets, how many warnings.
  - Where they patrol.
  - If Council would like to try 20 hours per week.

# AGENDA MEMO



**Agenda Item:** Event Security

**To:** City Council

**From:** Cassie Eldeen

**Meeting Date:** 6/2/25

**Meeting Type:** Regular Meeting

**Subject:**

**Action Requested:** Motion to hire Mathias Webster, Dan Sendle, and Robert Litton for the Event Security positions. Pay rate of \$37/hour with a minimum 5-hour call in time, with a rotating schedule. Start date immediately.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:** None

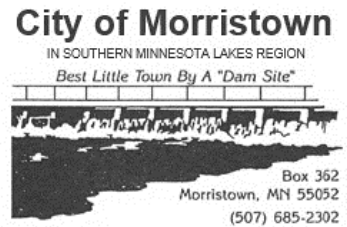
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**Previous Council Action:** None

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**Overview:** Val, Leon, and Cassie held interviews on May 28<sup>th</sup>. We interviewed 5 people, and one cancelled. It was unanimous to recommend the hiring of Mathias Webster, Dan Sendle, and Robert Litton. They would be called in that order for the first event, as the names were randomly drawn. Rotating Schedule: Each employee will be scheduled in the order they were drawn. If they are unavailable to work that event, the next person in line is asked. If the next person in line accepts, they do not lose their chance at the next event.

# AGENDA MEMO



**Agenda Item:** No Parking

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**Meeting Type:** Regular Meeting

**Subject:** No Parking – Adding No Parking Signs to Ann and Chestnut Streets

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Picture of potential placement

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**Previous Council Action:** None

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**Overview:** Morristown City Code:

§ 71.03 OTHER PARKING RESTRICTIONS (A) The City Council may **by resolution** order the placing of signs, devices or marks, or the painting of streets or curbs prohibiting or restricting the stopping, standing or parking of vehicles on any street where, in its opinion, as evidenced by a finding in its official minutes, the stopping, standing or parking is dangerous to those using the highway, or where the stopping, standing or parking of vehicles would unduly interfere with the free movement of traffic. The signs, devices, marks or painting shall be official signs, devices, marks or painting, and no person shall stop, stand or park any vehicle in violation of the restrictions thereon or as indicated thereby.



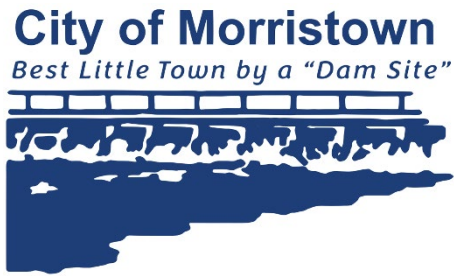
# No Parking Signs Potential Placement – Ann St E



## No Parking Signs Potential Placement – Chestnut St







**CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA  
RESOLUTION 2025-20  
RESOLUTION APPROVING NO PARKING ON ANN STREET EAST**

**WHEREAS,** the new construction of a parking lot on the vacated portion of Ann Street East has caused vehicles to start parking too close to Division Street,

**WHEREAS,** the City has received complaints of poor sight distance at the intersection of Ann Street East and Division Street due to these vehicles parking so close to Division Street,

**WHEREAS,** in order to improve the sight distance and safety of the intersection, No Parking Signs are recommended along the north and south side of Ann Street East; and

**NOW, THEREFORE, BE IT RESOLVED** by the City of Morristown City Council that No Parking be established on the north side of Ann Street East from Division Street, to the first driveway.

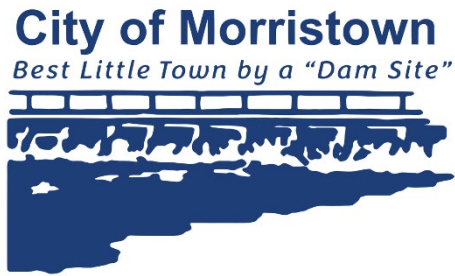
**BE IT FURTHER RESOLVED** by the City of Morristown City Council that No Parking be established on the south side of Ann Street East from Division Street, to the first driveway.

Adopted by the City Council of the City of Morristown, Minnesota, this 2nd day of June 2025.

By: \_\_\_\_\_  
Mayor, Tim Flaten

ATTEST: \_\_\_\_\_  
City Clerk, Cassie Eldeen





**CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA  
RESOLUTION 2025-21  
RESOLUTION APPROVING NO PARKING ON CHESTNUT STREET**

**WHEREAS**, Chestnut Street is in close proximity to the school and football field, and is a very narrow road.

**WHEREAS**, when there is a school event, the issue of parking becomes apparent.

**WHEREAS**, the City has received complaints of vehicles not being able to safely drive through the street when there is a school event, due to parking issues.

**WHEREAS**, in order to improve the parking and safety of the street, No Parking signs are recommended along south side of Chestnut Street; and

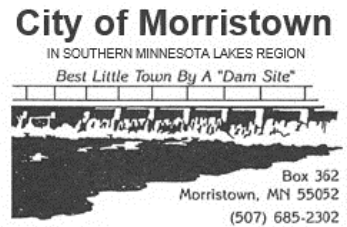
**NOW, THEREFORE, BE IT RESOLVED** by the City of Morristown City Council that No Parking be established along the south side of Chestnut Street, between Division Street and 2<sup>nd</sup> Street SE.

Adopted by the City Council of the City of Morristown, Minnesota, this 2nd day of June 2025.

By: \_\_\_\_\_  
Mayor, Tim Flaten

ATTEST: \_\_\_\_\_  
City Clerk, Cassie Eldeen

# AGENDA MEMO



**Agenda Item:** Resolution 2025-23

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**Meeting Type:** Regular Meeting

**Subject:** Resolution 2025-23 – Adopting State Job Match System for Pay Equity Reporting

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Resolution 2025-23 Adopting State Job Match System

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**Previous Council Action:** None

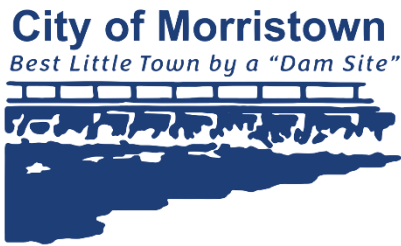
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**Overview:** *Every political subdivision is required to use a job evaluation system to determine the comparable work value of the work performed by each class of its employees. Once established job points generally do not change unless a new evaluation system is adopted. You may choose to create your own internal job evaluation system, use a consultant's system, or use the State Job Match System. Your jurisdiction is responsible for making final decisions about which job evaluation system to use. [Minnesota Statue 471.994](#) - Requires each political subdivision to meet and have discussions with the exclusive representatives of their employees on the development or selection of a job evaluation system.*

I've scanned meeting minutes looking for the time when the City Council adopted the evaluation system, but can't find anything. I did find that the State Job Match System was used last. I plan on using this system again, so the system will not change. To comply with the law, I'm looking for a motion to be made to use the State Job Match System. Please review the job evaluation scores to ensure you agree with them.

- This website has the PDF of the State Job Match System. The evaluations listed below are the same ones that were submitted last time. I feel that nothing has changed, and will submit them again.
- <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>

Administration/Management				
Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
<ul style="list-style-type: none"> <li>• Administrator</li> <li>• City Clerk</li> <li>• City Clerk-Treasurer</li> <li>• Executive Director</li> <li>• Manager</li> </ul>	City Clerk PES Benchmark Rating	228	228-238	Acts as executive officer. Keeps records of all council proceedings, handles all correspondence on behalf of the council draws up agendas and executes any assignments given by council. In statutory cities performs duties prescribed by statute. Acts as executive officer keeps records. City clerk in a small city, usually fewer than 10 employees.
	City Clerk/Treasurer PES Benchmark Rating	275	268-289	Combines job duties of city clerk and city treasurer. Generally in a smaller entity.
	Administrator/Manager	483	466-496	Serves as top administrator for governing body. Prepares budgets, broad authority to hire, discipline and dismiss personnel. Implements policy hires personnel in an organization of at least several departments and several different job classes.
<ul style="list-style-type: none"> <li>• Water/Wastewater Plant Operator</li> </ul>	Water/Wastewater Plant Operator PES Benchmark Rating	171	167-180	Skilled work in operation of a water pumping and treatment plant, and/or sewage treatment, sludge processing and disposal equipment at a sewage treatment plant. Responsibilities may include operation and maintenance of wells, pumps, filters, aerators, lagoons, chemical treatment operations, testing of water quality, and related operations.
<ul style="list-style-type: none"> <li>• Wastewater Plant Supv.</li> </ul>	Wastewater Plant Supv. PES Benchmark Rating	291	282-291	This is technical supervisory and some administrative work in directing the operations of a sewage treatment plant. Responsible for supervising the work of wastewater plant personnel engaged in the operation, maintenance, repair, and laboratory testing work conducted at the wastewater treatment plant.



**RESOLUTION NUMBER 2025-23**  
**CITY OF MORRISTOWN, MINNESOTA**  
**RESOLUTION AUTHORIZING THE STATE JOB MATCH SYSTEM**

**WHEREAS**, the Local Government Pay Equity Act, passed by the Minnesota Legislature in 1984, requires all public jurisdictions to submit a Pay Equity Implementation Report to the Minnesota Department of Management and Budget; and

**WHEREAS**, the Pay Equity Law in Minnesota requires that all public jurisdictions eliminate any gender-based wage inequities in compensation; and

**WHEREAS**, the Pay Equity Law in Minnesota requires that all jurisdictions adopt a job evaluation system to use in their pay equity analysis to determine the comparable work value of the work performed by each class of its employees; and

**WHEREAS**, the City of Morristown is required to submit a Pay Equity Implementation Report once every three years, the next report is due by January 31, 2026; and

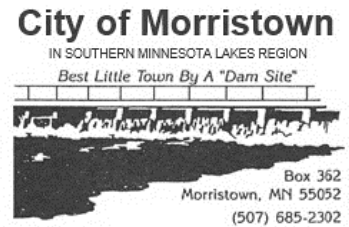
**NOW THEREFORE, BE IT RESOLVED** by the City Council of Morristown, Minnesota, that the City of Morristown has adopted the State Job Match Evaluation System for Pay Equity reporting through Minnesota Department of Management and Budget.

Passed and adopted by the City Council of the City of Morristown, Minnesota this 2nd day of June 2025.

By: \_\_\_\_\_  
Mayor, Tim Flaten

ATTEST: \_\_\_\_\_  
City Clerk, Cassie Eldeen

# AGENDA MEMO



**Agenda Item:** Resolution 2025-19

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 6/2/2025

**Meeting Type:** Regular Meeting

**Subject:** Resolution 2025-19 – Adopting the Sidewalk Master Plan

**Action Requested:** Motion to approve Resolution 2025-19 Adopting the Sidewalk Master Plan.

**Staff Recommends:** Approve

**Committee Recommends:**

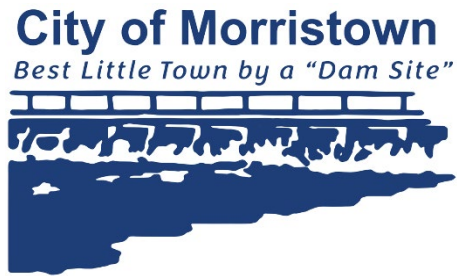
**Attachments:** Resolution 2025-19 Adopting the Sidewalk Master Plan

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**Previous Council Action:** None

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**Overview:** Rice County recommends that we adopt a Sidewalk Master Plan so we can incorporate it into our Active Transportation grant.



**RESOLUTION 2025-19**  
**RESOLUTION ADOPTING THE SIDEWALK MASTER PLAN**

**WHEREAS**, a well-planned sidewalk system helps make an affordable mode of transportation available to all citizens; and

**WHEREAS**, a Sidewalk Master Plan (the "Plan") will guide City staff, property owners and developers in determining where sidewalks are needed to create an effective network of sidewalks within the City; and

**WHEREAS**, the City Council of the City of Morristown, Minnesota, finds it to be in the public interest to adopt the Plan as presented;

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

The City Council adopts the Sidewalk Master Plan to guide the City in future planning and decision making regarding the placement and construction of sidewalks, the provisions of which shall be as set forth in Exhibit A.

Adopted by the by the City Council of the City of Morristown, Minnesota to adopt the above resolution on Monday, June 2, 2025.

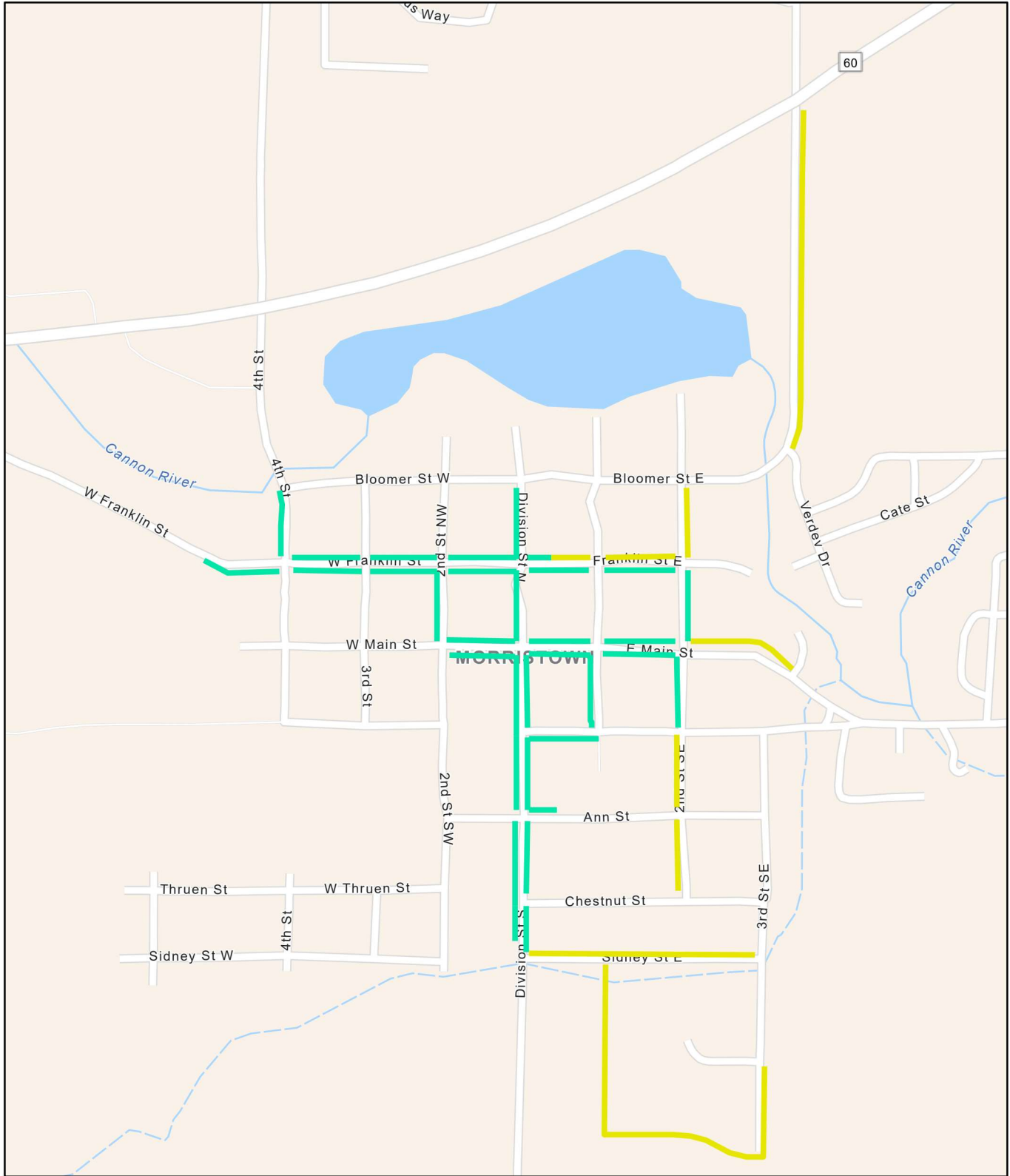
Approved:

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

Attested:

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

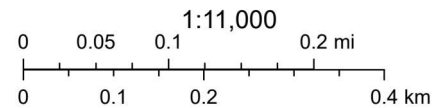
# Exhibit A: Sidewalk Master Plan



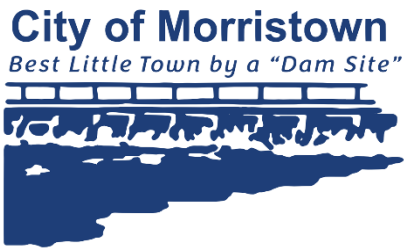
5/28/2025, 10:29:38 AM

## Sidewalks

- Actual
- Proposed



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



**RESOLUTION 2025-22**  
**REQUESTING THE ESTABLISHMENT OF TRUCK ROUTE SIGNAGE**  
**FROM RICE COUNTY**

**WHEREAS**, the Rice County Board of Commissioners have jurisdiction over County State Aid Highways (CSAH) within the City of Morristown, MN, and

**WHEREAS**, the City of Morristown has determined that safety and operational issues exist due to truck traffic using City side-streets,

**WHEREAS**, the County roads in city limits are bigger, and better designed for truck traffic,

**WHEREAS**, the City of Morristown has determined that truck route signage is necessary to address public safety and operational issues.

**THEREFORE, BE IT RESOLVED**, that the City of Morristown hereby requests the Rice County Board of Commissioners install TRUCK ROUTE SIGNAGE on all County roads within City limits.

**BE IT FURTHER RESOLVED**, the City Council of the City of Morristown, does hereby authorize the Morristown City Clerk to submit this resolution to Rice County for consideration.

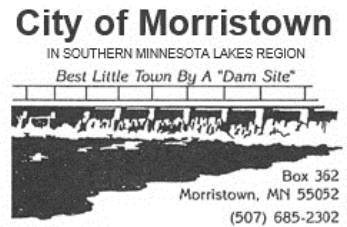
Adopted by the City Council of the City of Morristown this 2<sup>nd</sup> day of June 2025.

By: \_\_\_\_\_  
Mayor, Tim Flaten

ATTEST: \_\_\_\_\_  
City Clerk, Cassie Eldeen



# AGENDA MEMO



**Agenda Item:** Payment Plan

**To:** City Council

**From:** Cassie Eldeen

**Meeting Date:** 6/2/25

**Meeting Type:** Regular Meeting

**Subject:** Payment Plan – Resident is requesting a payment plan to get caught up on Utility Bill

**Action Requested:** Motion to approve the payment plan for Deb Sanborn, as presented.

**Staff Recommends:** Approval

**Committee Recommends:**

**Attachments:** Payment Plan Agreement

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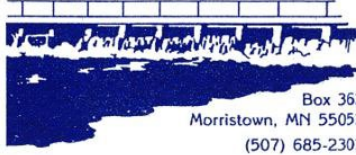
**Previous Council Action:** No action taken.

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**Overview:** Resident has found herself in a tough spot after losing her job and getting behind on her utility bill. To make the monthly payment and extra, she agrees to pay \$70 per week to be caught up and towards her ongoing monthly bill. She will be current in 4 months.

# City of Morristown

Best Little Town By A "Dam Site"



## Payment Plan Agreement

Customer Name: Deb Sanborn

Property Address to which services are provided: 415 Franklin St. W

Account Balance that is Past Due: \$548.43

The Customer acknowledges the amount listed above is past due and is owed to the City of Morristown. The Customer agrees to pay the current charges, plus an additional monthly payment of \$138 by the 20<sup>th</sup> of each month.

The first installment payment shall be due and payable no later than 6/20/2025, with the past due balance paid off by 9/20/2025.

So long as Customer satisfied all conditions of this Payment Agreement, no further late payments or interest shall be charged on the amount past due.

The Customer shall be in default upon the occurrence of any of the following events:

1. Customer fails to make any payment of the current charges by the 20<sup>th</sup> of each month.
2. Customer fails to make the additional monthly payment set forth by this agreement by the 20<sup>th</sup> of each month.

Upon a default, Customer acknowledges and consents that the City may take any of the following actions without further notice to Customer:

1. Certify all outstanding amounts owed by Customer against the Property.
2. Shut the water off at the curb stop.

CUSTOMER

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign Name)

Homeowner

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign Name)

Accepted by:

City of Morristown

By: \_\_\_\_\_

Its: \_\_\_\_\_