

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, October 7, 2024

Closed Meeting to Follow

1. Call to Order:
2. Pledge of Allegiance:
3. Additions/Corrections:
 - A. Addition Pay App No. 4 from Holtmeier Construction
4. Citizens Comments:

5. Consent Agenda:
 - A. Police Report September 2024 – to come in separate email
 - B. Fire Department Report September 2024
 - C. Public Works Report September 2024
 - D. City Council Minutes Regular Meeting 9/3/2024, Special Meeting 9/11/2024
 - E. Zoning Board Minutes Regular Meeting 9/19/2024
 - F. Financial Reports 9/30/2024 – to come in separate email
 - G. Claims & Accounts 9/1/2024 – 9/30/2024

6. **UNFINISHED BUSINESS:**
 - A. Event Set-up Change from \$100/event to \$25/hour
 - B. Hall Rental Great Hall Rental Agreement & Packet
 - C. Salaries Council & Mayor Salaries
 - D. Resolution 2024-41 Assessment of Delinquent Fines

7. **NEW BUSINESS:**
 - A. Water Bill High Water Bill – James Collins to speak
 - B. Commercial Club Upcoming Events
 - C. Sumps Sump Basket and Sump Line Discussion
 - D. Assessments 2024 Street Project Certify Assessments
 - E. Pay App Pay App No. 4 from Holtmeier Construction
 - F. Water Policy Water Credit Leak Policy Request from 37 Charlotte St
 - G. No Parking Signs to be installed on Street Project
 - H. No Parking Signs to be Installed at Thruen St & 2nd St Intersection
 - I. Resolution 2024-40 Infants Remembered in Silence
 - J. Budget Schedule Work Sessions for Final Budget/Levy, October and/or November
 - K. Resolution 2024-38 Assigning a New Street Address – Updated Resolution
 - L. Plowing Snow Plowing Procedures
 - M. Plowing Snow Plow Back-up and Haul-Away
 - N. Reviews Performance Evaluation Discussion
 - O. Handbook Employee Handbook Changes

8. **CORRESPONDENCE & ANNOUNCEMENTS:**
 - A. Candidate Forum A Candidate Forum will be held on October 16th at 7 p.m. in the Great Hall at 402 Division St S, where the candidates up for election will answer predetermined questions. Please note, the City Council may be present for the event. No city business will be discussed or decided on.

9. **COUNCIL DISCUSSION & CONCERNS:**

CLOSED MEETING – LITIGATION UPDATE

10. **ADJOURNMENT:**
11. **NEXT MEETING:** Monday, November 4, 2024 – 7:00 p.m.



MORRISTOWN FIRE DEPARTMENT

P.O. Box 161
Morristown, Minnesota 55052



Call Report

Date	Type	Location
9-3-24	Medical	Franklin
9-4-24	Medical	Dover CT
9-8-24	Accident	Holland/Morristown Blvd
9-13-24	Medical	232 nd
9-14-24	Accident	Morristown Blvd
9-15-24	Accident	Independence Ave
9-21-24	Medical	2 nd ST
9-21-24	Medical	230 th St
9-22-24	Medical	Cedar Lake Blvd
9-23-24	Medical	Guthrie Way
9-23-24	Medical	Elmore Ave
9-24-24	Medical	Morristown Blvd
9-24-24	Medical	Fieldstone Ln
9-29-24	Medical	Washington St

Training

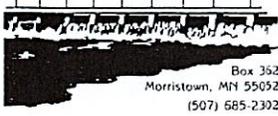
Pumper

Department Update

Truck 6125 still out of service. Currently at the Truck Center in Faribault.

Items for Discussion

None



Public Works

Council Report

General

- Washed trucks/ skid steer
- Greased sweeper
- Joe came down and did training on the locator and camera with Devin
- Cleaned shop drain
- Manhole checks
- Safety checks.
- Weekly Generator checks.
- Locates as needed.
- Home inspections for FEMA
- Changed oil in Generator at Community Center
- Hauled the pile of sand from city shop out to brush pile to fill in washouts
- Cut down all the little trees growing in the drainage ditches.
- Started getting big plow truck ready for winter season
- Painted light poles in Community Center parking lot
- Filled in the hole next to the sanitary manhole that collapsed during flood, and fixed the neighbors fence.
- Put up bulletin board in fire hall
- Fixed leaking tires on chevy ½ ton
- Sold old locator

Water

- Turned off water for baseball field.
- Routine checks and documentation.
- Flushed tower weekly.
- Hydrant flushing
- Updated a few curb stops on GIS
- Routine water tests for the state.
- Fixed End Points (down to 8 not working correctly)
- Waiting for Rick Lacanne to install new VFD in Well 1
- Have Fire Hydrant paint coming to paint faded hydrants in town.

Wastewater

- Routine checks and documentation.
- Weekly samples.
- Took Biosolids samples.
- Decanted out of silo and lime batch tank to get ready for sludge hauling.
- Installed new ferric pump (old one went due to electrical issue at plant)
- Routine cleaning of plant
- Routine tests at the plant.
- Greased entire plant.
- Disinfected at plant
- Getting quotes to move fence at plant.
- Changed oil in Flocculator
- Changed oil in both Blowers and inspected belts
- Cut down walnut tree outside of fence by the sludge silo
- Ordered parts for aeration bays, now we can work on cleaning a bay out once we get fence moved.

- The VFD for blower 2 burnt out Rick Lacanne is ordering a new one and will get it installed
- Got Electric winch installed on one of the red lift cranes.
- Hung new hose reel in chemical room

Streets

- Swept streets
- Worked on sanitary manhole inspections
- Worked on storm drain inspections
- Weekly Construction meetings
- Inspected all new curb stops on street project
- Found from the 22 street project tile catch basins that were not opened and were still blocked off with plastic.
- Trimmed trees hanging over streets that would hit the plow truck

Parks/Compost

- Maintaining and pushing up brush pile.
- Burned Brush pile
- Installed new park bench
- Put new black dirt around Dam where skiddy tore up grass from sandbagging
- Put new dirt in park where tree fell
- Swept trail and parking lot in park
- Weed whacked out at compost site and cleaned up
- Ed Strobel came and cut the two dead cotton wood trees down in the park

Seasonal Employees

- Cleaned up city parks.
- Picked up brush and sticks.
- Dumped garbage as needed.
- Mowed lawn/ weed whipped.
- Pothole repair
- Fixed legion signs on streets
- Tree trimming
- Replaced American flags on streets that were wore out
- Helped trim up drainage ditches
- Help out with weekend rounds
- Placement of speed sign out on streets

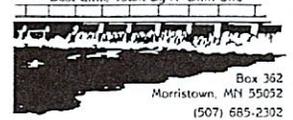
MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.
Tuesday, September 3rd, 2024

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Members Present: Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell
Others Present: Ellen Judd (City Administrator), Jack Schwichtenberg, Doug Scott, Tim Boese, Lisa Merritt, Jake Duncan, Clayton Merritt, Randy Merritt, Steve Nordmeier, Charlene Hildebrandt, Brandon Hachfeld, John Schlie, Kari Roth, Pam Petersen, Lynnette Bohner, Jeff Wenker

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Tuesday September 3rd, 2024 at 7:00 p.m. in the Community Hall at 402 Division Street South by Mayor Tony Lindahl.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Additions/Corrections: None
Motion by Caldwell, seconded by Gregor and carried unanimously to close regular meeting and open the Public Hearing for a variance request.
- 3.5 PUBLIC HEARING Variance Request, 23984 Iona Ave. No comments. Motion by Gregor, seconded by Golombeski and carried unanimously to close Public Hearing and open the Regular Meeting.
4. Citizens Comments: None
5. Consent Agenda: Motion by Gregor, seconded by Caldwell and carried unanimously to approve the Consent Agenda.

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:
 - A Variance Clarifying questions were asked about what buildings will be torn down. Motion by Caldwell, seconded by Golombeski, and carried unanimously to approve the variance.
 - B Road Project Lisa Merritt addressed the council about catch basin frustrations. Washington St moved to the north by three feet and does not match the rest of the road. Gregor and Doug with SEH clarified. Parking concerns for the school that people will be parking in their yards, Mayor advised to speak to the school about that. Inquired about email sent about potential funding, Caldwell stated he called Jasinski's office. Inquired about driveway costs...city vs. homeowners. Doug attempted to answer. Driveway exclusion questions. Dominic with SEH was to go to homeowners. When would the correct time be to address the assessment policy? The city is unable to answer anything about assessments because of the pending litigation.
 - C Road Project Jake Duncan brought some paperwork and gave to council. Paperwork consists of layouts of his property, his neighbors, and assessment roll. His neighbor's property was missed and he is wondering who is paying for it. It isn't fair. Mayor Lindahl reminded Duncan that we are unable to discuss any specifics because of the litigation. Doug stated that legally they wouldn't have been able to go back and add them. Mr. Duncan wondered if he would be getting a break on his water bill for watering the re-seed when it shouldn't be his responsibility.
 - D Contingency Motion by Murphy, seconded by Golombeski, and carried unanimously to spend \$12,969 for 2nd St. Geotextiles.
 - E Pay App Motion by Murphy, seconded by Gregor and carried unanimously to approve Pay Application #3 to Holtmeier for \$909,516.65.
 - F Park Bathrooms Approval to move forward with Park Bathrooms. Stipulations that it must be flood proofed. Discussion on flood plain. City Attorney read policy and stated we are fine to proceed due to mechanicals being in the ceiling. Tabled subject until Mike O'Rourke can be at meeting.
 - G Resolution 2024-38 Motion by Gregor, seconded Golombeski, and carried unanimously to approve Resolution 2024-38 Assigning a New Street Address.

- F Resolution 2024-37 Motion by Murphy, seconded by Gregor and carried unanimously to approve Resolution 2024-37 Proposed Tax Levy.
- H TNT Hearing Motion by Golombeski, seconded by Gregor and carried unanimously to set the Truth-in-Taxation hearing date for December 2nd at 7:05 p.m.
- I Event Set-up Pay Increase for Large Events. Increase to \$200 for the backup person to help for larger events held at the Community Center. Tabled until next month.
- J Snow Plowing Post for Seasonal Snowplow Position. Discussion regarding specifics about part time vs. seasonal. Will not post for seasonal snowplow position at this time.
- K Fire Contract Motion by Golombeski, seconded by Linda and carried unanimously to approved the Shieldsville contract as presented.
- L Hall Rental Great Hall Rental Agreement and Packet. Tabled until next meeting
- M Cannabis Discussion on how to proceed with regulations. Tabled until we receive more information from Rice County.
- N Volleyball Court Looking for opinions from residents on what they would like done with the volleyball court. Keep it the same, pickleball court, etc. This is looking ahead for the future.
- O Salaries Council and Mayor Salary. 2018 was the last change. Suggestion to raise a couple hundred dollars. Maybe raise meeting rates from \$25 to \$50. Mayor suggested the council to do their research and bring back suggestions next month.
- P Fines 106 1st St SE To discuss fines. Resident didn't show up. Yard still has excess vehicles. Fines still in place.
- Q Review Summary Summary of the City Administrator's Review. Only concern was about increasing safety plans/training. Overall favorable review.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

None

9. **COUNCIL DISCUSSION & CONCERNS:**

Trees in ditch. Should they be removed? John Schlie said to call DNR and tell them to remove them or the city will take care of it.

Bargan – crack filling. Work isn't completed and we have received a bill. They are supposed to be coming back. Austin will follow up.

Culvert plugged by Sidney St. Who should be responsible for unplugging it so the water can drain?

10. **ADJOURNMENT:** Motion by Caldwell, seconded by Golombeski, and was carried unanimously to adjourn the Regular Meeting at 8:27 p.m.

11. **NEXT MEETING:** Work Session: Wednesday, September 11th – 6:00 p.m.
Regular Meeting: Monday October 7, 2024 – 7:00 p.m.

Approved:

Attested:

Mayor, Tony Lindahl

City Clerk, Cassie Eldeen

MORRISTOWN CITY COUNCIL MEETING MINUTES

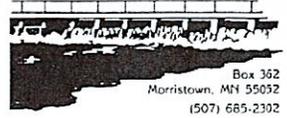
Special Meeting, 7:00 p.m.

Wednesday, September 11, 2024

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Members Present: Tony Lindahl (Mayor), Linda Murphy, Leon Gregor, Joe Caldwell
Members Absent: Jake Golombeski
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mike O'Rourke

1. Call to Order: A special meeting of the Morristown City Council was called to order on Wednesday September 11, 2024 at 6:00 p.m. in the Community Hall at 402 Division Street South by Mayor Tony Lindahl.

7. NEW BUSINESS:

A Park Bathrooms Council met to discuss next steps for the park bathrooms. They discussed city ordinances and how they pertain to the bathrooms. They told O'Rourke that he will need to stay within the guidelines of our city ordinance. Motion by Murphy seconded by Caldwell and carried unanimously to allow the exterior repairs, as well as the repair of the interior wall and tin work, of the bathroom to move forward, as long as cost stays within the percentages as dictated by FEMA.

B Hall Use Motion by Caldwell, seconded by Gregor and carried unanimously to waive the fee for the great hall, for the city election candidate debate. Motion by Murphy, seconded by Gregor and carried unanimously to make use of the great hall for the debate conditional on an agenda being approved ahead of time by the City Administrator.

10. ADJOURNMENT: Motion by Caldwell, seconded by Murphy and was carried unanimously to adjourn the Special Meeting at 7:57 p.m.

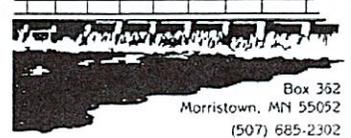
11. NEXT MEETING: Regular Meeting: Monday October 7, 2024 – 7:00 p.m.

Approved:

Mayor, Tony Lindahl

Attested:

City Clerk, Cassie Eldeen



MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.

Thursday, September 19, 2024

Members Present: Jim Lonergan (Chair), Pamela Petersen, Tony Lindahl, Val Kruger

Members Absent: Ralph Barney, John Schlie

Others Present: Cassie Eldeen (City Clerk) by phone

- 1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on September 19, 2024, in the Council Chambers at City Hall at 402 Division St S.
- 2. Additions to Agenda: None
- 3. Corrections to Minutes: Motion by Petersen, seconded by Kruger and carried unanimously to approve the minutes from August 15, 2024.
- 4. Requests to Be Heard: None
- 5. Council Action At Last Meeting:
 - A Variance City Council approved Brandon Hachfeld’s variance to build garage.
 - B New Address Council approved the finalized address for Jacob Dahle’s new build.
- 6. UNFINISHED BUSINESS: None
- 7. NEW BUSINESS:
 - A Permit Extension 206 1st St. NE – requesting an extension on permit. Motion by Petersen, seconded by Kruger, and carried unanimously to approve a 3-month permit extension.
- 8. ZONING ADMINISTRATOR’S REPORT: Open and closed permits were reviewed.
- 9. BOARD DISCUSSION & CONCERNS: None
- 10. ADJOURNMENT: Motion by Kruger, seconded by Petersen, and carried unanimously to adjourn the Thursday, September 19th, 2024, Zoning Board Meeting at 7:17 p.m.
- 11. NEXT MEETING: Thursday, October 17, 2024, at 7:00 p.m.

Approved:

Mayor, Tony Lindahl

Attested:

City Clerk, Cassie Eldeen

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
PERA	G 100-21704 PERA	\$1,616.83	09.05.24 Payroll PERA	09/03/24
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$961.30	09.05.24 Payroll Federal Withholding	09/05/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,432.04	09.05.24 Payroll Federal Withholding	09/05/24
EFTPS - DIRECT	G 100-21709 Medicare	\$334.90	09.05.24 Payroll Federal Withholding	09/05/24
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$496.09	09.05.24 Payroll State Withholding	09/05/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$6.20	04.18.24 Payroll Federal Withholding	09/06/24
EFTPS - DIRECT	G 100-21709 Medicare	\$1.46	04.18.24 Payroll Federal Withholding	09/06/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$27.16	09.09.24 Payroll Federal Withholding	09/09/24
EFTPS - DIRECT	G 100-21709 Medicare	\$6.36	09.09.24 Payroll Federal Withholding	09/09/24
PERA	G 100-21704 PERA	\$23.65	09.09.24 Payroll PERA	09/11/24
EFTPS - DIRECT	G 100-21709 Medicare	\$343.64	09.19.24 Payroll Federal Withholding	09/16/24
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$956.76	09.19.24 Payroll Federal Withholding	09/16/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,469.28	09.19.24 Payroll Federal Withholding	09/16/24
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$496.29	09.19.24 Payroll State Withholding	09/16/24
PERA	G 100-21704 PERA	\$1,640.66	09.19.24 Payroll PERA	09/16/24
G General Ledger		\$9,812.62		
-E Expenditure				
BARGEN INCORPORATED	E 100-43101-300 Professional Services	\$10,790.00	Streets - Crack repair	08/20/24
BRANDON SCHUEPF	E 100-41946-300 Professional Services	\$200.00	Dace security for 9.14.24	08/20/24
BRAUN INTERTEC CORPORATION	E 402-43101-300 Professional Services	\$4,663.50	Material Testing	08/20/24
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$90.60	MONTH Electricity for 201 Division St: Well #1	08/20/24
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,973.78	MONTH Electricity for 75 Verdev Dr: WWTP	08/20/24
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$412.00	August Prosecution Services	08/20/24
FARIBAULT FLEET SUPPLY	E 100-45202-240 Small Tools and Equipment	\$45.98	mower blade, circular saw blade	08/20/24
FARIBAULT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$1.99	Distilled Water	08/20/24
FREEBORN COUNTY COOP OIL	E 100-43101-300 Professional Services	\$555.00	Dust control on Franklin St	08/20/24
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.87	August 2024, 24 tickets	08/20/24
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$14.59	August 2024, 24 tickets	08/20/24
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$14.59	August 2024, 24 tickets	08/20/24
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals	08/20/24
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	08/20/24
HOLTMEIER CONSTRUCTION	E 403-43101-400 Contractual	\$909,516.65	Pay App #3, 2024 Street Project	08/20/24
LMC LEAGUE OF MINNESOTA CITIES	E 601-49440-433 Dues/Subscriptions	\$45.20	09.01.24-12.31.24 Member's Dues	08/20/24
LMC LEAGUE OF MINNESOTA CITIES	E 204-42210-433 Dues/Subscriptions	\$45.20	09.01.24-12.31.24 Member's Dues	08/20/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
LMC LEAGUE OF MINNESOTA CITIES	E 100-41110-433 Dues/Subscriptions	\$293.80	09.01.24-12.31.24 Member's Dues	08/20/24
LMC LEAGUE OF MINNESOTA CITIES	E 602-49490-433 Dues/Subscriptions	\$67.80	09.01.24-12.31.24 Member's Dues	08/20/24
LONNIE DAHLE	E 100-46103-411 Rentals: Land	\$400.00	9/1/24-8/31/25 Compost Site Rent	08/20/24
MENARDS - DUNDAS	E 100-43101-215 Operating & Maintenance Supp	\$569.94	Water Softner for Shop	08/20/24
MENARDS - DUNDAS	E 100-41110-215 Operating & Maintenance Supp	\$169.99	De-humidifier	08/20/24
MENARDS - DUNDAS	E 602-49490-215 Operating & Maintenance Supp	\$169.99	De-humidifier	08/20/24
MIDWEST FLO CAL LLC	E 602-49490-300 Professional Services	\$564.92	Calibrate Influent Flow Meter at WWTP	08/20/24
NAPA WATERVILLE	E 100-45202-240 Small Tools and Equipment	\$29.16	two cycle oil for trimmers	08/20/24
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$72.33	Pest Control at Fire Hall	08/20/24
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$200.30	Pest Control at Fire Hall	08/20/24
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$105.16	Pest Control at Community Center	08/20/24
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$105.16	Pest Control at City Hall	08/20/24
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$43.82	Pest Control at Community Center	08/20/24
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$43.81	Pest Control at City Hall	08/20/24
RENT N SAVE PORTABLE SERVICES	E 100-45202-418 Rentals: Portable Rest Rooms	\$355.00	07.19.24-08.18.24, one standard, two handicap	08/20/24
Rice County Recorder	E 100-41910-300 Professional Services	\$46.00	Fee for County Recording of new address	08/20/24
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$37,509.54	2024 Street Project, Staking, record drawings, Constru	08/20/24
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$3,618.68	2024 Street Project, Construction Services	08/20/24
STEVE NORDMEIER	E 204-42210-432 Training/Conferences	\$15.00	9.10.24 Regional Fire Meeting - 3 Firemen attended	08/20/24
TEAM LAB	E 602-49490-216 Chemicals	\$849.00	25 - Super/mega bugs	08/20/24
TIMMS TRUCKING & EXCAVATING	E 100-41941-300 Professional Services	\$40.00	Flood - Sand Bag Cleanup	08/20/24
USA BLUEBOOK	E 602-49490-215 Operating & Maintenance Supp	\$397.32	Fire Hose, Chart Pens	08/20/24
FREEBORN COUNTY COOP OIL	E 100-43101-300 Professional Services	-\$1,150.00	Dust control on Franklin St	08/22/24
AMAZON BUSINESS	E 100-41941-200 Office Supplies	\$86.87	Ink Cartridges	09/03/24
AMAZON BUSINESS	E 100-41948-200 Office Supplies	\$136.00	Office supplies	09/03/24
AMAZON BUSINESS	E 100-41946-211 Cleaning Supplies	\$179.20	Cleaning supplies	09/03/24
BADGER METER	E 602-49490-302 WST Metering & Billing	\$172.03	August Cellular Service to Endpoints	09/03/24
BADGER METER	E 601-49440-302 WST Metering & Billing	\$172.02	August Cellular Service to Endpoints	09/03/24
BANYON DATA SYSTEMS	E 603-49520-300 Professional Services	\$166.60	2024 UB Yearly Support	09/03/24
BANYON DATA SYSTEMS	E 602-49490-300 Professional Services	\$161.70	2024 UB Yearly Support	09/03/24
BANYON DATA SYSTEMS	E 601-49440-300 Professional Services	\$161.70	2024 UB Yearly Support	09/03/24
BEVCOMM	E 601-49440-320 Communication	\$262.67	September, Communication	09/03/24
BEVCOMM	E 100-41948-320 Communication	\$284.57	September, Communication	09/03/24
BEVCOMM	E 603-49520-320 Communication	\$98.50	September, Communication	09/03/24
BEVCOMM	E 204-42210-320 Communication	\$98.50	September, Communication	09/03/24
BEVCOMM	E 602-49490-320 Communication	\$262.67	September, Communication	09/03/24
BEVCOMM	E 100-42110-320 Communication	\$76.61	September, Communication	09/03/24
BEVCOMM	E 100-42502-320 Communication	\$10.94	September, Communication	09/03/24
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$529.06	July Electricity at 404 Division St S	09/03/24
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$529.07	July Electricity at 404 Division St S	09/03/24
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$277.27	July Electricity at 109 2nd St SW	09/03/24
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$767.16	July Electricity at 504 3rd St SE	09/03/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$277.27	July Electricity at 506 Division St S	09/03/24
BLUE FIRE TRAINING LLC	E 204-42210-432 Training/Conferences	\$9,000.00	New Firefighter Training for 6 new members	09/03/24
BRANDON SCHUEPF	E 100-41946-300 Professional Services	\$200.00	Dace security for 08-17-24	09/03/24
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$32.99	July Maintenance Shop Gas Utilities	09/03/24
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$26.92	July Sewer Plant Gas Utilities	09/03/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$17.10	July Water Pump Gas Utilities	09/03/24
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$24.87	July City Hall Gas Utilities	09/03/24
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$24.86	July Community Center Gas Utilities	09/03/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.09	July Water Tower Gas Utilities	09/03/24
DJ SIEHNDEL CONSTRUCTION	E 100-43101-300 Professional Services	\$1,125.00	Resident Driveway Repair	09/03/24
DSG DAKOTA SUPPLY GROUP	E 601-49440-215 Operating & Maintenance Supp	\$3,095.56	RPZ and parts for well #1	09/03/24
DSG DAKOTA SUPPLY GROUP	E 204-42210-215 Operating & Maintenance Supp	\$3,095.56	RPZ and prts for Fire Hall	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$137.63	1/3 of Postage for utility bills and mailing software	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$137.59	1/3 of Postage for utility bills and mailing software	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$14.82	Water Sample Shipping	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$75.36	Water Sample Shipping	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$155.31	Election Meals	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41410-430 Miscellaneous	\$137.60	1/3 of Postage for utility bills and mailing software	09/03/24
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$87.92	plumping parts for water softner	09/03/24
FARIBAULT FLEET SUPPLY	E 100-43101-215 Operating & Maintenance Supp	\$5,200.41	Turnout Gear	09/03/24
MACQUEEN EMERGENCY	E 704-42210-260 Clothing	-\$8,509.71	Replace all 7 sections, cables, and lube garage door	09/03/24
MANTHE GARAGE DOORS	E 708-45202-215 Operating & Maintenance Supp	\$2,894.71	Replace all 7 sections, cables, and lube garage door	09/03/24
MANTHE GARAGE DOORS	E 704-42210-300 Professional Services	\$8,509.71	Replace all 7 sections, cables, and lube garage door	09/03/24
MANTHE GARAGE DOORS	E 708-45202-215 Operating & Maintenance Supp	\$5,615.00	Replace all 7 sections, cables, and lube garage door	09/03/24
MANTHE GARAGE DOORS	E 204-42210-300 Professional Services	\$760.00	Service Connection Fee for period 7.1.24-9.30.24	09/03/24
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$1,950.00	2024 Annual Conference Registration for 6	09/03/24
MN STATE FIRE CHIEFS ASSOC	E 204-42210-432 Training/Conferences	\$109.52	Reimbursement for Printer Ink	09/03/24
MORRIS, KYLE	E 204-42210-200 Office Supplies	\$139.25	Gasket Set for Snapper Mower	09/03/24
NORDMEIER BROS INC	E 100-45202-215 Operating & Maintenance Supp	\$80.00	Public Hearing Notice for Zoning Variance- Hachfeld	09/03/24
SUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$500.00	08.01.24-07.31.25 Fiscal Agent Fees, Series 2022A	09/03/24
US BANK	E 371-47601-620 Fiscal Agents' Fees	\$185.35	Sewer Chemicals	09/03/24
USA BLUEBOOK	E 602-49490-216 Chemicals	\$756.44	Weekly Sewer Samples	09/03/24
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$626.30	07.11.24-08.11.24 Electricity: Fire Hall	09/03/24
XCEL ENERGY	E 204-42210-380 Utility Services	\$33.00	August Sales and Use Tax Return	09/12/24
MN DEPARTMENT OF REVENUE	E 601-49440-437 Sales Tax	\$683.00	August Sales and Use Tax Return	09/12/24
MN DEPARTMENT OF REVENUE	E 603-49520-439 Refuse Tax	\$37.80	August 2024 Gas Utilities at Fire Hall. Acct# 10583553-	09/16/24
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$63.03	Fuel for August 2024; Acct# 319870	09/16/24
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$189.10	Fuel for August 2024; Acct# 319870	09/16/24
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$189.10	Fuel for August 2024; Acct# 319870	09/16/24
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$63.03	Fuel for August 2024; Acct# 319870	09/16/24
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$126.07	Fuel for August 2024; Acct# 319870	09/16/24
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$40.01	09.07.24-10.06.24 Public Works Tablet Internet	09/16/24
VERIZON WIRELESS	E 100-41941-320 Communication			

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.38	09.07.24-10.06.24 Public Works Phone 2	09/16/24
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.38	09.07.24-10.06.24 Community Center Phone	09/16/24
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	09.07.24-10.06.24 Skywarn Tablet #1-5 Internet	09/16/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.38	09.07.24-10.06.24 Public Works Phone	09/16/24
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$11.80	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$23.60	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$23.60	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$11.80	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	-\$47.19	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	-\$23.60	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	-\$11.80	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	-\$11.80	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$47.19	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	-\$23.60	09.08.24-10.7.24 Toshiba Coverage	09/17/24
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$11.80	09.08-24-10.07.24 Toshiba Coverage	10/03/24
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$47.18	09.08-24-10.07.24 Toshiba Coverage	10/03/24
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$23.60	09.08-24-10.07.24 Toshiba Coverage	10/03/24
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$23.60	09.08-24-10.07.24 Toshiba Coverage	10/03/24
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$11.80	09.08-24-10.07.24 Toshiba Coverage	10/03/24
		\$1,015,718.55		
		\$1,025,531.17		

-E Expenditure

Hall Rental Agreement

Between the City of Morristown and the Morristown Commercial Club

THIS AGREEMENT, is made and entered into this 3rd day of September, 2024, by and between the City of Morristown and the Morristown Commercial Club.

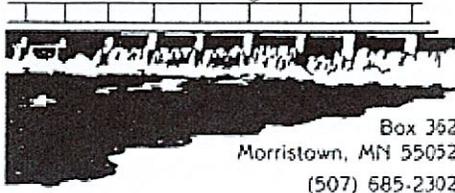
NOW THEREFORE, the parties agree to the following:

1. **Liquor License.** The Commercial Club agrees to relinquish their on-sale liquor license with the address of 402 Division St S, effective July 1, 2025.
2. **Enhancements.** The City of Morristown agrees to offer the renter the following enhancements and extras for their event; AV equipment (projector, screen, lights, and sound system), ceiling drapery, pipe and drape, and high-top tables. The City of Morristown must communicate with the Commercial Club whenever such enhancements or extras are purchased. The City of Morristown will give all proceeds from the sale to the Commercial Club. The Commercial Club will be responsible for setting up and taking down the enhancements. Furthermore, if the AV equipment is used, the Commercial Club will be responsible for training or helping the renter with the equipment prior to their event. The Commercial Club is responsible for notifying the City whenever the prices of the enhancements or extras change.
3. **Kitchen.** The Commercial Club agrees to apply for the 2025 Food and Beverage License from the Minnesota Department of Health. The City of Morristown agrees to apply for a transfer of that license effective June 30, 2025. The City of Morristown will pay the fee for the remainder of the year.
4. **Electronic Sign.** The Commercial Club agrees to release the City of Morristown from their agreement signed in 2021 with no future payments owed. The City of Morristown will be the owner of the sign and will be solely responsible for the maintenance and upkeep of the sign. In return for this release, the Commercial Club will have use of the Community Center rent free for a period of eighteen years, effective when this agreement is signed.
5. **Purchase.** The City of Morristown agrees to purchase the kegerator and two coolers that are in the bar, from the Commercial Club for \$3,000.
6. **Joint Use.** The Commercial Club agrees to allow the City to use the freezer, popcorn maker, and scissors lift when needed.
7. **Locks.** The City will allow the Commercial Club to install locks at their own cost to the east cupboards in the bar area. The Commercial Club agrees to give a copy of the key to the City Clerk. The Commercial Club agrees to give up access to these cupboards in the event that City Council requests this of them.
8. **Bar Access.** The City agrees to give the Commercial Club access to the bar as long as advanced notice is given. The City has the right to remove this access at any time, with 30 days notice given to the Commercial Club.
9. **Office Access.** The Commercial Club agrees to give up access and remove all files from the City Office effective July 1st, 2025.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



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

ORDINANCE 2024 – 2 AN ORDINANCE AMENDING SECTION 31.15 OF THE MORRISTOWN CITY CODE ESTABLISHING SALARIES FOR THE MAYOR AND CITY COUNCIL

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Section 31.15 of the Morristown City Code is deleted in its entirety and the following is substituted in its stead:

“Section 31.15 GENERALLY.
(A) The salary of the Mayor shall be One Thousand Three Hundred Dollars (\$1,300) annually. Said annual salary shall be compensation for performing the duties of mayor, including attendance at the regular council meeting held on the first Monday of each month, whether or not actually attended.

(B) The salary for each council member, excluding the Mayor, shall be One Thousand Two Hundred Dollars (\$1,200) annually. Said annual salary shall be compensation for performing the duties of council member, including attendance at the regular council meeting held on the first Monday of each month, whether or not actually attended.

(C) In addition to the annual salaries set forth above, the Mayor and each council member shall be paid Fifty Dollars (\$50) as and for compensation for each meeting actually attended in addition to the regular council meeting held on the first Monday of each month, including any work sessions, special meetings, public hearings, emergency meetings, or the regular council meeting held on the third Monday of each month.”
2. The amendments to Section 31.15 set forth in Paragraph 1 are a codification of compensation that has historically been paid to the Mayor and council members and does not constitute an increase in their compensation. Therefore said compensation structure shall be effective January 1, 2025.

Passed and adopted this 7th day of October, 2024, with the following vote:

Yes: _____ No: _____ Abstain: _____

ATTEST:

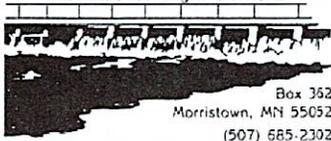
Tony Lindahl, Mayor

Cassie Eldeen, City Clerk

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION 2024-41

AUTHORIZING ASSESSMENT OF DELINQUENT FINES FOR COLLECTION IN 2025

BE IT RESOLVED by the City Council of the City of Morristown, County of Rice, Minnesota that the delinquent fines listed below shall constitute a special assessment against the lands. Such assessments shall be payable with property taxes in 2025. There shall be no interest applied.

Parcel ID No.	Property Address	Owner	Renter	Assessment Amount
20.23.3.51.084	106 1 st St SE Morristown, MN 55052	Daniel A Lee	Gordy Adams	\$1,500.00

The City Clerk is hereby instructed to transmit a certified copy of the assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Morristown, Rice County, Minnesota, on this 7th day of October 2024.

Tony Lindahl, Mayor

ATTEST:

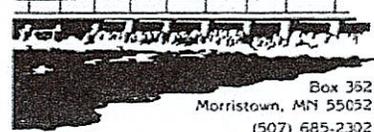
Cassie Eldeen, City Clerk/Treasurer

City of *Morristown*

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

PO Box 362 • 402 Division St S • Morristown, MN 55052 • Office (507)685-2302

Water & Sewer Leak Adjustment Request Form

Residents may use this form to request that the City consider an adjustment to a Water/Sewer bill due to high usage as a result of a leak. Please note, there is no obligation for the city to adjust an account when the water has been metered properly and the leakage occurs on the property owner's side of the water meter. However, any request for an adjustment will be considered using the criteria outlined in the Water and Sewer Leak Credit Policy.

Please provide the following information:

Property Owner Name:

Morristown MHC, LLC

Address where leak occurred:

37 Charlotte St.

Date leak discovered:

7-2024 something

Date leak repaired:

8-2024 - Ron Churchill, LLC
did repair.

Detailed description of situation (what caused the leak, how discovered, actions taken to repair/correct situation, etc.):

There was a leak under my
Trailer. I was notified of excessive
water usage. That's OK not
disputing that. Ron Churchill did repair
there was a leak in the outside. Sign it Water
faucets

Provide evidence of leak repair to support the condition that the repair is a quality job of permanent nature, such as a plumber's bill; letter from a plumber or repair company; list of materials used with receipts for self-repair.

Property Owner Signature:

Date:

9-18-2024

Adopted 11/7/2022

* Tenant
Angela M. Ewert

Statement

Morristown MHC, LLC

Payable to: Morristown MHC, LLC

73 Charlotte Rd.
Morristown, MN 55052

(507)805-6655

TO:

Angela Eisert

37 Charlotte St., Morristown MN, 55052

Billing Period	Statement Date
08/21/24 - 09/01/24	08/22/24

Property	Unit	Type	Acc #
Morristown	37	Private Home	80534

Previous Balance	Current Charges	Current Credits	Balance Due
0.00	796.19	0.00	796.19

Last Payment	Amount Enclosed
07/24/24 \$644.90 Web Pay CH	



PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE

Date	Reference	Description	Amount
09/01/24		Utilities Solid Waste Surcharge	1.85
09/01/24		Trash Service	18.63
09/01/24		Rent Charge	459.00
09/01/24	tils 07/12/24 - 08/12/24	Sewer Usage Sewer Charge	190.38
09/01/24	tils 07/12/24 - 08/12/24	Water Usage Water Charge	83.20
09/01/24	tils 07/12/24 - 08/12/24	Sewer Base	32.63
09/01/24	tils 07/12/24 - 08/12/24	Water Base	10.50
<p>Forgive \$190.38 sewer charge.</p> <p>Stipulation: Mobile Home park proves they've given her a credit/check first before we credit their account.</p>			
Sub Total:			796.19
Unapplied Credits:			0.00
Balance Due:			796.19

Need Help? email - help@TwinPeaksManagement.com

Comments



Application for Payment
(Unit Price Contract)
No. Four

Eng. Project No.: MORRT 175931

Location: Morristown, Minnesota

Contractor	<u>Holtmeier Construction, Inc.</u>	Contract Date	<u>May 21, 2024</u>
	<u>3301 Third Avenue</u>		
	<u>Mankato, MN 56001</u>	Contract Amount	<u>\$ 2,495,098.58</u>

Contract for 2024 Street and Utility Improvement Project

Application Date	<u>October 2, 2024</u>	For Period Ending	<u>September 28, 2024</u>
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Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
BASE BID							
Street, Curb							
2021.501	MOBILIZATION	LUMP					
		SUM	1.0	0.5	0.95	\$49,413.00	\$46,942.35
2101.524	CLEARING (12"-28" DIAMETER)	TREE	1.0	4.0	4.0	\$750.00	\$3,000.00
2101.524	GRUBBING (12"-28" DIAMETER)	TREE	1.0	7.0	8.0	\$150.00	\$1,200.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	392.0	138.0	340.0	\$2.00	\$680.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	715.0	640.0	826.0	\$3.00	\$2,478.00
2104.518	REMOVE CONCRETE WALK	SQ FT	6,190.0	4,881.0	5,846.0	\$0.75	\$4,384.50
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	11,257.0	11,255.9	12,550.9	\$2.00	\$25,101.80
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	550.0	582.5	582.5	\$3.50	\$2,038.75
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	655.0	459.2	459.2	\$6.50	\$2,984.80
2105.504	GEOTEXTILE FABRIC, TYPE 5, (NON-WOVEN)	SQ YD	14,790.0	7,505.0	12,000.0	\$1.65	\$19,800.00
2105.609	MINOR GRADING	ROAD STA	24.0	0.0	15.0	\$1,000.00	\$15,000.00
2105.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT 3149.2G2	TON	400.0	242.4	242.4	\$23.55	\$5,708.52
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	10,040.0	7,714.0	10,040.0	\$12.40	\$124,496.00
2106.507	EXCAVATION-SUBGRADE (EV)	CU YD	1,004.0	949.5	483.0	\$10.75	\$5,192.25
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	4,930.0	4,119.5	4,930.0	\$16.05	\$79,126.50
2112.519	SUBGRADE PREPARATION	ROAD STA	36.0	7.0	7.0	\$580.00	\$4,060.00
2118.509	AGG SURFACING, CLASS 5 (DRIVEWAYS, 100% CRUSHED LIMESTONE)	TON	625.0	3.0	5.4	\$30.75	\$166.05
2123.510	INVESTIGATIVE EXPLORATION	HOUR	10.0	11.0	11.0	\$285.00	\$3,135.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10.0	8.0	8.0	\$125.00	\$1,000.00
2130.523	WATER (DUST CONTROL)	M					
		GALLON	40.0	0.0	0.0	\$60.00	\$0.00
2211.507	SHOULDER BASE AGGREGATE	TON	63.0	0.0	45.1	\$53.70	\$2,421.87
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	3,287.0	2,192.5	3,287.0	\$30.95	\$101,732.65
2302.502	DRILL AND GROUT REINFORCEMENT BARS	EACH	82.0	13.0	13.0	\$10.00	\$130.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	875.0	0.0	0.0	\$0.01	\$0.00
2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,B)(SPWEA230B) (4")	SY	210.0	0.0	0.0	\$44.00	\$0.00

Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (SPNWB230B)	TON	1,891.0	1,129.2	1,129.2	\$75.25	\$84,972.30
2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,C) (SPWEA340C)	TON	1,203.0	29.0	29.0	\$90.00	\$2,610.00
2502.503	6" PERF PVC PIPE DRAIN W/GEOTEXTILE WRAP AND GRANULAR BEDDING	LIN FT	5,772.0	3,535.0	5,644.0	\$12.60	\$71,114.40
2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	19.0	11.0	20.0	\$398.35	\$7,967.00
2506.502	CASTING ASSEMBLY SPECIAL	EACH	1.0	0.0	0.0	\$341.35	\$0.00
2521.518	4" CONCRETE WALK	SQ FT	6,183.0	1,906.0	6,830.0	\$6.85	\$46,785.50
2521.518	6" CONCRETE WALK	SQ FT	4,465.0	3,834.0	4,317.0	\$10.40	\$44,896.80
2531.503	CONCRETE CURB & GUTTER, DESIGN D418	LIN FT	2,817.0	953.5	3,093.5	\$19.30	\$59,704.55
2531.503	CONCRETE CURB & GUTTER, DESIGN B418	LIN FT	534.0	483.0	483.0	\$25.50	\$12,316.50
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	313.0	115.0	115.0	\$34.90	\$4,013.50
2531.603	CONCRETE SILL	LIN FT	420.0	420.0	555.0	\$4.50	\$2,497.50
2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	445.0	142.0	142.0	\$95.85	\$13,610.70
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	848.0	351.0	683.4	\$95.40	\$65,196.36
2531.618	TRUNCATED DOMES	SQ FT	75.0	9.0	77.0	\$55.00	\$4,235.00
2540.602	SALVAGE AND INSTALL MAIL BOX	EACH	11.0	11.0	11.0	\$250.00	\$2,750.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	0.70	0.90	\$12,500.00	\$11,250.00
2564.518	SIGN PANELS TYPE C	SQ FT	18.7	0.0	8.0	\$70.00	\$560.00
2564.502	SALVAGE AND INSTALL SIGN TYPE SPECIAL (STREET PLAQUES)	EACH	9.0	0.0	17.0	\$350.00	\$5,950.00
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	12.0	3.0	3.0	\$0.01	\$0.03
2573.502	STORM DRAIN INLET PROTECTION	EACH	36.0	18.0	33.0	\$175.00	\$5,775.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	600.0	200.0	200.0	\$2.00	\$400.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	1,514.0	0.0	1,238.0	\$18.75	\$23,212.50
2575.504	OVER-SEEDING	SQ YD	9,245.0	0.0	0.0	\$0.75	\$0.00
2575.504	WEED SPRAYING	SQ YD	9,245.0	0.0	0.0	\$0.10	\$0.00
2575.523	WATER (TURF RESTORATION)	M GALLON	250.0	0.0	0.0	\$30.00	\$0.00
2575.604	TURF ESTABLISHMENT (TEMPORARY)	SQ YD	1,000.0	0.0	0.0	\$0.75	\$0.00
2575.604	TURF ESTABLISHMENT (PERMANENT)	SQ YD	9,245.0	0.00	4,167.44	\$1.75	\$7,293.02
2582.503	8" SOLID LINE MULTI-COMPONENT (WHITE)(PED RAMP CROSSINGS)	LIN FT	113.0	0.0	0.0	\$10.00	\$0.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Total							\$927,889.70
Storm Sewer							
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	21.0	15.5	15.5	\$300.00	\$4,650.00
2104.503	REMOVE PIPE SEWER OR CULVERT (STORM) (ANY SIZE)	LIN FT	2,612.0	2,475.0	2,475.0	\$9.50	\$23,512.50
2502.602	LAWN SUMP CATCH BASIN (UNIT)	EACH	39.0	10.0	10.0	\$184.65	\$1,846.50
2502.602	LAWN SUMP CATCH BASIN STUB	EACH	39.0	10.0	10.0	\$310.55	\$3,105.50
2503.503	8" PIPE SEWER	LIN FT	415.0	368.0	368.0	\$35.25	\$12,972.00
2503.503	12" PIPE SEWER	LIN FT	480.0	477.0	477.0	\$42.00	\$20,034.00
2503.503	15" PIPE SEWER	LIN FT	240.0	218.0	218.0	\$50.00	\$10,900.00
2503.503	18" PIPE SEWER	LIN FT	906.0	878.0	878.0	\$53.50	\$46,973.00
2503.503	24" PIPE SEWER	LIN FT	1,013.0	1,062.0	1,062.0	\$77.40	\$82,198.80
2503.503	30" PIPE SEWER	LIN FT	352.0	344.0	344.0	\$95.95	\$33,006.80
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	52.8	37.5	37.5	\$473.80	\$17,767.50

Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	44.3	54.5	54.5	\$894.30	\$48,739.35
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (DESIGN H)	LIN FT	14.5	14.5	14.5	\$458.45	\$6,647.53
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	25.4	19.5	19.5	\$499.40	\$9,738.30
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL #1 (NYLOPLAST 12")	EACH	6.0	7.0	7.0	\$1,146.25	\$8,023.75
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL #2 (NYLOPLAST 18")	EACH	9.0	4.0	4.0	\$1,661.70	\$6,646.80
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL #3 (NYLOPLAST 24")	EACH	3.0	6.0	6.0	\$2,183.80	\$13,102.80
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL #4 (ROOF DRAIN)	EACH	3.0	0.0	0.0	\$1,292.35	\$0.00
2506.502	CASTING ASSEMBLY (STORM)	EACH	26.0	6.0	26.0	\$1,022.20	\$26,577.20
2506.602	CONNECT TO EXISTING STORM SEWER PIPE	EACH	1.0	4.0	4.0	\$450.00	\$1,800.00
2506.602	CONNECT TO EXISTING STORM SEWER SPECIAL	EACH	4.0	7.0	7.0	\$425.00	\$2,975.00
2506.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	2.0	2.0	2.0	\$650.00	\$1,300.00
2506.602	CONNECT STORM SPECIAL	EACH	5.0	0.0	0.0	\$443.30	\$0.00
2506.602	STORM SEWER CROSSING	EACH	3.0	4.0	4.0	\$750.00	\$3,000.00
	Storm Sewer Total						\$385,517.33
Sanitary Sewer							
2104.502	SALVAGE MANHOLE CASTING (SANITARY)	EACH	10.0	10.0	10.0	\$75.00	\$750.00
2503.601	SANITARY SEWER SPOT REPAIR #1	LUMP SUM	1.0	1.0	1.0	\$5,441.35	\$5,441.35
2503.601	SANITARY SEWER SPOT REPAIR #2	LUMP SUM	1.0	1.0	1.0	\$5,505.95	\$5,505.95
2506.502	CASTING ASSEMBLY, NEENAH R-1642 (SANITARY SEWER)	EACH	10.0	0.0	0.0	\$1,453.15	\$0.00
2506.502	EXTERNAL MANHOLE SEAL	EACH	10.0	0.0	0.0	\$246.80	\$0.00
2506.602	ADJUST SANITARY SEWER MANHOLE	EACH	2.0	0.0	1.0	\$1,766.60	\$1,766.60
2506.602	SANITARY SEWER SERVICE REPAIR	EACH	5.0	7.0	7.0	\$471.25	\$3,298.75
	Sanitary Sewer Total						\$16,762.65
Water Main							
2104.502	REMOVE GATE VALVE	EACH	5.0	2.0	2.0	\$100.00	\$200.00
2104.502	REMOVE HYDRANT	EACH	2.0	1.0	1.0	\$300.00	\$300.00
2104.503	REMOVE OR ABANDON WATER MAIN	LIN FT	2,398.0	742.0	742.0	\$5.50	\$4,081.00
2504.601	TEMPORARY WATER SERVICE	LUMP SUM	1.0	1.00	1.00	\$12,500.00	\$12,500.00
2504.602	CONNECT TO EXISTING WATER MAIN (6", 8" & 10")	EACH	10.0	11.0	11.0	\$1,699.70	\$18,696.70
2504.602	HYDRANT SYSTEM	EACH	5.0	5.0	5.0	\$5,745.45	\$28,727.25
2504.602	LOWER WATER MAIN	EACH	2.0	0.0	0.0	\$1,750.00	\$0.00
2504.602	4" GATE VALVE & BOX	EACH	1.0	1.0	1.0	\$2,107.45	\$2,107.45
2504.602	6" GATE VALVE & BOX	EACH	8.0	8.0	8.0	\$2,246.20	\$17,969.60
2504.602	8" GATE VALVE & BOX	EACH	16.0	16.0	16.0	\$3,228.55	\$51,656.80
2504.602	1" or 2" CORPORATION STOP WITH SADDLE	EACH	23.0	27.0	27.0	\$332.00	\$8,964.00
2504.602	1" or 2" CURB STOP & BOX	EACH	23.0	26.0	26.0	\$624.80	\$16,244.80

Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
2504.603	1" OR 2" SERVICE PIPE, TYPE PE/TRACER WIRE	LIN FT	1,132.0	938.0	938.0	\$29.30	\$27,483.40
2504.603	6" WATER MAIN	LIN FT	165.0	161.0	161.0	\$48.25	\$7,768.25
2504.603	8" WATER MAIN	LIN FT	2,730.0	2,639.0	2,639.0	\$55.45	\$146,332.55
2504.604	4" POLYSTYRENE INSULATION	SQ YD	15.0	4.0	4.0	\$40.50	\$162.00
2504.608	WATER MAIN FITTINGS	POUND	1,223.0	1,406.0	1,406.0	\$13.60	\$19,121.60
2506.602	CASTING ASSEMBLY SPECIAL (WATER)	EACH	1.0	0.0	0.0	\$321.35	\$0.00
	Water Main Total						\$362,315.40
	TOTAL BASE BID						\$1,692,485.08
ALTERNATE 1							
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe							
2021.501	MOBILIZATION	LUMP SUM	1.0	0.9	0.9	\$15,387.00	\$13,848.30
2101.524	CLEARING (12"-28" DIAMETER)	TREE	2.0	2.0	2.0	\$750.00	\$1,500.00
2101.524	GRUBBING (12"-28" DIAMETER)	TREE	2.0	2.0	2.0	\$150.00	\$300.00
2104.518	REMOVE CONCRETE WALK	SQ FT	2,110.0	2,601.9	2,820.9	\$0.75	\$2,115.68
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	1,940.0	1,998.16	1,998.16	\$2.00	\$3,996.32
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	170.0	167.13	167.13	\$3.50	\$584.96
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	1,649.0	1,649.0	1,649.0	\$13.80	\$22,756.20
2106.507	EXCAVATION-SUBGRADE (EV)	CU YD	165.0	205.0	205.0	\$10.75	\$2,203.75
2105.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT 3149.2G2	TON	50.0	29.7	29.7	\$23.55	\$699.44
2123.510	INVESTIGATIVE EXPLORATION	HOUR	2.0	5.00	6.76	\$285.00	\$1,926.60
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	2.0	0.0	0.0	\$125.00	\$0.00
2130.523	WATER (DUST CONTROL)	M GALLON	10.0	0.0	0.0	\$60.00	\$0.00
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	1,377.0	1,377.0	1,377.0	\$28.70	\$39,519.90
2302.502	DRILL AND GROUT REINFORCEMENT BARS	EACH	51.0	51.0	51.0	\$10.00	\$510.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	238.0	0.0	0.0	\$0.01	\$0.00
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (SPNWB230B)	TON	515.0	515.9	515.9	\$75.25	\$38,821.48
2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,C) (SPWEA340C)	TON	328.0	0.0	0.0	\$90.00	\$0.00
2502.503	4" PERF PVC PIPE DRAIN W/GEOTEXTILE WRAP AND GRANULAR BEDDING	LIN FT	755.0	631.0	631.0	\$8.65	\$5,458.15
2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	6.0	6.0	6.0	\$289.05	\$1,734.30
2506.502	CASTING ASSEMBLY SPECIAL	EACH	4.0	0.0	0.0	\$321.35	\$0.00
2521.518	5" CONCRETE WALK	SQ FT	6,370.0	6,422.0	6,422.0	\$7.45	\$47,843.90
2521.601	CONCRETE CURB RAMP WALK	LUMP SUM	1.0	1.0	1.0	\$45,350.00	\$45,350.00
2531.503	CONCRETE CURB & GUTTER, DESIGN D418	LIN FT	869.0	593.0	593.0	\$19.30	\$11,444.90
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	488.0	802.0	802.0	\$36.10	\$28,952.20
2531.603	CONCRETE SILL	LIN FT	335.0	335.0	335.0	\$4.50	\$1,507.50
2531.504	7" RESIDENTIAL CONCRETE DRIVEWAY PAVEMENT	SQ YD	80.0	95.0	95.0	\$95.40	\$9,063.00
2531.504	7" COMMERCIAL CONCRETE DRIVEWAY PAVEMENT	SQ YD	260.0	266.0	266.0	\$109.00	\$28,994.00
2564.518	SIGN PANELS TYPE C	SQ FT	27.0	0.0	0.0	\$70.00	\$0.00
2521.625	INSTALL SIGN	EACH	6.0	0.0	0.0	\$350.00	\$0.00
2521.625	SALVAGE AND INSTALL SIGN TYPE SPECIAL	EACH	3.0	0.0	0.0	\$350.00	\$0.00

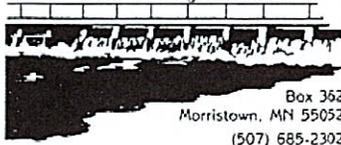
Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	1.0	0.0	0.0	\$0.01	\$0.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	11.0	3.0	3.0	\$175.00	\$525.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	60.0	0.0	0.0	\$3.00	\$0.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	140.0	0.0	115.0	\$18.75	\$2,156.25
2521.630	SODDING TYPE LAWN	SQ YD	410.0	0.0	410.0	\$10.00	\$4,100.00
2575.504	OVER-SEEDING	SQ YD	245.0	0.0	0.0	\$0.75	\$0.00
2575.504	WEED SPRAYING	SQ YD	450.0	0.0	0.0	\$0.10	\$0.00
2575.523	WATER (TURF RESTORATION)	M GALLON	70.0	0.0	0.0	\$30.00	\$0.00
2575.604	TURF ESTABLISHMENT (TEMPORARY)	SQ YD	900.0	0.0	0.0	\$0.75	\$0.00
2575.604	TURF ESTABLISHMENT (PERMANENT)	SQ YD	490.0	0.0	245.0	\$1.75	\$428.75
2582.503	4" SOLID LINE PAINT (WHITE)(PARKING SPOT)	LIN FT	1,260.0	0.00	3,371.43	\$0.70	\$2,360.00
2582.518	PAVEMENT MESSAGE PAINT (WHITE)(HANDICAP SYMBOL)	SQ FT	10.5	0.0	0.0	\$6.00	\$0.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Total							\$318,700.56
Storm Sewer							
2503.503	8" PIPE SEWER	LIN FT	84.0	87.0	87.0	\$40.25	\$3,501.75
2503.503	12" PIPE SEWER	LIN FT	193.0	182.0	182.0	\$40.95	\$7,452.90
2503.503	15" PIPE SEWER	LIN FT	110.0	109.0	109.0	\$48.00	\$5,232.00
2503.503	18" PIPE SEWER	LIN FT	298.0	297.0	297.0	\$51.50	\$15,295.50
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	11.2	11.13	11.13	\$643.85	\$7,166.05
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	2.7	11.32	11.32	\$593.05	\$6,713.33
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (NYLOPLAST 12")	EACH	1.0	2.0	2.0	\$1,173.10	\$2,346.20
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (NYLOPLAST 24")	EACH	2.0	1.0	1.0	\$2,505.90	\$2,505.90
2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (ROOF DRAIN)	EACH	4.0	4.0	4.0	\$1,295.50	\$5,182.00
2506.502	CASTING ASSEMBLY (STORM)	EACH	6.0	0.0	0.0	\$965.65	\$0.00
2506.502	CONNECT STORM SPECIAL	EACH	3.0	3.0	3.0	\$250.00	\$750.00
Storm Sewer Total							\$56,145.63
TOTAL ALTERNATE 1							\$374,846.19
ALTERNATE 2							
2503.603	SEWER INSPECTION (VIDEO INSPECTION MAINLINE)	LIN FT	28,000.0	0.0	0.0	\$0.85	\$0.00
TOTAL ALTERNATE 2							\$0.00
CHANGE ORDER #1							
	GEOGRID (TRIAx TYPE 2)	SQ YD	1,866.7	1,955.0	3,426.0	\$3.60	\$12,333.60
TOTAL CHANGE ORDER #1							\$12,333.60

Item No.	Item	Unit	Est. Quantity	Previous Quantity	Quantity to Date	Unit Price	Total Price
CHANGE ORDER #2							
	AGGREGATE BASE (6" MINUS, CRUSHED LIMESTONE)	TON	600.0	571.0	1,060.0	\$29.10	\$30,846.00
	TOTAL CHANGE ORDER #2						\$30,846.00
Total Amount Earned							\$2,110,510.86

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION 2024-40

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, 2024 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, October 7, 2024.

Approved:

Tony Lindahl, Mayor

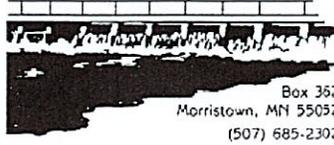
Attested:

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 2024-38

A RESOLUTION ASSIGNING NEW STREET ADDRESS FOR PROPERTY PID# 2026325005

WHEREAS, the City of Morristown Zoning Board approved permit number 2024-28 for new construction on PID# 2026325005;

WHEREAS, PID# 2026325005 currently does not have an address;

WHEREAS, PID# 2026325005 has a legal description of

All that part of the Northwest Quarter of the Southwest Quarter of Section 26, Township 109 North, Range 22 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows;

Commencing at the Northwest corner of the Northwest Quarter of the Southwest Quarter of Section 26, Township 109 North, Range 22 West of the Fifth Principal Meridian; thence South 00 degrees 44 minutes 39 seconds West on an assumed bearing along the West line of said Northwest Quarter of the Southwest Quarter a distance of 754.98 Feet to the point of beginning; thence South 89 degrees 48 seconds 34 minutes East a distance of 495.62 Feet; thence South 00 degrees 44 minutes 39 seconds West a distance of 500.02 Feet; thence North 89 degrees 48 minutes 34 seconds West a distance of 495.62 Feet to said West line; thence North 00 degrees 44 minutes 39 seconds East along said West line a distance of 500.02 Feet to the point of beginning and there terminating;

WHEREAS, the recommendation is to assign PID# 2026325005 the address 25625 Independence Ave, Morristown, MN 55052;

NOW, THEREFORE BE IT RESOLVED, that the Morristown City Council hereby approves the creation and assignment of the address 25625 Independence Ave, Morristown, MN 55052, to PID# 2026325005.

Accepted by the City Council of the City of Morristown on Monday, October 7, 2024.

Approved:

Mayor, Tony Lindahl

Attested:

City Clerk/Treasurer, Cassie Eldeen

EMPLOYEE PERSONNEL POLICY

Features of the Recruitment System

The City Council will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Open positions will be posted. Application for employment will generally be made online or by application forms provided by the city. Any interested applicant can apply online on the City's website or provided a paper application. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Council. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City Council. Applications for positions that are not open will not be kept. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; or other appropriate job-related exam.

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The City Council will establish minimum qualifications for each position. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The City Council may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator will confer with the physician and

CITY OF MORRISTOWN

candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator and the council member appointed to the department with the opening. Final hiring approval will be completed by the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the City Administrator with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the City Administrator at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and City of Morristown needs.

Background Checks

All finalists for employment with the city may be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Records

All applications, resumes, interview notes, scoring materials, testing documents, and related correspondences must be retained for a period of no less than 4 years. This pertains to not only hired employees but all applicants.

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Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, preferred training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.