

**MORRISTOWN CITY COUNCIL MEETING AGENDA**

Regular Meeting, 7:00 p.m.

Monday, December 2, 2024

**PUBLIC HEARING – TRUTH IN TAXATION – 7:05 PM**

- 1. Call to Order:
- 2. Pledge of Allegiance:
- 3. Additions/Corrections:  
    Combined Items F & M

3.5. **Public Hearing Truth In Taxation (TNT Hearing)**

4. Citizens Comments:

5. Consent Agenda:

- A Police Report November 2024 – to come in separate email
- B Fire Department Report November 2024
- C Public Works Report November 2024
- D City Council Minutes Closed Meeting 10/2/2024, Special Meeting 10/2/2024, Special Meeting 10/23/2024, Regular Meeting 11/4/2024, Work Session 11/13/2024, Special Meeting 11/13/2024
- E Zoning Board Minutes Regular Meeting 11/21/2024
- F Financial Reports 11/30/2024 – to come in separate email
- G Claims & Accounts 11/1/2024 – 11/30/2024

6. **UNFINISHED BUSINESS:**

7. **NEW BUSINESS:**

- A Sheriff Contract Discussion
- B Resolution 2024-44 Adopting Final Property Tax Levy
- C Master Fee Schedule Set Public Hearing for Master Fee Schedule, January 6<sup>th</sup>, 2025, 7PM or soon thereafter
- D Morris Mart \$2,029.00 reimbursement from fence damages (sent to Mark on 11/6)
- E Rental Contract Great Hall Rental Contract with Commercial Club
- F Annual Pay Approve Amounts for Council, Zoning, Fire
- G Meeting Procedure Add the new council meeting procedure
- H Resolution 2024-45 Accept donations for Park Bathrooms
- I WEM Superintendent Morristown School Closure
- J Job Postings Hire Zoning Administrator, Weekend Maintenance-Sewer Plant
- K Reviews Summary of Employee Reviews
- L COLA/Employee Raises Decide Which Employees Will Advance to Next Step in Pay Scale, Effective January 1<sup>st</sup>
- M Back up Snow Plow Timm’s quote
- N Mower Quotes Austin has quotes (Linda)

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

- A
- B

9. **COUNCIL DISCUSSION & CONCERNS:**

10. **ADJOURNMENT:**

11. **NEXT MEETING:** Monday, January 6, 2025 – 7:00 p.m.

Morristown Fire Department Monthly Report – November 2024

11-2-24	Medical	Main St
11-3-24	Medical	Falls Ave
11-9-24	Accident	Ivanhoe Trl
11-9-24	Carbon Monoxide	232 <sup>nd</sup>
11-12-24	Medical	Fertile Ave
11-13-24	Accident	Morristown Blvd/Iona
11-19-24	Accident	160 <sup>th</sup> st
11-19-24	Medical	220 <sup>th</sup>
11-21-24	Medical	Division
11-22-21	Medical	Echo Ct
11-24-21	Medical	Sidney
11-25-24	Medical	Cannon Lake TRL
11-29-24	Fire	66 <sup>th</sup> ST
11-29-24	Medical	Frankin ST
11-29-24	Medical	Main

Training: Scenarios (Medical)

Department Update: SCBA Ordered

Items for discussion: None

# Public Works Council Report

November 2024

## GENERAL

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Repaired Emergency lights in fire hall  
Fixed manhole on bloomer ST/ 1<sup>ST</sup> NE  
Fixed manhole on W Franklin ST  
Locates as needed  
Changed oil in snowblowers  
Plow truck got DOT inspected and fixed  
Fire Extinguishers got there yearly inspections  
Cleaned lean too on public works building  
Went to monthly safety training  
Working on getting equipment ready for winter  
Cleaning up lawn mowers to put away for winter  
Put snow plows on all trucks and made sure all the plows worked  
Put salt buckets out in every building for side walks  
Put snow shovels by doors at community center for shoveling  
Got quote from Kubota for new lawnmower and for snow removal (Linda wanted me to get quotes/ see if they had one to lease or demo for us to try. The salesman at Kubota is looking for one and John Deere doesn't have any to demo.)  
FEMA came and we did site inspections to look at all the damages from the flood on November 6<sup>th</sup>

## WATER

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Daily testing  
Hydrant repair  
Flushed hydrants  
Drawdown tests  
Endpoint installs/ repairs  
Flush tower  
Located watermain and curb stops  
Water shut offs  
There is a fire hydrant on Main and 2<sup>nd</sup> st intersection that needs to be replaced ( Troy Dahle has it on his schedule)  
Got lead test kit for testing Al and Lori Reinkes water  
Checked all hydrants to make sure they drained down before it got cold

## WASTEWATER

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Daily testing  
Cleaned clarifiers.  
Cleaned lift pumps  
Decant  
Cleaned grit chamber  
Cleaned flocculator

Settle meter tests  
Weekly Disinfecting of plant  
Waiting on VFD for blower 2 to get fixed  
Weekly samples  
Made sure all the heaters worked in the buildings for winter  
Cleaned scum lines  
Chemicals got filled

## STREETS

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Swept streets  
Fixed flags  
Took flags down  
Put up Stop signs  
Picked up road closed signs on project  
Manhole checks.  
Street project.  
Patched pot holes  
Working on inspecting all sanitary and storm sewer catch basins and manholes  
Changed legion banners to new veterans  
Marked fire hydrants for winter  
Sanded streets when needed  
Put snow flakes up on the streets, there is a couple that don't work, I called joe and he is going to come fix why we don't have power to them lights

## PARKS/COMPOST

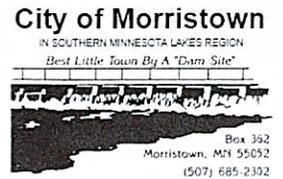
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Picked up garbage  
Maintained brush pile  
Picked up grass clippings from baseball field  
Mowed  
Cleaned up leaf's  
Picked up brush In the parks that fell  
Blew leaf's  
Winterized both park bathrooms  
Marked walking trail in park for snow plowing  
Planning to burn brush pile in December owed/ chopped leafs

## Part timer help

Richard only came in for a couple hours to help put up snow flakesf.

**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
Special Meeting, to follow Closed Meeting  
Wednesday, October 2, 2024



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), Mark Rahrick (City Attorney), Susan Tindal, Vivian and Dale Dulas, Pete Remington, John Byers, Justin Duncan, Dave and Lynda Schlie, John and Stacy Chmelik, Janis Rossow, and Steve Nordmeier

- 
1. Call to Order: A special meeting of the Morristown City Council was called to order on Wednesday October 2, 2024 at 7:29 p.m. in the Community Hall at 402 Division Street South by Mayor Tony Lindahl.
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7. **NEW BUSINESS:**
- A. Next Phase of Street Project SEH has asked if the City of Morristown wants to move forward with the next street project. There was an inquiry on which streets would be worked on. Chestnut, Bloomer, 1<sup>st</sup>, and 2<sup>nd</sup> would be potential if approved. The scope of the work would be the same as the last two projects. Council discussion. Mayor Lindahl went around the table asking each Council person if they would like to proceed. There was no interest in moving forward with any new street projects at this time. No motion made to give SEH permission to move forward.
- B. Justin Duncan Thanked the Council for putting the project on hold. He said there needs to be grants secured before proceeding. Inquired about the homeowners that were missed in the assessment process and who is paying for those. He thinks it shouldn't be the city, it should be SEH.
- 
10. **ADJOURNMENT:** Motion by Murphy, seconded by Caldwell and was carried unanimously to adjourn the Special Meeting at 7:48 p.m.
11. **NEXT MEETING:** Regular Meeting: Monday October 7, 2024 – 7:00 p.m.

Approved:

Attested:

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

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

**MORRISTOWN CITY COUNCIL MEETING MINUTES**

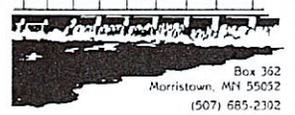
Special Meeting, 7:00 p.m.

Closed Meeting, 7:00 p.m. or soon thereafter

Wednesday, October 2, 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), Mark Rahrick (City Attorney), Susan Tindal, Vivian and Dale Dulas, Pete Remington, John Byers, Justin Duncan, Dave and Lynda Schlie, John and Stacy Chmelik, Janis Rossow, and Steve Nordmeier

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1. **Call to Order:** A special meeting of the Morristown City Council was called to order on Wednesday October 2, 2024 at 7:00 p.m. in the Community Hall at 402 Division Street South by Mayor Tony Lindahl.  
 Motion by Gregor, seconded by Murphy, and carried unanimously to close the special meeting and open the closed meeting.
- 
7. **NEW BUSINESS:**  
 A EEOC Discussion was held in closed session about a charge of discrimination.  
 Motion by Caldwell, seconded by Gregor and carried unanimously to close the closed meeting and open the special meeting at 7:26 p.m.  
 Motion by Caldwell, seconded by Gregor and carried unanimously to approve and authorize the Mayor and City Administrator to sign the Conciliation Agreement as presented.
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10. **ADJOURNMENT:** Motion by Caldwell, seconded by Murphy and was carried unanimously to adjourn the Special Meeting at 7:28 p.m.
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11. **NEXT MEETING:** Regular Meeting: Monday October 7, 2024 – 7:00 p.m.

Approved:

Attested:

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Mayor, Tony Lindahl

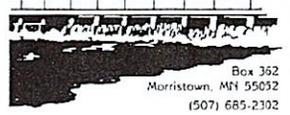
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City Clerk, Cassie Eldeen

**MORRISTOWN CITY COUNCIL MEETING MINUTES**

Special Meeting, 7:00 p.m.  
Wednesday, October 23, 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, Jake Golombeski

Members Absent:

Others Present: Cassie Eldeen (City Clerk), Lisa Merritt, Charlene Hildebrandt, Jake Duncan, Shelly Wenker, Jon Chmelik, Mike Mallow, Lynda & Dave Schlie, Steve Nordmeier, and Justin Duncan

1. Call to Order: A special meeting of the Morristown City Council was called to order on Wednesday, October 23, 2024 at 7:00 p.m. at 402 Division Street South by Mayor Tony Lindahl.

**7. NEW BUSINESS:**

A Assessments Motion by Murphy, seconded by Caldwell and unanimously carried to Certify assessments as stated, excluding the missed property and 201 Ann St. E.

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

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

Approved:

Attested:

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City Clerk, Cassie Eldeen

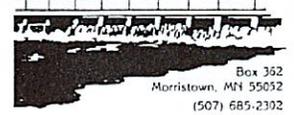
\_\_\_\_\_  
Mayor, Tony Lindahl

# MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.  
Monday, November 4<sup>th</sup>, 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: Cassie Eldeen (City Clerk), Austin Schulz, Mark Rahrick (City Attorney), Bruce Morris, Jack Schwichtenberg, Charlene Hildebrandt, Steve Nordmeier, Richard Carel, Pam Petersen, Jeff Wenker, Jake Duncan, Doug Scott, Johnathan Chmelik, Lisa Merritt, Tim Flaten, Mike Mallow, Kyle Green

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1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, November 4<sup>th</sup>, 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:
    - Correction I – Incorrect Address
    - Correction E – Commercial Club needs to Review. Tabled until next month.Motion by Gregor, seconded by Golombeski and carried unanimously to approve the agenda with one addition and one correction.
  4. Citizens Comments: None
  5. Consent Agenda: Motion by Caldwell, seconded by Murphy and carried unanimously to approve the Consent Agenda.
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6. **UNFINISHED BUSINESS:**
- A. No Parking Discussion about the options that were given from Rice County Deputy.
  - B. Snow Plowing One bid was sent in, Timm’s Trucking. Motion by Murphy, seconded by Gregor and carried unanimously to approve Timm’s Trucking for Hauling snow.
  - C. Salaries Motion by Linda, motion died with no second for updating Mayor and City Council member’s salaries.
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7. **NEW BUSINESS:**
- A. Vehicle Speed Residents discussed speed and noise complaints. Clerk to look into Ordinance to site and will send letter to truck owner.
  - B. 106 1<sup>st</sup> St. SE Discussion with City Attorney of options for multiple vehicles to be removed from unoccupied rental home. Homeowner not returning calls/voicemails. City Attorney to send homeowner letter.
  - C. Lisa Merritt Homeowner voiced frustration for multiple requests for an itemized statement of her assessment and a copy of the grant that was received for the road project. City Attorney stated that a couple different statement options and a copy of the grant had been sent to her attorney and was unaware of a letter that had been sent out to residents on the street project. Doug stated he wants concerns listed. City Clerk will get contact information to Doug for Merritt, Hildebrandt, and Duncan. Resident also was wondering how the school’s assessment went from over \$400,000 down to \$200,000.
  - D. Jake Duncan Jake Duncan questioned why he has yet to get his questions answered that the letter stated there would be a discussion and there still hasn’t been. Resident also questions why he was charged for a sump line and there wasn’t one placed. Doug will get contact information from Clerk to communicate and answer resident’s questions. Doug spoke about storm assessments.
  - E. Rental Contract Commercial Club to review and give Clerk their changes. Tabled until next month.
  - F. Work Sessions Motion by Caldwell, seconded by Golombeski and carried unanimously to add Master Fee Schedule, Community Appointments, & Raises/COLA to the November 13<sup>th</sup> Work Session.
  - G. Tree Pick-up Discussion and decided to have Christmas Tree pick up January 6-10<sup>th</sup> 2025.

- H. Resolution 2024-45 Motion by Gregor, seconded by Golombeski and carried unanimously to adopt Resolution 2024-45 Delegating authority to Rice County for Cannabis and Hemp Business Retail Registration
- I. Missed Assessment Doug stated it was SEH's error and they thought it was an alley. They will be eating that cost. Doug thought it was \$5,578. Council requested a final number to be brought to next month's meeting.
- J. Fire Department Fire Chief Bruce Morris stated they didn't receive the AFG grant and is requesting approval to purchase SCBA with Fire Relief funds. Motion by Murphy, seconded by Caldwell and carried unanimously to approve purchase up to \$75,000.
- K. Pay App Motion by Caldwell, seconded by Gregor and carried unanimously to approve Pay App #5 to Holtmeier Construction for \$123,234.96
- L. City Clerk Motion by Caldwell, seconded by Golombeski to approve up to 10 hours per week of overtime for the City Clerk while the City Administrator is out on leave.
- M. Jake Braking Discussion on enforcing the No Jake Braking Ordinance. Motion by Caldwell, seconded by Golombeski and carried unanimously to approve putting up signs south of town and coming from the east. Clerk will reach out to Rice County to see if they are able to put them up.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

- A. Steve Nordmeier shared that there was a great turn out for Trunk or Treat with over 200 kids and maybe we can hold it inside the Community Center every year but will bring it up next year.  
Mayor Lindahl said that the Legion will be having a Veteran's Day Program next Monday at 6:30 am

9. **COUNCIL DISCUSSION & CONCERNS:**

- A. Austin to pick up random signs around town and move them to the shop to get out of the resident's way.

- 10. **CLOSED MEETING:** Motion by Murphy, seconded by Caldwell, and was carried unanimously to open the Closed Meeting at 7:57 p.m.

Closed meeting to discuss Litigation.

Motion by Golombeski, seconded by Caldwell and carried unanimously to close the closed meeting and open the regular meeting at 8:15.

- 11. **ADJOURNMENT:** Motion by Caldwell, seconded by Gregor and carried unanimously to adjourn the regular Morristown City Council meeting at 8:15 p.m.

- 12. **NEXT MEETING:** Work Session Wednesday November 14, 2024 – 7:00 p.m.  
Regular Meeting: Monday December 2, 2024 – 7:00 p.m.

Approved:

Attested:

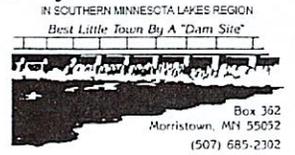
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City Clerk, Cassie Eldeen

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Mayor, Tony Lindahl

MORRISTOWN CITY COUNCIL MEETING MINUTES

Special Meeting, 7:00 p.m.  
Monday, November 18, 2024

City of Morristown



Members Present: Tony Lindahl (Mayor), Linda Murphy, Leon Gregor, Joe Caldwell  
Members Absent: Jake Golombeski  
Others Present: Cassie Eldeen (City Clerk), Tim Flaten

1. Call to Order: A special meeting of the Morristown City Council was called to order on Monday, November 18, 2024 at 7:30 p.m. at 402 Division Street South by Mayor Tony Lindahl.

7. NEW BUSINESS:

A Assessment Roll Changes Council reviewed and discussed changes to the assessment roll sent by SEH. Motion by Murphy, seconded by Caldwell and carried unanimously to approve the changes to the assessment roll, as presented.

B Sump Lines Council discussed and reviewed a drafted letter to SEH regarding concerns with unauthorized decisions and lack of responses to concerns and requests. Motion by Murphy, seconded by Gregor and carried unanimously to make noted changes and email to council for clearance to send.

10. ADJOURNMENT: Motion by Murphy, seconded by Gregor and was carried unanimously to adjourn the Special Meeting at 8:15 p.m.

11. NEXT MEETING: Regular Meeting: Monday December 2, 2024 – 7:00 p.m.

Approved:

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

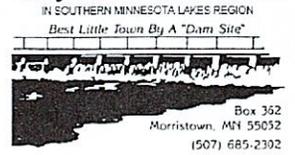
Attested:

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City Clerk, Cassie Eldeen

MORRISTOWN CITY COUNCIL MEETING MINUTES

Special Meeting, 7:00 p.m.  
Wednesday, November 13, 2024

City of Morristown



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

Members Absent:

Others Present: Cassie Eldeen (City Clerk), Ellen Judd (City Administrator), Tim Flaten, Val Kruger, Anna Nusbaum, Jake Duncan, Jeff Wenker

1. Call to Order: A special meeting of the Morristown City Council was called to order on Wednesday, November 13, 2024 at 7:0 p.m. at 402 Division Street South by Mayor Tony Lindahl.

7. NEW BUSINESS:

A Canvass Election Results Motion by Gregor, seconded by Caldwell and carried unanimously to accept the election results.

10. ADJOURNMENT: Motion by Golombeski, seconded by and was carried unanimously to adjourn the Special Meeting at 7:03 p.m.

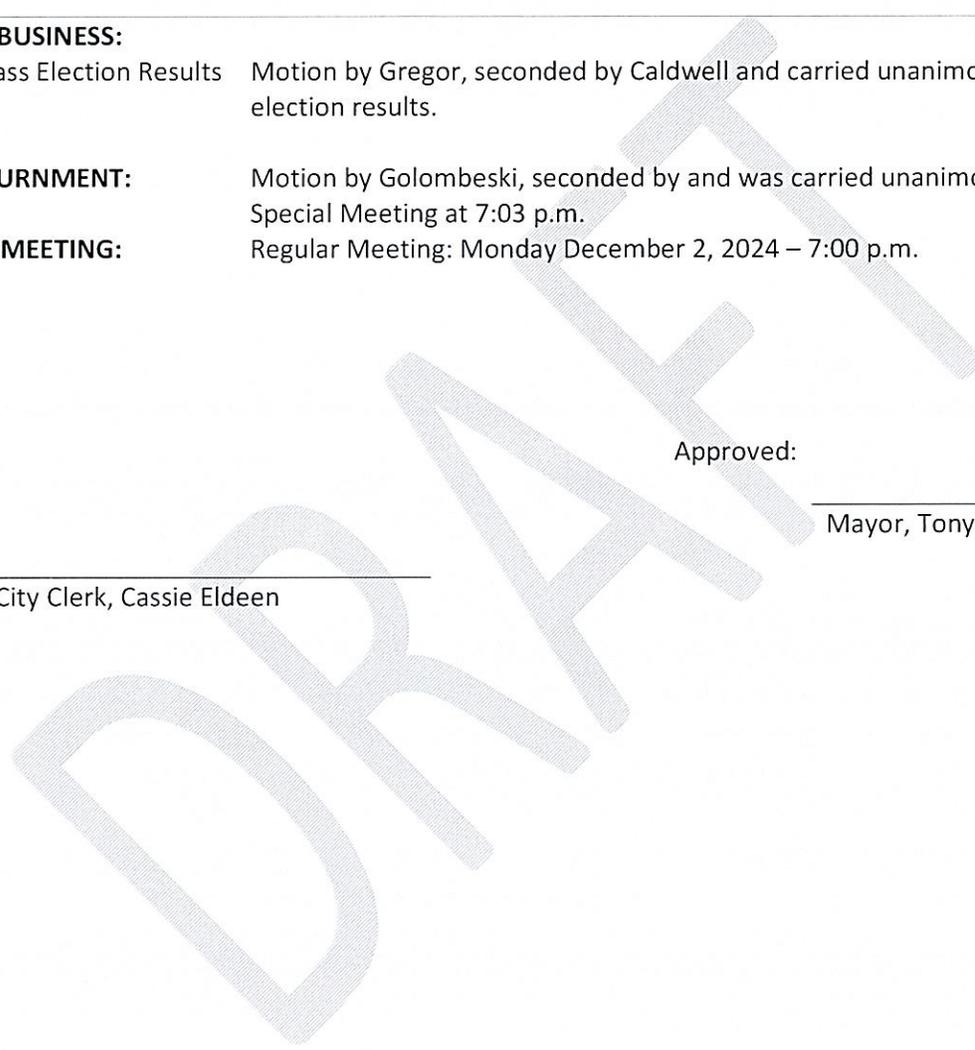
11. NEXT MEETING: Regular Meeting: Monday December 2, 2024 – 7:00 p.m.

Approved:

Attested:

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

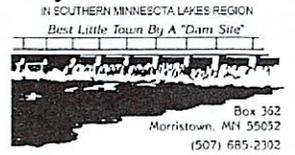
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City Clerk, Cassie Eldeen



MORRISTOWN CITY COUNCIL MEETING MINUTES

Work Session, 7:05 p.m.  
Wednesday, November 13, 2024

City of Morristown



Members Present: Tony Lindahl (Mayor), Linda Murphy, Leon Gregor, Joe Caldwell, Jake Golombeski  
Members Absent:  
Others Present: Cassie Eldeen (City Clerk), Ellen Judd (City Administrator), Tim Flaten, Val Kruger, Anna Nusbaum, Jake Duncan, Jeff Wenker

1. Call to Order: A work session of the Morristown City Council was called to order on Wednesday, November 13, 2024 at 7:05 p.m. at 402 Division Street South by Mayor Tony Lindahl.

7. NEW BUSINESS:

- A Budget & Levy City Clerk and City Administrator outlined the City’s 2025 Budget. Instead of going over the entire budget spreadsheet, the council reviewed and asked questions respectively.
- B Master Fee Schedule The Master Fee schedule was discussed for changes to 2025
- C Community Appointments Handed out Community Appointment sheets to next year’s members for them to review for future meeting.
- D Raises for Employees and COLA Discussion on Compensation Plan that was implemented in 2024. As of this meeting it was decided to proceed with the 2025 plan.

10. ADJOURNMENT: Motion by Golombeski, seconded by Murphy and was carried unanimously to adjourn the Work Session at 8:07 p.m.

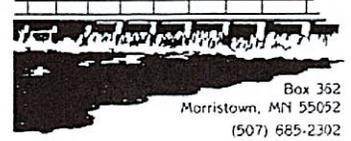
11. NEXT MEETING: Regular Meeting: Monday December 2, 2024 – 7:00 p.m.

Approved:

Attested:

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

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



MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.
Thursday, November 21, 2024

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

Members Absent: John Schlie, Tony Lindahl

Others Present: Cassie Eldeen (City Clerk), Chris Bluhm

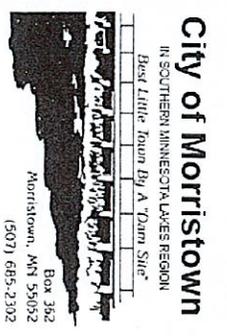
- 1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on November 21, 2024, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: Zoning Board Member Applications
3. Approval of Minutes: Motion by Petersen, seconded by Kruger and carried unanimously to approve the minutes from October 17, 2024.
4. Requests to Be Heard: None
5. Council Action at Last Meeting: Clerk updated the board on the work session and the council is recommending having a minimum permit price of \$100 for a new build.
6. UNFINISHED BUSINESS: None
7. NEW BUSINESS:
A Chris Bluhm Resident Chris Bluhm came to discuss his very early plans of potentially putting apartments where the old lumber yard was. Zoning Board members let resident know he will need to get approval from the City Council to get the go ahead to re-zone that property from industrial to residential. Then once approved, he can move forward with the re-zoning.
B Zoning Board Applications Zoning Board members reviewed applications of three people that would like to be on the Zoning Board. There was a question on if we can have 6 members or only 5. Clerk to find that information. Motion by Kruger, seconded by Petersen and carried unanimously to approve all three applicants if possible to have all three.
8. ZONING ADMINISTRATOR'S REPORT: Open and closed permits were reviewed.
9. BOARD DISCUSSION & CONCERNS:
10. ADJOURNMENT: Motion by Petersen, seconded by Kruger, and carried unanimously to adjourn the Thursday, November 21st, 2024, Zoning Board Meeting at 8:00 p.m.
11. NEXT MEETING: Thursday, December 19, 2024, at 7:00 p.m.

Approved:

Attested:

Mayor, Tony Lindahl

City Clerk, Cassie Eldeen



Check/Receipt Date

Search Name	Account Descr	Amount	Comments	Date
<b>*R Revenue</b>				
ASSESSMENT PAYOFF	R 371-31955 Special Assessments	\$11,891.04	2022 Street Project Assessment Payoff, Joe Caldwell, 2	
ASSESSMENT PAYOFF	R 371-31955 Special Assessments	\$8,833.05	2022 Street Project Assessment Payoff, Dave & Lynda	
LICENSES	R 100-32180 Other Bus. License & Permits	\$25.00	Solicitor's License, Sarah Wright, Midwest Dist - Kirby	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$14,147.05	2024 Street Project Assessment payoff, Richard & Car	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$14,112.68	2024 Street Project Assessment payoff, Dave & Lynda	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$14,102.50	2024 Street Project Assessment Payoff, Toni Ahlman,	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$5,000.00	2024 Street Project Assessment payment, Johnathan	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$7,140.82	2024 Street Project Assessment Payoff, Emily Kaspare	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$4,573.34	2024 Street Project Assessment Payoff, Ramon Medina	
SPECIAL ASSESSMENTS	R 372-31955 Special Assessments	\$2,533.19	2024 Street Project Assessment payment, Frances OR	
<b>*R Revenue</b>				
		<b>\$82,358.67</b>		
<b>-E Expenditure</b>				
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$56.68	Fuel for October 2024: Acct# 319870	11/12/24
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$170.03	Fuel for October 2024: Acct# 319870	11/12/24
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$113.36	Fuel for October 2024: Acct# 319870	11/12/24
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$56.68	Fuel for October 2024: Acct# 319870	11/12/24
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$170.03	Fuel for October 2024: Acct# 319870	11/12/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41425-130 Employer Paid Insurance	\$3.45	November Life Insurance	11/12/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	November Life Insurance	11/12/24
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Supp	\$8.45	soap	11/13/24
AMAZON BUSINESS	E 100-45202-215 Operating & Maintenance Supp	\$28.66	fuel line kit for leaf blower	11/13/24
AMAZON BUSINESS	E 204-42210-215 Operating & Maintenance Supp	\$139.59	emergency lights - Firehall	11/13/24
AMAZON BUSINESS	E 100-41941-200 Office Supplies	\$203.80	ink cartridges, paper towels, soap	11/13/24
AMAZON BUSINESS	E 602-49490-302 WST Metering & Billing	\$178.85	October Cellular Service to Endpoints	11/13/24
BADGER METER	E 601-49440-302 WST Metering & Billing	\$178.85	October Cellular Service to Endpoints	11/13/24
BADGER METER	E 204-42210-212 Motor Fuels	\$342.16	Fuel for October 2024: Acct# 620143	11/13/24
COMMUNITY CO-OP OIL ASSN	E 601-49440-300 Professional Services	\$3,120.00	Haul Bio Solids	11/13/24
DAHLE ENTERPRISES MORRISTOWN	E 601-49440-202 Postage	\$18.07	Endpoint Shipping	11/13/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$27.49	Water Sample Shipping	11/13/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$794.70	Pumper Truck test	11/13/24
EMERGENCY APPARATUS MAINTENAN	E 602-49490-305 Locating Services	\$8.88	October, 14 tickets	11/13/24
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$8.88	October, 14 tickets	11/13/24
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.14	October, 14 tickets	11/13/24
GOPHER STATE ONE CALL	E 100-41946-211 Cleaning Supplies	\$74.82	Cleaning Supplies	11/13/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
HILLVARD	E 100-41948-211	\$74.82	Cleaning Supplies	11/13/24
LACANNE ELECTRIC LLC	E 601-49440-300	\$3,621.91	Replace VFD from power surge	11/13/24
MACQUEEN EMERGENCY	E 704-42210-215	\$1,695.76	Gas Detector	11/13/24
MACQUEEN EMERGENCY	E 704-42210-260	\$92.84	Suspender for turnout gear	11/13/24
MEDICAL & SAFETY RESOURCES INC	E 204-42210-432	\$575.00	Emergency Medical Responder Refresher 23 attendees/	11/13/24
MN STATE FIRE DEPARTMENT ASSOC	E 204-42210-433	\$225.00	2025 MSFDA Membership Dues	11/13/24
NAPA WATERVILLE	E 100-42701-215	\$46.12	Internal Pipe Swivels	11/13/24
NAPA WATERVILLE	E 602-49490-215	\$57.46	Air Filter for Generator	11/13/24
NAPA WATERVILLE	E 100-45202-215	\$137.82	Oil, Antifreeze	11/13/24
NAPA WATERVILLE	E 100-41941-240	\$199.00	Battery Packs	11/13/24
NAPA WATERVILLE	E 100-41941-215	\$71.94	Oil Absorb	11/13/24
SE MINNESOTA EMS	E 204-42210-300	\$50.00	FR Run Reports	11/13/24
TIMMS TRUCKING & EXCAVATING	E 100-45202-300	\$144.64	Topsoil, Demo/Cleanup at Baseball Field Bathrooms	11/13/24
TIMMS TRUCKING & EXCAVATING	E 100-45202-300	\$35.00	Dirt for Baseball Field Bathrooms	11/13/24
TIMMS TRUCKING & EXCAVATING	E 100-43101-213	\$56.25	Topsoil fill on Sidney St.	11/13/24
TIMMS TRUCKING & EXCAVATING	E 100-45202-300	\$35.00	Dirt for Baseball Field Bathrooms	11/13/24
TRUCK CENTER COMPANIES	E 704-42210-300	\$4,005.43	Pumper Truck Repair	11/13/24
TRUCK CENTER COMPANIES	E 704-42210-300	\$3,315.61	Pumper Truck Repair	11/13/24
USA BLUEBOOK	E 601-49440-216	\$133.87	Water Chemicals	11/13/24
USA BLUEBOOK	E 602-49490-216	\$48.66	Sewer Chemicals	11/13/24
VIKING FIRE AND SAFETY	E 204-42210-300	\$139.16	Annual Fire Extinguisher Check	11/13/24
VIKING FIRE AND SAFETY	E 100-41946-300	\$135.06	Annual Fire Extinguisher Check	11/13/24
VIKING FIRE AND SAFETY	E 100-41941-300	\$135.06	Annual Fire Extinguisher Check	11/13/24
MORRISTOWN FIRE RELIEF ASSOCIA	E 204-42210-124	\$33,503.78	Fire Pension Contributions	11/14/24
MORRISTOWN FIRE RELIEF ASSOCIA	E 204-42210-124	\$5,000.00	Fire Pension Contributions	11/14/24
ARCHAMBAULT BROTHERS INC	E 603-49520-384	\$6,002.76	October 2024 Trash Removal	11/26/24
BEVCOMM	E 603-49520-320	\$98.56	December 2024, Communication	11/26/24
BEVCOMM	E 601-49440-320	\$262.82	December 2024, Communication	11/26/24
BEVCOMM	E 100-42502-320	\$10.95	December 2024, Communication	11/26/24
BEVCOMM	E 204-42210-320	\$98.56	December 2024, Communication	11/26/24
BEVCOMM	E 602-49490-320	\$262.82	December 2024, Communication	11/26/24
BEVCOMM	E 100-42110-320	\$76.65	December 2024, Communication	11/26/24
BEVCOMM	E 100-41948-320	\$284.71	December 2024, Communication	11/26/24
BHE COMMUNITY SOLAR LLC	E 601-49440-380	\$717.28	October 2024 Electricity at 504 3rd St SE	11/26/24
BHE COMMUNITY SOLAR LLC	E 100-41941-380	\$250.25	October 2024 Electricity at 109 2nd St SW	11/26/24
BHE COMMUNITY SOLAR LLC	E 100-41948-380	\$516.92	October 2024 Electricity at 404 Division St S	11/26/24
BHE COMMUNITY SOLAR LLC	E 100-41946-380	\$516.93	October 2024 Electricity at 404 Division St S	11/26/24
BHE COMMUNITY SOLAR LLC	E 204-42210-380	\$250.25	October 2024 Electricity at 506 Division St S	11/26/24
BRANDON SCHUEPF	E 100-41946-300	\$200.00	Dace security for 11.16.24	11/26/24
BRAUN INTERTEC CORPORATION	E 403-43101-300	\$145.75	Material testing	11/26/24
CENTERPOINT ENERGY	E 100-41946-380	\$54.31	October 2024 Community Center Gas Utilities	11/26/24
CENTERPOINT ENERGY	E 100-41948-380	\$54.31	October 2024 City Hall Gas Utilities	11/26/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$23.64	October 2024 Maintenance Shop Gas Utilities	11/26/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$43.22	October 2024 Water Pump Gas Utilities	11/26/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.19	October 2024 Water Tower Gas Utilities	11/26/24
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$18.37	October 2024 Sewer Plant Gas Utilities	11/26/24
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$94.47	October 2024 Gas Utilities at Fire Hall. Acct#10583553	11/26/24
DSG DAKOTA SUPPLY GROUP	E 100-41941-215 Operating & Maintenance Supp	\$229.00	Transfer Pump Battery	11/26/24
EMERGENCY APPARATUS MAINTENAN	E 704-42210-300 Professional Services	\$1,934.69	Pumper Truck Repairs	11/26/24
HAWKINS INC	E 602-49490-216 Chemicals	\$30.00	WWTP Chemicals	11/26/24
HAWKINS INC	E 601-49440-216 Chemicals	\$1,687.93	Water Tower Chemicals	11/26/24
HAWKINS INC	E 602-49490-216 Chemicals	\$3,043.61	WWTP Chemicals	11/26/24
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	11/26/24
MENARDS - DUNDAS	E 602-49490-215 Operating & Maintenance Supp	\$11.97	Door Knobs	11/26/24
MENARDS - DUNDAS	E 100-41941-240 Small Tools and Equipment	\$139.95	PW Equipment - Sawhorses	11/26/24
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$760.00	Service Connection Fee for period 10.1.24-12.31.24	11/26/24
Voegel Builders, LLC	E 708-45202-300 Professional Services	\$7,067.26	Park Bathrooms	11/26/24
XCEL ENERGY	E 204-42210-380 Utility Services	\$129.72	10.09.24-11.07.24 Electricity: Fire Hall	11/26/24

-E Expenditure

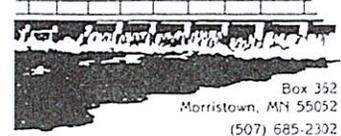
\$84,289.06

\$166,647.73

**City of Morristown**

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 352  
Morristown, MN 55052  
(507) 685-2302

# ***AGENDA MEMO***

**Agenda Item:** Resolution 2024-44

**To:** City Council  
**From:** Ellen Judd  
**Meeting Date:** 12/2/2024  
**Meeting Type:** Regular Meeting  
**Subject:** Final Tax Levy  
**Action Requested:** Motion to approve Resolution 2024-44 Adopting Final Property Tax Levy  
**Staff Recommends:** Approving  
**Committee Recommends:** N/A  
**Attachments:** Resolution 2024-44 Adopting Final Property Tax Levy

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**Previous Council Action:** No action taken.  
At the work session on 11/13/2024, City Council discussed approving a 10% increase from last year's tax levy to cover ongoing litigation costs.

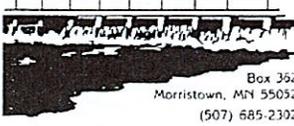
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**Overview:** Recommend approving Resolution 2024-44 Adopting Final Property Tax Levy based on Council feedback during the work session on 11/13/2024.

**City of Morristown**

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 392  
Morristown, MN 55052  
(507) 685-2302

**CITY OF MORRISTOWN  
RESOLUTION NO. 2024-44**

**A RESOLUTION ADOPTING THE FINAL 2024 PROPERTY TAX LEVY, COLLECTIBLE IN 2025  
AND THE FINAL BUDGET FOR 2025**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MORRISTOWN,  
RICE COUNTY, MINNESOTA,** that the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of Morristown for the following purposes:

<b>Fund</b>	<b>2025</b>
General Fund	\$397,065
Fire Relief Fund	\$5,000
Fire Department Fund	\$43,117
Fire Hall Debt Fund	\$109,116
2022 Street Capital Project Bond Fund	\$73,655
2024 Street Capital Project Bond	\$49,004
<b>Total</b>	<b>\$676,957</b>

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

**ADOPTED** by the City Council of the City of Morristown, Minnesota, this 2nd day of December 2024.

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

ATTEST:

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

STATE OF MINNESOTA)

:

COUNTY OF RICE)

:

CITY OF MORRISTOWN)

I, Cassie Eldeen, the City Clerk of the City of Morristown, do hereby certify that I have compared, Resolution 2024-44 with the resolution adopted at a meeting of the Morristown City Council held December 2, 2024 with the original on file in my office, and that same is a full, true and correct copy thereof.

Dated this 2nd day of December 2024

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

**Exhibit A**  
**City of Morristown - 2025 Master Fee Schedule**

Type of License/Fee	Period	Amount
<b>Licenses</b>		
<b>CHANGES ARE IN RED</b>		
Dog Tag	One-Time	\$10.00
Dangerous Animal Registration	One-Time	\$1,000.00
Dog Impound Fee – Initial		\$25.00
Per Day Impound Fee		\$25.00
Chicken Permit Fee (licensing period January 1-December 31)		\$25.00
Golf Cart License (licensing period April 1-March 31)		\$25.00
Cigarette/ Tobacco License	Per Year	\$100.00
Peddler/Solicitor License (Mayor to Approve)	Single per day	\$25.00
	Yearly	\$150.00
	Group – 2 or more Daily	\$50.00
	Group – 2 or more – Yearly	\$300.00
<b>Liquor</b>		
On-Sale		\$1,900.00
Off-Sale		\$200.00
Sunday		\$200.00
Club On-Sale		\$450.00
Morristown Commerical Club On-Sale		\$200.00
On-Sale, Non-Intoxicating		\$50.00
<b>Zoning Permit</b>		
Utility Sheds, Fences, Decks, Signs (valid for 3 months)		\$100.00
Siding, Roof, Window, Residential Solar Panels (valid for 6 months)		\$100.00
New Construction, Garages, Additions (valid for one year)	Per Square Foot	\$0.25
	<b>Minimum</b>	<b>\$150.00</b>
<i>All new construction needs to go through the Zoning Board before being approved.</i>		
Mobile Home Single Wide (valid for 3 months)		\$350.00
Mobile Home Double Wide (valid for 3 months)		\$500.00
Structure Moving (valid for 180 days)		\$0.00
Demolition (valid for 60 days)		\$0.00
Permit Extension, and additional case by case fee	Minimum Charge	\$50.00
<i>(after expiration of initial extension period, the extension fee will double for each extension thereafter up to the discretion of the zoning board to review on a case-by-case basis)</i>		
<i>All permit extensions need to go through the Zoning Board before being approved.</i>		
Conditional Use Hearing, Public Hearing, or Special Meetings		\$250.00
<b>Rentals</b>		
Council Room Rent		
Rent	Per Day	\$40.00
Set-up & Take-down Fee (if applicable)	Per Day	\$50.00
Damage Deposit	Per Day	\$250.00
Community Center Great Hall		
Rental - Entire hall	Friday, Saturday, Holidays	\$1,100.00
Rental - Entire hall	Sunday through Thursday	\$600.00
Rental - Half hall	Friday, Saturday, Holidays	\$650.00
Rental - Half hall	Sunday through Thursday	\$450.00
<i>If booked within 60 days, hall is 50% off.</i>		
<i>If booked within 30 days, hall is 75% off.</i>		
<i>501©(3) may rent the hall for 50% off with proper documentation.</i>		
School Events	Flat Rate	\$250.00
Dance Security (Per Person)		\$200.00
<i>501©(3) may rent the hall for half price with proper documentation.</i>		
Park Shelter Rent	Per Event	\$40.00

<b>Water/Sewer/Trash Rates</b>		
Late Fee		\$35.00

Non-sufficient Fund (NSF) Fee		\$40.00
<b>Water Rates</b>		
Base Charge		\$10.82
Per 1,000 Gallons Water Used		\$3.97
Second Meter Rate Per 1,000 Gallons Water Used		\$3.77
Residential Flat Rate Water Charge		\$5.90
Commercial Flat Rate Water Charge		\$13.78
Water Access Fee (WAC)		\$1,350.00
Water Reconnection Fee		\$50.00
Sale of Bulk Water (\$30 minimum, \$0.01/gallon after that)	Minimum Charge	\$30.00
Meter Charge - First Meter		\$0.00
Meter Charge - Second Meter		At Cost
<b>Sewer Rates</b>		
Base Charge		\$33.61
Per 1,000 Gallons Water Used		\$9.07
WEM School Sewer Base Charge		\$144.91
Residential Flat Rate Sewer Charge		\$64.59
Commercial Flat Rate Sewer Charge		\$47.38
Sewer Access Fee (SAC)		\$1,350.00
<b>Garbage</b>		
Residential (recycling bin & 96, 64, or 48 gallon garbage can)		\$18.41
Mobile Home Park		\$19.38
(every private line connected to a City connection will be charged the base rate every month for Water and Sewer, regardless if it is utilized with the exception of properties deemed uninhabitable by the City. With the exception of the WEM School, buildings will be charged water & sewer base rates according to the number of dwelling units)		
<b>Miscellaneous</b>		
Assessment Search Fee		\$30.00
Ordinance Copies		\$25.00
Audit and Budget Reports		\$25.00
Copies	Per Sheet	\$0.25
<b>Data Requests Hourly Rate - must be paid prior to receiving the information.</b>	<b>Per Hour</b>	<b>\$25.00</b>
<b>Community Center Sign Rental</b>		
1 Year with 4 sign changes	Per Month	\$25.00
6 Months with 2 sign changes		\$35.00
3 Months with 1 sign change		\$45.00
2 Months with 0 sign changes		\$50.00
1 Month with 0 sign changes		\$55.00
Sign Change	Per Change	\$10.00
Non-profit (No monthly charge)	Set-up Fee	\$10.00

Updated: November 13th, 2024



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**Fw: Loss 763687 | Date of loss - 11/12/2023**

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**From** Lisa Karl <lisak@fbocoop.com>  
**Date** Wed 10/30/2024 4:07 PM  
**To** City Clerk <cityclerk@ci.morristown.mn.us>  
**Cc** Kelley Watts <kelleyw@fbocoop.com>

2 attachments (1 MB)  
20241030152447370.pdf; 20241030152256525.pdf;

Cassie,

Please see the note below from the insurance company, showing they settled for 80%. We have attached the invoices and correspondence with Omni Environmental as far as invoices totaling \$10,145 to correct the damages done. Please call or respond to this email if you have any questions. We will see you Monday evening at 7pm for the Council meeting.

Thank you again for your time,  
Lisa Karl  
Kelley Watts  
Community Co-Op Oil Assn  
507-334-2056

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**From:** P&C Claims E-mail <PCClaims@fedins.com>  
**Sent:** Thursday, October 17, 2024 12:37 PM  
**To:** Kelley Watts <kelleyw@fbocoop.com>  
**Cc:** Claussen, Will M. <wmclaussen@fedins.com>; Lisa Karl <lisak@fbocoop.com>  
**Subject:** RE: Loss 763687 | Date of loss - 11/12/2023

Good afternoon,

I was able to get North Star Insurance to increase their offer to 80% / \$8,116.00. I'll proceed in accepting this amount.

Please let me know if you have any questions.

Sincerely,

**Jeremy Woolf** *CPCU, SCLA* | **Claims Supervisor II - Recovery**  
Federated Insurance – Claims  
PO Box 486  
Owatonna, MN 55060-0486

O: 817-358-7285 | E: [pcclaims@fedins.com](mailto:pcclaims@fedins.com)

**\*\*Please include the loss number in the subject line of any correspondence\*\***



**BUSINESS INSURANCE | GROUP HEALTH | LIFE | DISABILITY**  
 Federated Mutual Insurance Company • Federated Service Insurance Company\*  
 Federated Life Insurance Company • Federated Reserve Insurance Company\* • Granite Re, Inc.\*

*\*Not licensed in all states.*

**From:** Claussen, Will M. <[wmclaussen@fedins.com](mailto:wmclaussen@fedins.com)>  
**Sent:** Tuesday, October 15, 2024 4:11 PM  
**To:** P&C Claims E-mail <[PCClaims@fedins.com](mailto:PCClaims@fedins.com)>; [kellyw@fbocoop.com](mailto:kellyw@fbocoop.com); [lisa@fbocoop.com](mailto:lisa@fbocoop.com)  
**Subject:** RE: Loss 763687 / COMMUNITY CO-OPERATIVE OIL ASSOCIATION / 11.12.13

Good Afternoon All,

Attached is what they gave me to share, Kelley/Lisa please forgive/correct me if I am wrong but I believe the difference from \$10,000 to \$12,000 we were discussing was actually the \$445 invoice from Omni but we didn't realize that \$445 was indeed lumped in with the \$10,145 figure. The other \$1,000 invoice we discovered was for something else, I am wondering if the \$10,145 figure is indeed accurate and whether or not we are all on the same page?

Jeremy, I believe we also were planning on trying to get from 70% to 75% did we make any progress on that by chance?

All the best,

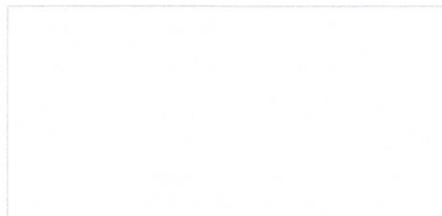
-Will



**Will Claussen | Federated Insurance Marketing Representative**

**BUSINESS INSURANCE | LIFE | DISABILITY | ESTATE PLANNING | BONDING**

Cell: 507-380-2627 | Email: [WMClaussen@fedins.com](mailto:WMClaussen@fedins.com) | Client Contact Center: 1-888-333-4949



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 Federated Life Insurance Company • Federated Reserve Insurance Company\* • Granite Re, Inc.\*<sup>†</sup>

*\*Not licensed in all states. <sup>†</sup>Granite Re, Inc. conducts business in California as Granite Surety Insurance Company.*

**From:** P&C Claims E-mail <PCClaims@fedins.com>  
**Sent:** Tuesday, October 15, 2024 12:09 PM  
**To:** kelleyw@fbocoop.com; lisa@fbocoop.com  
**Cc:** Claussen, Will M. <wmclaussen@fedins.com>  
**Subject:** Loss 763687 / COMMUNITY CO-OPERATIVE OIL ASSOCIATION / 11.12.13

Good afternoon,

I'm following up regarding our conference call we had on 10/9/2024. We have received the above attached invoices totaling \$10,145.00. You had advised in our conference call that the amount is closer to \$12K and you were going to send supporting documents for additional damages that were paid. Can you please forward these documents so we can begin our attempts to negotiate the total damages with the adverse insurance carrier?

Sincerely,

**Jeremy Woolf CPCU, SCLA | Claims Supervisor II - Recovery**

Federated Insurance – Claims

PO Box 486

Owatonna, MN 55060-0486

O: 817-358-7285 | E: [pcclaims@fedins.com](mailto:pcclaims@fedins.com)

**\*\*Please include the loss number in the subject line of any correspondence\*\***



**BUSINESS INSURANCE | GROUP HEALTH | LIFE | DISABILITY**

Federated Mutual Insurance Company • Federated Service Insurance Company\*  
Federated Life Insurance Company • Federated Reserve Insurance Company\* • Granite Re, Inc.\*

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November 27, 2023

Ms. Kelley Watts  
Community Coop Oil Assn.  
9 Central Avenue  
Faribault, MN 55021

**RE: Troubleshooting Impressed Current System  
Morris Mart  
26 Franklin Stret, East  
Morristown, Minnesota**

Dear Ms. Watts:

On November 16, 2023 Omni Environmental, Inc.'s (Omni) Cathodic Protection Tester mobilized to the above referenced gas station in Morristown to troubleshoot the impressed current system. The staff at the Morris Mart were checking the amps and volts on the rectifier of the system on a monthly basis as required by MPCA. The staff noticed that the amp readings had gone to zero and that the neighbor had installed fence posts along the assumed property line.

It was obvious that the lines from the junction box out to the anodes had been cut by the neighbor's contractor when installing the fence posts. See attached pictures showing the fence posts and a clipped wire was exposed. It is Omni's professional opinion that the installation of the fence posts damaged the wires to the anodes and subsequently the system is no longer operational.

Omni recommends that a CP Expert (CP#4) be contracted to assess the system and attempted to reconnect the wires if possible. Omni can assist you with hiring the CP Expert and getting the system back in operation. The assessment by the CP#4, system repair and follow up testing will need to be completed in the spring of 2024.

If you have any question or concerns about this report, please contact me at (507)-254-6098.

Respectfully Submitted,  
**OMNI ENVIRONMENTAL, INC.**

A handwritten signature in black ink, appearing to read "Matthew N. Gikas", is written over a small vertical line.

Matthew N. Gikas, P.G.  
Professional Geologist

Appendix A – Photo Log

210 15<sup>th</sup> Street, NE • Rochester, MN 55906 • (507) 254-6098  
Email: mattgikas@yahoo.com



**Invoice**  
**Omni Environmental, Inc.**  
**Project: Job #4-2020**

Invoice # 2305  
Invoice Period Ending 11/27/2023

Invoice Date: 11/27/2023  
Invoice Due: Upon Receipt

Client : Ms. Kelley Watts  
Community Coop Oil Assn.  
9 Central Avenue  
Faribault, MN 55021

Project: Morris Mart  
26 Franklin Street, East  
Morristown, MN

Invoice Submitted to: Ms. Kelley Watts  
Community Coop Oil Assn.  
9 Central Avenue  
Faribault, MN 55021

**Summary of Charges**

<u>Description</u>	<u>Total</u>
CP System Evaluation and Travel	\$325.00
Letter Report	\$120.00

**TOTAL AMOUNT DUE THIS PERIOD**

**\$445.00**

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***PLEASE REMOVE PAY STUB BELOW AND RETURN WITH PAYMENT. THANK YOU!!!***

---

TO: OMNI ENVIRONMENTAL, INC.  
210 15th Street, NE  
Rochester, MN 55906

Amount Enclosed \_\_\_\_\_  
Invoice # 2305  
Payment Due : Upon Receipt



**Invoice**  
**Omni Environmental, Inc.**  
**Project: Job #151-2024**

Invoice # 2327  
 Invoice Period Ending 4/30/2024

Invoice Date: 4/30/2024  
 Invoice Due: **Upon Receipt**

Client : Ms. Kelley Watts  
 Community Coop Oil Assn.  
 9 Central Avenue  
 Faribault, MN 55021

Project: Morris Mart  
 26 Franklin Street, East  
 Morristown, MN

Invoice Submitted to: Ms. Kelley Watts  
 Community Coop Oil Assn.  
 9 Central Avenue  
 Faribault, MN 55021

**Summary of Charges**

<u>Description</u>	<u>Total</u>
CP System Evaluation and Travel	
CP Expert #4	
Travel	9 hours \$150.00 \$1,350.00
Site evaluation	5 hours \$200.00 \$1,000.00
CP Expert oversight	4 hours \$200.00 \$800.00
CP Technician	
Travel	2 hours \$100.00 \$200.00
Initial visit with CP#4	3 hours \$150.00 \$450.00
Project Management	7 hours \$150.00 \$1,050.00
System Repair	
Travel	2 hours \$100.00 \$200.00
System Repair	8 hours \$150.00 \$1,200.00
Follow up evaluation	6 hours \$150.00 \$900.00
Report Prep	4 hours \$150.00 \$600.00
Misc Supplies	
Splice Kits	Crimps \$150.00
mileage	12 \$100.00 \$1,200.00
	800 miles \$0.75 \$600.00
<b>TOTAL AMOUNT DUE THIS PERIOD</b>	<b>\$9,700.00</b>

***PLEASE REMOVE PAY STUB BELOW AND RETURN WITH PAYMENT. THANK YOU!!!***

TO: OMNI ENVIRONMENTAL, INC.  
 210 15th Street, NE  
 Rochester, MN 55906

Amount Enclosed \_\_\_\_\_  
 Invoice # 2327  
 Payment Due : Upon Receipt

# UST cathodic protection system evaluation Impressed Current Type Underground Storage Tanks (UST) Program

Doc Type: Compliance Certification

**Instructions:**

- All reports must be submitted regardless of results (pass, fail, or inconclusive) within 30 days
- Incomplete forms will not be accepted and will be returned.

**Submittal:** To submit this form, open the form using Internet Explorer Web browser or Adobe Acrobat Reader, save the form to your computer and send to the MPCA by using the submit button at the end of the form, or attach the form to an email message, using "Impressed Current form" as the subject line to [undergroundtanks.pca@state.mn.us](mailto:undergroundtanks.pca@state.mn.us).

<b>1. UST facility</b>	MPCA Site ID #: <u>9135</u>	<b>2. UST owner/operator</b>	
Name: <u>Morris Mart</u>		Name: <u>Community Co-op Oil Assn</u>	
Address: <u>26 Franklin Street, East</u>		Address: <u>9 Central Ave</u>	
City: <u>Morristown</u>	Zip code: <u>55052</u>	City: <u>Faribault</u>	State: <u>MN</u>
County: <u>Rice</u>	Phone: <u>507-412-0155</u>	Zip code: <u>55021</u>	Phone: _____
Contact name (if different than above): <u>Kelley Watts</u>		Contact phone: <u>507-412-0155</u>	

**3. Cathodic protection (CP) tester information and qualifications**

Tester name (print): Matt Gikas Company name: Omni Environmental, Inc  
 Address: 210 15th Street, NE City: Rochester  
 State: MN Zip code: 55906 Phone: 507-254-6098 Email: mattgikas@yahoo.com  
 National Association of Corrosion Engineers (NACE) international certification #: \_\_\_\_\_ Steel Tank Institute (STI) certification #: CP SM-13

**4. Reason survey was conducted (check only one)**

- Routine - Annual     Routine - within 6 months of install     30-day re-survey after fail     Re-survey within 6 months of repair/modification  
 Date next CP survey must be conducted by (mm/dd/yyyy): 04/29/2027 (Required within 6 months of install or repair, and annually thereafter.)

**5. CP tester's evaluation (check only one)**

- Pass** All protected structures at this facility pass the CP survey and the continuity survey indicates all protected structures are continuous. It is judged that adequate CP has been provided to the UST system (Complete sections 7 and 8).  
 **Fail** One or more protected structures at this facility fail the CP survey, and it is judged that adequate CP has not been provided to the UST system. (Complete sections 7 and 8).  
 **Inconclusive** Stray current may be affecting one or more of the protected structures, or the tester cannot conclusively determine a pass or failing test result based on irregular test results. (Corrosion Expert to complete section 6).  
 Date CP survey performed (mm/dd/yyyy): 04/29/2024

**6. Corrosion expert's evaluation (if applicable)**

The attached survey must be conducted and/or evaluated by a corrosion expert when: a) supplemental anodes or any repairs of the impressed current system are made; b) current output changes are made to the rectifier; c) the continuity survey indicates one or more of the protected structures are not continuous; d) stray current may be effecting protected structures; e) when required by MPCA (Corrosion Expert to complete sections 7 and 8).

- Pass** All protected structures at this facility have been judged that the adequate CP is provided to the UST system.  
 **Fail** One or more protected structures at this facility fail the CP survey and it is judged that adequate CP has not been provided to the UST system.

Corrosion expert's name (print): Tim Sievert Phone: 262-960-3665  
 Company name: Advanced Corrosion Control Technologies  
 NACE Int./PE certification: CP Specialist NACE Int./PE certification #: 5008

**7. Criteria applicable to evaluation (check all that apply)**

- 850 Off** Structure-to-soil potential more negative than -850 mV with the protective current momentarily interrupted. ("Instant Off")  
 **100 mV** Structure tested exhibits at least 100 mV of cathodic polarization. ("Instant Off" readings minus native /depol readings)

**8. Action required as a result of this evaluation (check only one)**

- None** CP is adequate. No further action is necessary at this time. Test again by no later than (see section 4).
- Retest** CP may not be adequate. Retest within 30 days to determine if passing results can be achieved. (Retests may occur only if all intended protected structures are continuous with each other)
- Repair & Retest** CP is not adequate. Repair/modification is necessary within the next 60 days, or permanently close the tank system.

**9. Impressed Current rectifier data**

Rectifier manufacturer: Universal Rectifier Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

Rated DC output: 50 volts 5 amps Rectifier output as designed or lastly recommended (if available): \_\_\_\_\_ volts \_\_\_\_\_ amps

Event	Date (mm/dd/yyyy)	Tap settings		DC output		Hour meter	Comments
		Course	Fine	Volts	Amps		
"As Found"	04/22/2024	2	6	15.59	4.73		
"As Left"							

Note: If rectifier output settings are modified, a corrosion expert must be consulted first and approve the modifications by signing section 6

**10. Impressed Current positive and negative circuit measurements (output amperage)**

Complete if the system is designed to allow such measurements (e.g., individual lead wires for each anode are installed and shuts are present).

Circuit	1	2	3	4	5	6	7	8	9	10	Total amps
Anode (+)	1.07	.81	1.23	.95	.67						4.73
Tank/Pipe (-)											

**11. CP system repairs and/or modification information**

Date of "failing" test: 11/16/2023 Date of repair: 4/22/2024 Repair company: Advanced Corrosion Control Technologies

Name of lead repair technician: Matt Gikas Phone # 507-254-6098

Certification of repair technician (check all that apply):  Steel Tank Institute  NACE  MPCA certified supervisor

Note: submit failing test results with this report

**Description of repairs (check all that apply)**

- 1. Anodes for an impressed current system were added or replaced
- 2. Repair or replacement of anode header cables were needed
- 3. Continuity was established between all protected structures
- 4. Rectifier was repaired or replaced
- 5. Rectifier output was modified (explain in "remarks/other" below; CP expert to approve modifications by signing section 6).

Repairs /modifications for 1-4 must be designed by a "corrosion expert". Attach corrosion experts design specifications.

Retests after repairs/modifications are made must be evaluated by the corrosion expert to assure the system is functioning properly (Section 6 must be signed by expert).

**Remarks/Other (Maximum 750 characters approximately):**

On or around November 16, 2023 the neighbor, adjacent to the south, installed fence posts which clipped all the anode wires from the rectifier out to the anodes. Advanced Corrosion Control Technologies (ACCT) CP #4 Expert mobilized to the site in order to evaluate the damage. We were able to locate all of the ends of the wires and reconnected all five anodes. The rectifier was re-energized on 4/22/2024 and was retested 4/29/2024. The system is back operational with all five anodes reconnected.

**12. Impressed Current structure to soil potential survey**

- **Half Cell Placement (testing) on frozen soil, concrete, asphalt, or other paving materials is not acceptable**
- The half cell must be placed locally in the soil directly over the structure being tested. A minimum of three half cell locations per tank, and three half cell locations per piping run are required. The three locations must be as evenly distributed over the protected structure, and as far away from any active anode as practical. (Refer to the MPCA cathodic protection evaluation guidance document for detailed discussion of electrode placement.)
- When testing flex connectors in contact with an electrolyte, one tests point is required for each flex connector with the half cell placed locally in the soil directly over the flex connector being tested.
- Both "ON" and "Instant Off" potential readings are required at each half cell placement. Each half cell location must meet the "Instant Off" potential of -850 mV or more negative, or the 100 mV polarization criterion must be satisfied in order to pass.
- Check polarity (+/-) when taking readings and be sure to record them properly





Facility name: Morris Mart

Date CP survey performed: 04/29/2024

(Note: The facility name and date of survey will automatically populate from page one.)

**14. Description of UST system**

Tank/ Pipe #	Product	Capacity (Gallons)	Tank type <sup>1</sup>	Piping type <sup>2</sup>	Metal segments at Tank sump <sup>3</sup>	Metal segments at Dispenser <sup>3</sup>
1	Gas	6,000	Steel	non-metallic	in containment	in containment
2	Diesel	6,000	Steel	non-metallic	In containment	in containment
3	Gas	10,000	Fiberglass	non-metallic	In containment	In containment
4						
5						
6						
Ex:	Premium	10,000	SW Bare Steel	SW Fiberglass	Bonded to IC system	In Containment

1. Indicate if tank is Double Wall (DW) or Single Wall (SW). Also indicated type (e.g., steel, fiberglass, sti-P<sub>3</sub><sup>®</sup>, composite etc.). Also indicate if tank is compartmental if applicable
2. Indicate if piping is Double Wall (DW) or Single Wall (SW). Also indicate type (e.g., coated steel, fiberglass, galvanized, flex, etc.).
3. Indicate how metal segments such as flex connectors or metal pipe segments are protected from corrosion (e.g., isolated, booted, bonded, in containment, etc.)

**15. UST facility site diagram**

Attach a detailed site diagram of the UST and CP systems to the email. At a minimum, you should indicate the following: All tanks, piping and dispensers; Location of anodes and wires if known; All buildings and streets; Location of CP test stations; Each reference cell placement must be indicated by a code (e.g., 1, 2, T-1,) corresponding with the appropriate test in Section 12 of this form. If supplemental anodes are added to the tank system, indicate number, size, location and depth of the new anodes. An evaluation of the CP system is not complete without an acceptable site diagram.

**Certification**

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

I agree *Note: This needs to be checked before the form will submit.*

CP tester signature:

Name: [Signature]  
(This document has been electronically signed.)

Title: CP Tester

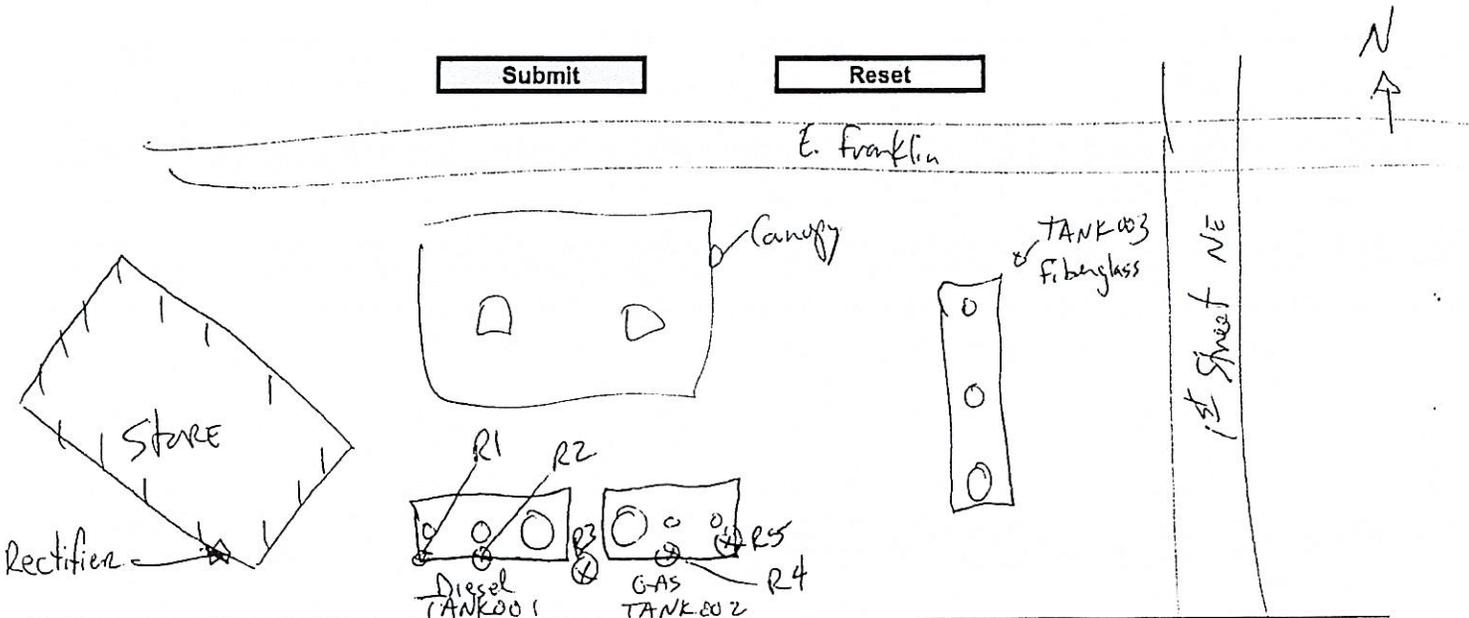
Date (mm/dd/yyyy): 05/01/2024

CP expert signature:

Name: [Signature]  
(This document has been electronically signed.)

Title: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_



## APPENDIX A - PHOTOS

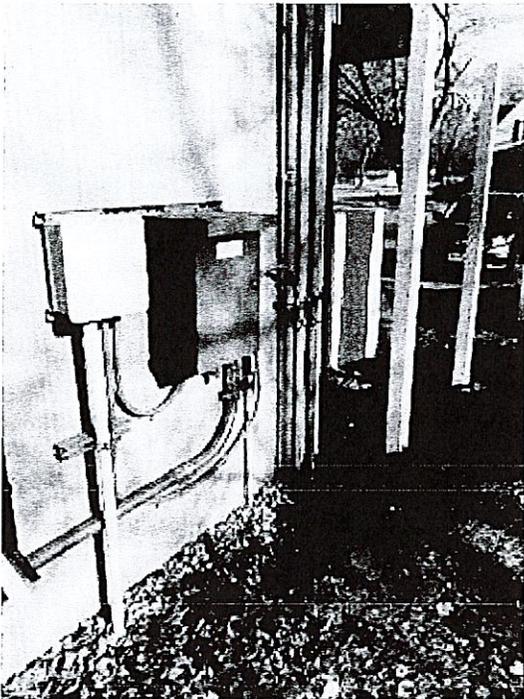


Photo #01: Looking at the rectifier and junction box on south side of building. New fence posts are visible.

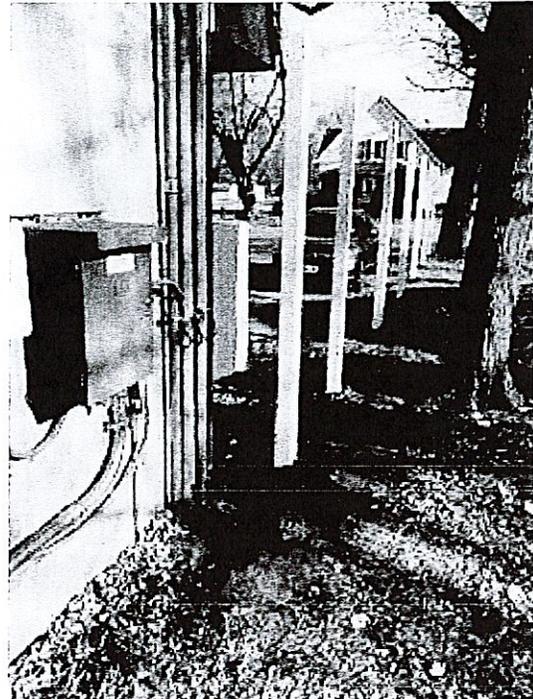


Photo #02: Looking east at the fence posts and rectifier.



Photo #03: Looking at fence posts with respect to the underground tanks.



Photo #04: Looking at fence post where the anode wires were cut and exposed.

## HALL RENTAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Morristown (the "City") and the Morristown Commercial Club (the "Commercial Club").

### RECITALS

1. The City owns a Community Center located at 402 Division St. S. that includes a lobby, great hall, and kitchen area.
2. The Community Center is available as rental space for various events, including weddings and other private functions.
3. The Commercial Club has historically operated ~~events held in the~~ the bar at the Community Center, providing ~~food and~~ beverages, including alcohol, ~~for~~ events.
4. The City and Commercial Club entered into an Agreement in 2021 (the Electronic Sign Agreement") regarding the purchase of an electronic sign, which is located on City property outside the Community Center. Among other terms of the Electronic Sign Agreement, the Commercial Club purchased the electronic sign for approximately \$44,000; the purchase of the electronic sign constituted rent of the Community Center for a period of 20 years; the Commercial Club was entitled to keep all profits from the bar; and the Commercial Club was provided advertising on the electronic sign for its scheduled events.
5. The Commercial Club owns various items of personal property that it has used to operate events in the Community Center, including:
  - AV Equipment (projector, screen, lights, and sound system)
  - Ceiling Drapery
  - Pipe and Drape
  - High-Top Tables
  - Kegerator
  - Two Coolers in the Bar
  - Freezer
  - Popcorn Maker
  - Scissor Lift
  - Ladders
  - Creper
- ~~6. The Commercial Club desires to terminate operating events in the Community Center effective June 30, 2025.~~

NOW, THEREFORE, the City and Commercial Club agree to be following terms:

**TERMS**

- A. **Termination of Services.** The ~~services~~ bar operations provided by the Commercial Club for the Community Center shall terminate effective June 30, 2025.
- B. **Liquor License.** The Commercial Club agrees to relinquish its on-sale liquor license pertaining to the address of 402 Division St. S. effective July 1, 2025. The Commercial Club would be able to ask for 12 liquor licenses per year to be used to run the beer garden at Dam Days and any other events that might request us at the Community Center.
- C. **Kitchen.** The Commercial Club will apply for the 2025 Food and Beverage License from the Minnesota Department of Health. The City will apply for a transfer of that license effective June 30, 2025, and the City will pay for the fee for the remainder of 2025.
- D. **Purchase.** The City agrees to purchase, and the Commercial Club agrees to sell, the following items for a total purchase price of \$3,000:
  - Kegeator
  - Two Coolers in the Bar
  - Two Counter Top Fridges
- E. **Joint Use.** The Commercial Club agrees to allow the City to use the Freezer’s and Popcorn Maker, ~~and Scissors Lift as needed.~~
- F. **Enhancements.** After June 30, 2025, the City agrees to offer prospective renters of the Community Center the use of the following personal property owned by the Commercial Club: AV Equipment (projector, screen, lights, and sound system), Ceiling Drapery, Pipe and Drape, and High-Top Tables (the “Enhancements”). The Commercial Club shall provide the City with a price sheet for renting said Enhancements (as updated from time to time by the Commercial Club) that the City can provide to prospective renters. The City will communicate with the Commercial Club whenever said Enhancements are rented, and will transfer all rental proceeds for the Enhancements to the Commercial Club. The Commercial Club will be responsible for setting up and taking down said 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.
- G. **Bar Access.** The City agrees to provide the Commercial Club with access to the bar area so long as advanced notice is provided by the Commercial Club. The City shall have the right to revoke this access at any time upon 30 days advanced notice to the Commercial Club.
- H. **Locks.** The City agrees to allow the Commercial Club to install locks on the east cupboards in the bar area at the Commercial Clubs sole cost, and to utilize said cupboard

space. The Commercial Club shall provide a copy of the key to the City Clerk. The Commercial Club shall relinquish access to these cupboards upon notice from the City.

I. **Office Access.** The Commercial Club shall relinquish access to the city office effective June 30, 2025 and shall remove all its files from the office by that date.

J. ~~**Electronic Sign.** Effective June 30, 2025, the Commercial Club releases the City from the Electronic Sign Agreement. After said date, the Commercial Club shall have no further right to advertise on the electronic sign. The Commercial Club hereby relinquishes all rights to the electronic sign, including any use of the electronic sign and any reimbursement by the City for purchase of the electronic. The City will be the sole owner of the sign and will be solely responsible for any maintenance and upkeep of the sign. We would like #4 of the old sign agreement here . The electronic sign paid for by the Commercial Club shall be owned, operated and under the control of the City, provided, however, that the City shall make advertising on the sign available to the Commercial Club for its scheduled events at no additional cost; the City will provide to the Commercial Club direct access to the input software for the Sign to place messaging on the Sign. Any advertising income generated through use of the sign shall belong to the City. The City shall be solely responsible for the yearly service agreement through Precision Signs to maintain the sign in good condition.~~

K. **Lease Use of Community Center.** ~~The Commercial Club hereby relinquishes all its rights and interests to lease the Community Center effective June 30, 2025, except as set forth herein. In consideration of this release its rights to lease the Community Center and use the electronic sign,~~ The Commercial Club shall have use of the Community Center rent free for a period of eighteen (18) years from the date of this Agreement, so long as the Commercial Club's use of the Community Center does not interfere with the City's use and rental of the Community Center. The Commercial Club's use of the Community Center rent free shall be limited to its own personal use / events; the Commercial Club shall not have the right to rent out or otherwise assign its rights to third parties.

Dated: \_\_\_\_\_

CITY OF MORRISTOWN

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

Ellen Judd, City Administrator

Dated: \_\_\_\_\_

MORRISTOWN COMMERCIAL CLUB

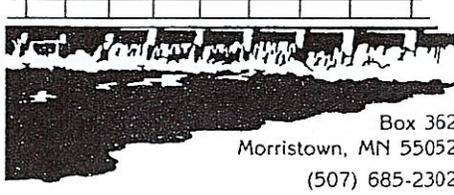
By: \_\_\_\_\_

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## RESOLUTION 2024-25

### A RESOLUTION DESIGNATING OFFICIAL ROLES AND ANNUAL PAY OF 2024 FIRE DEPARTMENT ELECTED AND APPOINTED OFFICIALS

**BE IT RESOLVED** by the Morristown City Council, that the following elected and appointed officials are hereby statutorily appointed to serve and receive annual payment for their service in 2024:

Fire Department Chief	Bruce Morris	\$2,400
Assistant Fire Department Chief	Kyle Green	\$1,000
Fire Department Training Officer	Matt Rossow	\$1,200
Fire Department Secretary	Kyle Morris	\$450
Fire Department Captain	Kyle Morris	\$600
Fire Department Captain	Mike O'Rourke	\$600
Fire Department Captain	Marlon Quiggle	\$600
Fire Department Captain	Ryan Culhane	\$600
Fire Department Captain	Joe Caldwell	\$600
Fire Department Board of Director Member	Steve Nordmeier	\$250
Fire Department Board of Director Member	Mike Ahlman	\$250

*Total: \$8,550*

Accepted by the City Council of the City of Morristown on Monday, May 6, 2024.

Approved:

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

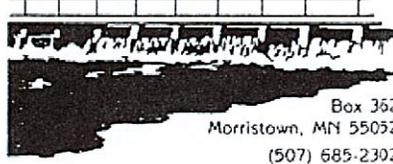
Attested:

\_\_\_\_\_  
Interim City Clerk, Ellen Judd

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 352

Morristown, MN 55052

(507) 685-2302

# Rules of Procedure and Code of Conduct for the City of Morristown City Council

As adopted 12/2/2024

Revised 12/2/2024

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1. **Purpose.** The purpose of this policy is to set the groundwork for orderly and respectful communications between and among council members, city staff, and citizens to promote the efficient working of the city.
2. **Electronic Communications.** In keeping with the intent of the Minnesota Open Meeting Law, city council members shall not use any form of electronic communications technology, such as text messaging or email, to communicate with one another or third parties during a public meeting.
3. **Remarks and Debate.** City Council must abide by the following.
  - a. No member of the Council shall interrupt or argue with any other member while such member has the floor.
  - b. Members of the Council shall be courteous in their language and demeanor in the discussion, comments, or debate of any matter, and shall not engage in disorderly behavior, make personal comments, derogatory remarks, or insinuations in respect to any other member of the Council, any city staff, or the public.
  - c. If a member of the Council violates these rules, the mayor shall call such member to order, in which case such member shall be silent except to explain or continue in order.
  - d. The City Administrator, City Clerk, and City Attorney shall have the right to enter into a discussion of any matter coming before the Council. Other city staff may enter into a discussion through the City Administrator or when asked a direct question by a member of the Council.
4. **Voting.** The votes of the city council will be taken by voice vote. The mayor shall announce the results of all votes of council.
  - a. Council members may ask for a roll call vote for any item to be voted on by council.
  - b. The Mayor or City Clerk may ask for a verification roll call if the vote of a council member is not clear on the voice vote or if the roll call vote is not unanimous.
  - c. Whenever a matter is put forward for a vote, every council member shall vote, unless a bona fide conflict of interest, as defined by state law, exists. If a conflict of interest exists, a council member shall announce as early in the discussion as possible that they have a conflict and that they are abstaining from the vote and discussion on the matter.
  - d. The Mayor and council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. In so doing, council members should support the majority opinion of the council once a vote has been taken.

5. **Agenda.** An agenda shall be prepared for all regular council meetings by the City Clerk or City Administrator.
- a. A council member may request to have an item placed on the agenda. All requests should follow these guidelines:
    - i. The request must be submitted on a 'Council Member Agenda Request Form' and contain sufficient information to clearly describe the subject matter to be considered by council and any action requested or required. The council member shall strive to provide factual background information and avoid opinion and personal bias on the agenda request form.
    - ii. The City Clerk or City Administrator shall review the form for clarity and ask for clarification if needed.
    - iii. Staff time will not be spent on an individual council member's agenda request until council as a whole has discussed and requested additional information for possible council action.
    - iv. Council Member Agenda Request Forms should be submitted to the City Clerk by 3:00 p.m. on the Thursday before the meeting.
    - v. If a council member has requested an item be placed on the agenda, and the council has previously acted upon the matter, a council member may not request to have the same item placed back on the agenda for a period of 6 months (without significant new information to present). Nothing herein shall be interpreted to prevent a majority of the city council from revisiting an item previously on a meeting agenda.
  - b. A council member may make a motion to remove an item from the agenda during the time to adopt the agenda. The motion must be approved by a simple majority vote.
  - c. To ensure the public's ability to know the items being addressed by council, and to allow council members the ability to be prepared to discuss the matters before them, no items may be added to the agenda after the agenda is posted, unless an urgent situation arises that requires immediate attention.
  - d. Agendas shall be posted and emailed to council members no later than the Friday prior to the meeting.
  - e. To assist with the effective flow of information during council meetings, Council members should send questions on agenda items to the City Administrator and/or City Clerk by noon on the day of the meeting. This will assist staff with their preparation for the meetings so they can be prepared to address the questions. This does not preclude council members' ability to ask additional questions during the meeting.

6. **Consent Agenda.** The consent agenda is used to improve the efficiency of the meetings and allows council to consider several times at one time. Only one motion is necessary to approve all items on the consent agenda. City staff shall have discretion on what items are placed on the consent agenda.
  - a. If a council member wants to remove an item from the consent agenda and place it on the regular agenda, the council member may request that the item be pulled from the consent agenda at the time that the meeting agenda is approved. The item shall then be removed from the consent agenda and placed on the regular agenda.
7. **Public Comment and Participation.**
  - a. Public participation at council meetings. City council meetings are the forum for the city council to conduct the city's business. While city council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the Mayor. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.
  - b. Public conduct at council meetings. Members of the public who do not follow the direction of the mayor will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the Mayor may ask the member of the public to leave the meeting room. If the member of the public refuses to follow the direction of the Mayor, the Mayor may direct the removal of the person through any lawful means or ask for a motion to recess the meeting. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the removal may be directed.
  - c. Public Comment Period. Members of the public may provide public comment during the 'Citizen Comments' section of the agenda, which will be limited to 20 minutes. All public comments are subject to these limitations.
    - i. Sign-in prior to the start of the city council meeting is required. A form will be provided at the back of the room that includes citizen name, address, and a brief description of what is to be discussed.
    - ii. Speakers may only speak once during 'Citizens Comments'.
    - iii. Speakers must be called on by the Mayor prior to speaking.
    - iv. Speakers are required to state their name and residential address at the beginning of their comments.

- v. Speakers will have a time limit of three minutes. The Mayor or two council members may choose to allow the speaker extra time.
- vi. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The Mayor may request that the speakers appoint a spokesperson.
- vii. When several members of the public appear to provide comment during a meeting, the Mayor may ask council to limit the public comment period to no longer than 30 minutes to ensure the efficient operation of the council meeting. A decision to limit the public comment period must be approved by a majority vote of the city council.
- viii. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud or boisterous manner that disrupts the conduct of the meeting or the security of the public.
- ix. Speakers are required to follow the direction of the Mayor.
- x. Citizens are only allowed to address the board as a whole. They may not address an individual council member and may not address the audience.
- xi. City Council is not required to respond at the same meeting where an issue is initially raised by a member of the public. Matters raised by members of the public will generally be referred to staff for further research and possible report of action at a future council meeting.

8. **Agenda Items.** Agenda items shall be handled in the following manner;

- a. Each agenda item is introduced by the mayor.
- b. The mayor or council member may ask for staff clarification, if needed.
- c. The mayor may ask for comments from the applicant of the agenda item.
- d. The city council may discuss the item.
- e. Members of the audience may speak if called upon by the mayor. Comments should be not be repetitive and must be pertinent to the agenda item.
- f. The mayor will call for a motion and second.
- g. Once a motion has been made and seconded, no additional comments will be heard from Citizens and only the City Council will discuss the issue from that point on.

9. **Public Hearings.** Public hearings are sometimes required by law to allow the public to offer input on city council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law, or as soon thereafter as is practical.

- a. General procedure for public hearings. The order of business for all public hearings conducted by council shall be:
    - i. Mayor announces the purpose of the public hearing and opens the public hearing.
    - ii. Staff presents information on the public hearing.
    - iii. Developer/other presentation (if any).
    - iv. Public comments are received.
    - v. Written comments submitted prior to or during the meeting by interested persons shall be read.
    - vi. Motion and vote to close the public hearing.
    - vii. Mayor announces the public hearing is closed.
  - b. Interested persons who wish to address the city council at a public hearing must follow the same rules as provided for public comment. However, the Mayor may allow additional time for speakers, as required, to comply with applicable state law.
  - c. Speakers may also provide written comments to the city council before or at the meeting. Written comments shall be read aloud by the city clerk. Anonymous, unsigned communications will not be read.
10. **Communications.** In order to maintain a consistent, open, and mutually productive relationship between the city council and city staff, a common communication protocol is needed. To further these objectives, communications should follow these guidelines.
- a. Council Questions. Council members should direct all questions to the City Administrator or City Clerk.
  - b. Staff Communication and Direction. The city council directs city staff and consultants only through the City Administrator, as determined by majority vote of the council. Individual council members shall not direct city staff, nor the City Administrator.
  - c. Citizen Questions. Council members should refer questions and concerns from citizens to the City Administrator. City staff should report back to the city council on the resolution of the referral.
  - d. Respect for staff time. If a council member is asking for information from City Teammates that will require more than thirty minutes of their time to collect and/or research a problem and prepare a response, the request will need to be approved by the Council to ensure that staff resources are allocated in accordance with overall Council priorities.
  - e. Confidential Attorney Communication. Council members should refer all questions to the City Administrator and not directly to the city attorney. The City Administrator will forward questions/concerns to the city attorney with appropriate information for the city attorney to be able to

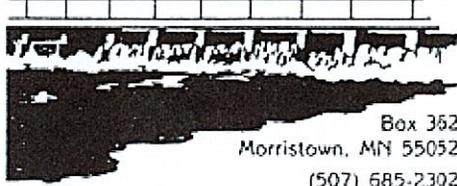
provide legal guidance and opinion as needed. However, nothing herein shall limit a council member's ability to contact the city attorney directly to discuss city business.

11. **Confidential Information.** Council members shall respect and preserve the confidentiality of non-public, protected nonpublic, private, and confidential information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## RESOLUTION 2024-45

### A RESOLUTION ACCEPTING A DONATION

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

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

<u>Name of Donor</u>	<u>Donation</u>
WEM Moving Forward Foundation	\$5,000.00
<u>Name of Donor</u>	<u>Donation</u>
Commercial Club Softball	\$4,000.00
<u>Name of Donor</u>	<u>Donation</u>
Commercial Club	\$1,000.00

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

<u>Designated to</u>	<u>Amount</u>
Park Restroom Updates	\$10,000.00

**WHEREAS**, the City Council finds that it is appropriate to accept the donation offered.

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

1. The donations described above are accepted and shall be used to support the financing of said funds, as allowed by law; and
2. The City Clerk is hereby directed to acknowledge the city's receipts of the donor's donation.

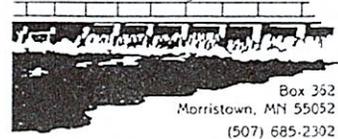
Accepted by the City Council of the City of Morristown on Monday, December 2, 2024

Approved:

Attested:

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

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



# AGENDA MEMO

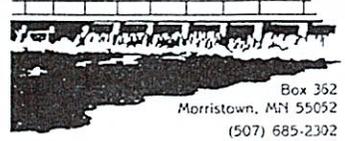
Agenda Item: Conflict of Interest

**To:** City Council  
**From:** Ellen Judd  
**Meeting Date:** 12/2/2024  
**Meeting Type:** Regular Meeting  
**Subject:** Conflict of Interest  
**Action Requested:** N/A, Informative  
**Staff Recommends:** N/A  
**Committee Recommends:** N/A  
**Attachments:**

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

**Overview:** At the work session on 11/13/2024, Val Kruger inquired about whether or not he would still be able to work for the City part-time. Mark had the following to say:

- In Minnesota a council member may not also work as a full-time employee.
- Part-time positions are on a case-by-case basis, focused on whether the two positions are incompatible. This typically occurs when the holder of one position:
  - Hires or appoints the other
  - Sets the salary for the other
  - Cannot supervise or evaluate themselves.
- Mark is **not concerned** about Val also working in the following roles:
  - Zoning Board Member
  - Wastewater plant rounds
  - Plowing snow



## **JOB DESCRIPTION**

**JOB TITLE:** Zoning Administrator

**DEPARTMENT:** Zoning

**IMMEDIATE SUPERVISOR:** City Administrator

**POSITION SUMMARY:** This is a part-time position that assures zoning permits are obtained and provisions of the City Zoning Code are followed.

**CREATED ON:** 6/3/2024, Not yet approved.

**LAST REVISED:** 6/3/2024

### **RESPONSIBILITIES:**

The examples listed below are intended to illustrate the general nature and various responsibilities of the position, but are not necessarily all inclusive. Employee may be required to perform other job-related duties, as requested. The job description is subject to change as the needs of the employer and requirements of the job change.

- Attend monthly Zoning Board meetings on the 3rd Thursday of each month.
- Work closely with the City Clerk to stay on top of the permits issued and closed.
- Inspect properties for city zoning code violations when necessary.
- Review permits for new construction to ensure the plans follow the zoning code regulations.

### **MINIMUM QUALIFICATIONS:**

- Maintain a Minnesota Class D driver's license.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with other city employees and the general public, and project calm demeanor with angry or disgruntled customers, using patience and compassion.
- Ability to measure setbacks.
- Proficient ability to learn the regulations of the City's Zoning Ordinances.
- Ability to use Microsoft Word and Excel.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, and twist and turn.
- Considerable ability to work outside in all types of weather.

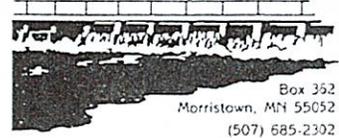
The duties listed here and within are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City Council as the needs of the City and requirements of the job change.

I understand and accept the responsibilities and standards of the Public Works Lead position as described.

Zoning Administrator: \_\_\_\_\_  
Print  
\_\_\_\_\_  
Sign  
\_\_\_\_\_  
Date

Supervisor: \_\_\_\_\_  
Print  
\_\_\_\_\_  
Sign  
\_\_\_\_\_  
Date



# AGENDA MEMO

Agenda Item: Employee Raises

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/2/2024

**Meeting Type:** Regular Meeting

**Subject:** Employee Raises

**Action Requested:** Motion to approve pay increases for all employees

**Staff Recommends:** Approving

**Committee Recommends:** N/A

**Attachments:**

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

At the work session on 11/13/2024, City Council discussed approving a step increase with 3% COLA for all employees based on positive performance evaluations.

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**Overview:** Recommend a step increase for all full-time and part-time staff with a 3% COLA, as budgeted, effective January 1, 2025.



24366 HOLLAND AVE.  
MORRISTOWN, MN. 55052

PH: 507-685-2222 or 507-685-2265      DATE      10/3/2024  
FAX: 507-685-2367

TO      City of Morristown      SUBJECT      Quote  
motown@bevcomm.net      Winter 24-25

The following is our quote for Snow Removal Services for the  
Period of November 1, 2024 through April 15, 2025

	Rate	Unit
* 1. Loader for snow removal (minimum of 4 yard bucket)	\$ 140.00	Hour
* 2. Truck - hauling snow (minimum capacity of 16 yds. dump)	\$ 110.00	Hour
3. Snow Plowing – Grader w/wing 185HP	\$ 135.00	Hour
4. Dump Truck w/ plow and wing	\$ 135.00	Hour
5. Pick up Plow - 9Ft minimum	\$ 100.00	Hour
6. Compact loader with 8' snow bucket	\$ 125.00	Hour
7. Skid loader with 8' snow bucket	\$ 125.00	Hour
8. Sand spreader	\$ 105.00	Hour
9. Salt Sand	\$ 60.00	Ton

Our current certificate of Insurance is on file with the City

\* *Note: We would have a space available to pile snow on our property*

Hauling & hourly rates maybe subject to a fuel surcharge if diesel exceeds benchmark price.  
For every \$.20 above benchmark, hauling charge will go up \$.07/ ton or \$.10/CY,  
hourly rates will go up \$1.00/Hr. Fuel costs will be based on retail price of no. 2 deisel fuel  
published each Monday at <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp> for the Midwest Region.

Bench Mark		Price adjustment		
4.00		Ton	CY	Hourly
Fuel cost range				
4.00	4.19	0.07	0.10	1.00
4.20	4.39	0.14	0.20	2.00
4.40	4.59	0.21	0.30	3.00
4.60	4.79	0.28	0.40	4.00
4.80	4.99	0.35	0.50	5.00

Signed \_\_\_\_\_