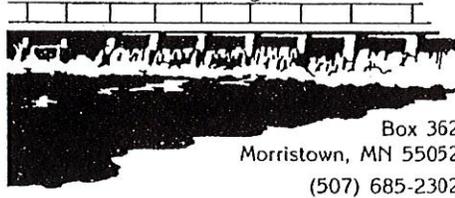


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting 7:00 p.m.

Monday, February 6, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Additions/Corrections to Agenda:**
4. **Comments and Suggestions from Citizens Present:**
5. **Consent Agenda:** - These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event, the item will be removed from the Consent Agenda and placed elsewhere on the agenda.
  - A. Police Report – January 2023 – Sent in separate email
  - B. Fire Department Report – January 2023
  - C. Public Works Report – January 2023
  - D. City Council Meeting Minutes – Regular Meeting 1/3/2022
  - E. Zoning Board Meeting Minutes – Regular Meeting 1/19/2022
  - F. Financial Reports – to come in separate email
  - G. Claims and Accounts – 1/1/23 through 1/31/23
6. **Unfinished Business:**
  - A. Gordy Adams Utility Billing Payment Plan – \$60 plus his current bill
  - B. Ordinance Violation Letter, 106 Division St. S – Snow removal from sidewalk, resident complied
  - C. Violation Letter, 304 Division St. N – Excessive vehicles on property
7. **New Business:**
  - A. County Road Project Update – Dennis Luebbe to present
  - B. Mini Storage & Solar Panels – Jeff Jandro to discuss
  - C. SEH Service Agreement
  - D. Snow Plowing Procedures
  - E. Emergency Maintenance Position – Ralph & Val
  - F. Add Martin Luther King Jr. Day as a holiday
  - G. Use of Great Hall – Play & Polar Plunge
  - H. Resolution 2023-6 Accepting Donations from Fire Relief Association
  - I. Delinquency Report – To come in separate email
  - J. Administrator Report
8. **Correspondence and Announcements:**
9. **Council Discussion and Concerns:**
10. **Adjournment:**
11. **Next Meeting:** Monday, March 6, 2023 – 7:00 p.m.

Morristown Fire Department Monthly Report – October2022

1-4-23	Medical	Fairbanks
1-4-23	Medical	Franklin St
1-4-23	Medical	185 <sup>th</sup> ST w
1-8-23	Medical	4 <sup>th</sup> St SE
1-10-23	Medical	233 <sup>rd</sup> ST
1-12-23	Medical	270 <sup>th</sup> ST
1-14-23	Medical	Kate St
1-18-23	Medical	440 <sup>th</sup> Ave
1-19-23	Medical`	Threun
1-19-23	Canceled Enroute	Morristown BLVD
1-23-23	Medical	Cedar Lake BLVD
1-28-23	Medical	Fertile Ave
1-31-23	Medical	240 <sup>th</sup> St

Training:

Department Update: New turnout gear is mostly into service, still waiting on boots

Items for discussion:

Old Turnout gear

# Public Works Council Report

*January 2023*

## GENERAL

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- Fire Hall generator, block heater replacement; service/oil, fuel filter and hydronic on skid loader and 1 ton Chevy, Dodge. Pickup office cabinets in Iowa

## WATER

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- Daily, weekly and monthly checks and pm's.

## WASTEWATER

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- Daily, weekly and monthly checks and pm's

## STREETS

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- Snow plowing, removal, hydrant, corner and storm drain cleaning, Christmas tree pick up

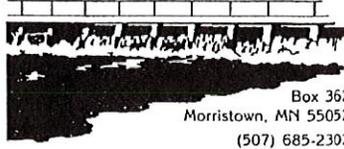
## PARKS/COMPOST

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- N/A closed for season

# City of Morristown

Best Little Town By A "Dam Site"



## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Public Hearing 7:00 p.m. (Grass/Snow in Road Ordinance)

Public Hearing 7:15 p.m. (Final Bill Pay Policy Ordinance)

Tuesday, January 3, 2023

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

**Others Present:** Ellen Judd (City Administrator), Connie Medeiros (City Clerk), Jerry West (Public Works), Bruce Morris (Fire Dept.), Jack Schwichtenberg, Billy Seibel, Jesse Thomas, Steve Nordmeier, Jason Tlusty, Mark Brooks

1. **Call to Order:** Lindahl called the meeting to order of the Morristown City Council on Tuesday, January 3, 2023, at 7:00 p.m., in the Council Chambers, at 402 Division St., S, Morristown.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Oath of Office:** Mayor: Tony Lindahl, Council Members: Leon Gregor and Joe Caldwell
4. **Additions/Corrections to Agenda:** None.
5. **Comments and Suggestions from Citizens Present:**
6. **Consent Agenda:** These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event, the item will be removed from the Consent Agenda and placed elsewhere on the agenda.
  - A. Police Report – December 2022
  - B. Fire Department Report – December 2022
  - C. Public Works Report – December 2022
  - D. City Council Meeting Minutes – Regular Meeting 12/5/2022
  - E. Zoning Board Meeting Minutes – No meeting in December
  - F. Financial Reports – 12/29/22 (Statement of Receipts, Interim Financial Reports YTD)
  - G. Claims and Accounts – 12/1/22 through 12/31/22
  - H. Resolution 2023-3 – A Resolution Designating the Official Newspaper for 2023

*Motion by Golombeski, seconded by Caldwell and was carried unanimously to approve the Consent Agenda.*

*Motion by Gregor, seconded by Golombeski and was carried unanimously to close regular meeting and open public hearing on Grass/Snow in Road Ordinance.*

**PUBLIC HEARING 7:00p.m. – GRASS/SNOW IN ROAD ORDINANCE:** City Attorney explained the changes to the ordinance to reflect snow/grass in public roadway. Letters and fines will be sent to violators.

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

Discussion with respect to Unfinished Business commenced.

*\*Motion by Caldwell, seconded by Gregor and was carried unanimously to close regular meeting and open public hearing on Final Bill Pay Policy.*

**PUBLIC HEARING 7:15p.m. – FINAL BILL PAY POLICY ORDINANCE:** City Attorney presented final bill pay policy ordinance.

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

### 7. **Unfinished Business:**

- A. Event Set-up Position – Melanie Maniglia and Cheyenne Timm were interviewed: Both candidates were discussed with final approval given to offer position to Cheyenne Timm at payrate of \$25.00/hr. Murphy will also stay on to help the transition at the payrate of \$25.00/hr. *Motion by Murphy, seconded by Golombeski and was carried unanimously to offer position to Cheyenne Timm at the payrate of \$25.00/hr.*

### 8. **New Business:**

- A. Ordinance 2023-2 – Grass/Snow in Road Ordinance: *Motion by Caldwell, seconded by Gregor and was carried unanimously to approve Ordinance 2023-2 – Grass/Snow in Road Ordinance.*
- B. Ordinance 2023-3 – Final Bill Pay Policy Ordinance: *Motion by Murphy, seconded by Golombeski and was carried unanimously to approve Ordinance 2023-3 – Final Bill Pay Policy Ordinance.*
- C. Ordinance 2023-1 – Master Fee Schedule: *Motion by Gregor, seconded by Murphy and was carried unanimously to approve Ordinance 2023-1 Master Fee Schedule.*
- D. Resolution 2023-1 – Approving Summary Publication of Ordinance 2023-1: *Motion by Murphy, seconded by Caldwell and was carried unanimously to approve Resolution 2023-1 – Approving Summary Publication of Ordinance 2023-1.*

- E. Resolution 2023-4 – A Resolution Approving Transfer from Water Fund to Street Project Debt Fund: *Motion by Golombeski, seconded by Caldwell and was carried unanimously to approve Resolution 2023-4 – Approving Transfer from Water Fund to Street Project Debt Fund.*
- F. Resolution 2023-2 – Designating Authorized Signors for Official Depositories: *Motion by Murphy, seconded by Gregor and was carried unanimously to approve Resolution 2023-2 Designating Authorized Signors for Official Depositories.*
- G. Approve Annual Firefighter’s Wages for 2022: *Motion by Murphy, seconded by Golombeski to Approve Annual Firefighter’s Wages for 2022, noted that Caldwell and Gregor abstained.*
- H. 2023 City Community Appointments: *Motion by Murphy, seconded by Golombeski and was carried unanimously to approve the 2023 City Community Appointments.*
- I. Council Meeting Dates for 2023 – July 4<sup>th</sup>, Tuesday, council & EDA; Labor Day 9/4/2021, Monday: *Motion by Caldwell, seconded by Murphy and was carried unanimously to change date of July City Council meeting to Wednesday, July 5, 2023 and to change City Council September meeting to Tuesday, September 5, 2023 to accommodate 4<sup>th</sup> of July and Labor Day holiday dates.*
- J. Post Hours on Public Parking Lots – Fire Hall, CC, and Public Works – No overnight parking. Everywhere else – 18 hrs. Discussed signs to be posted at city parking lots and time frame for parking – all city parking lots (i.e. City Hall, Community Center and Public Works) parking will be no more than 18 hours. *Motion by Golombeski, seconded by Murphy and was carried unanimously to approve Posting Hours on Public Parking Lots, Community Center and Public Works.*
- K. Dam Days Participation – Council participation, candy for parade, government room use: *Motion by Murphy, seconded by Caldwell and carried unanimously to waive Gov’t Room fee for Dam Days meetings. Motion by Caldwell, seconded by Murphy and was carried unanimously to donate \$800 for candy purchase for Dam Days/4<sup>th</sup> July parade.*
- L. Morristown Commercial Club Liquor License – Transfer to Dam Days. Temporary license for BBQ Cook-off: *Motion by Golombeski, seconded by Murphy and was carried unanimously to approve the transfer of the Commercial Club liquor license to Dam Days and a temporary liquor license for the BBQ Cook-off.*
- M. Invest City Funds into Edward Jones CD’s: Council was presented with 3 term options; 6 months at 3.95%, 12 months at 4.10%, and 18 months at 4.20%. After discussion of longevity of locking money for long period of time, council agreed to 12-month term at 4.10% for up to \$91,000. *Motion by Murphy, seconded by Gregor and was carried unanimously to approve investing funds up to \$91,000 in an Edward Jones CD for the term of 12 months at the rate of 4.10%.*
- N. Increase Vacation Accrual – move up to 15 hours per month: *Motion by Golombeski, seconded by Murphy and was carried unanimously to increase vacation accrual to 15 hours a month for city employees.*
- O. Hire for Zoning Administrator Position: *Motion by Murphy, seconded by Caldwell and was carried unanimously to release K. Jacobson of his position as Zoning Administrator. Motion by Murphy, seconded by Gregor and was carried unanimously to offer position of Zoning Administrator to R. Barney.*
- P. Gordy Adams Payment Plan – Expired May of 2021: Payment plan was discussed with respect to G. Adams, council agreed that starting in January 2023 and running through July 2023 a payment of \$75.00 per month along with any current charges will be due to the city prior to the 20<sup>th</sup> of each month to avoid any shutoff of water services. City Administrator will contact G. Adams to present payment plan. *Motion by Murphy, seconded by Golombeski and was carried unanimously to accept payment plan option of \$75.00 per month for G. Adams.*
- Q. Travis and Ellen Biosolids Exam – \$390, 3 days, Brainard 4/25-4/27, Mankato 9/12-9/14: *Motion by Murphy, seconded by Caldwell and was carried unanimously to approve 3-day Biosolids Exam at a cost of \$390 per exam, Ellen for 9/12 – 9/14 in Mankato and Travis for 4/25-4/27 in Brainard.*
- R. Administrator Report – Back-up Snowplow Position, no CDL: City Administrator presented an applicate for the part-time position for seasonal snow plowing. City Administrator also presented an exemption for backup snowplow drivers who do not have a CDL license. *All Council members approved City Administrators Report.*
- S. Jason Tlusty Review: City Administrator presented review. Jason has taken over custodial duties of Community Center along with his present duties at City Hall. Jason is doing a great job and payrate should be increased to \$20/hr. *Motion by Murphy, seconded by Golombeski and was carried unanimously to increase Jason’s payrate to \$20.00/hr.*
- T. Resolution 2023-5 – Approving Publication of Ordinance by Title and Summary: *Motion by Murphy, seconded by Golombeski and was carried unanimously to approve Resolution 2023-5 Approving Publication of Ordinance by Title and Summary.*
- U. Fire Department Response Time: B. Morris presented response times and stated that 11 minutes response time would be more accommodating and within the FD constitution. *Motion by Caldwell, seconded by Gregor and was carried unanimously to increase Fire Department response time to 11 minutes.*
- V. Cannon Valley Practice in Great Room – *Motion to Murphy, seconded by Caldwell and was carried unanimously to allow Cannon Valley to practice in the Gov’t Room Sundays and Wednesdays.*

9. **Correspondence and Announcements:**

\* Camp Omega Plunge is scheduled for Sunday, February 26, 2023.

\* Cannon Valley Players have not booked Community Center for dates of play.

10. **Council Discussion and Concerns:**

\* Chache (Phil Thoreson) excessive vehicles at City parking lot – *Motion by Murphy, seconded by Gregor and was carried unanimously to forward citation and fine of \$100 to P. Thoreson for failure to remove vehicles from city parking lot.*

\* 304 N. Division St., excessive vehicles on property – Council directed City Clerk to forward violation letter to owner of property giving property owner 14 days to remove vehicles.

\* Council inquired about house of Franklin St. – City attorney assured Council that property owner's son will have property on the market by or around May 1, 2023. Council asked about critters in house and what would be done. Council directed Clerk to send letter to son requesting rodent problem be remedied.

\* *Motion by Golombeski, seconded by Caldwell and was carried unanimously to remove Tim Flaten as signor on city banking accounts and add Golombeski to all city banking accounts.*

\* *Motion by Caldwell, seconded by Gregor and was carried unanimously to close city streets (Main to Division) from May 31, 2023 to June 5, 2023 to accommodate Dam Days.*

11. **Adjournment:** *Motion by Caldwell, seconded by Murphy and was carried unanimously to adjourn the Morristown City Council monthly meeting at 8:35 p.m.*

12. **Next Meeting:** Monday, February 6, 2023 – 7:00 p.m.

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Tony Lindahl, Mayor

Attest:

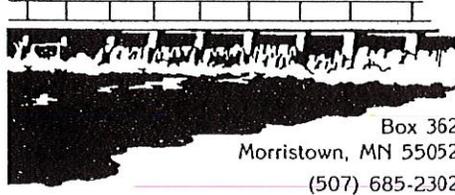
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Connie Medeiros, City Clerk

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



## MORRISTOWN ZONING BOARD MEETING MINUTES Regular Meeting 7:00 p.m. Thursday, January 19, 2023

**Members Present:** Jim Lonergan, Kurt Wolf, Faye Golombeski

**Others Present:** Connie Medeiros (City Clerk), Jeffrey Jandro

**Call to Order:** The Morristown Zoning Board regular meeting was called to order at 7:15 p.m. by Lonergan on Thursday, January 19, 2023, in the Council Chambers in City Hall, at 402 Division Street S., Morristown, MN 55052.

1. **Additions/Corrections to Agenda:** None
2. **Additions/Corrections of Meeting Minutes:** *Motion by K. Wolf, seconded by F. Golombeski and was carried unanimously to accept September 15, 2022, meeting minutes.*
3. **Report Council Action Taken at Last Meeting:** None
4. **Requests to be Heard:** None
5. **Old/Unfinished Business:** No discussion
6. **New Business:**
  - a. Historical Society Log Cabin: Need to follow setbacks.
  - b. Storage facility – grading and alteration to lots: No discussion.
  - c. City of Morristown Meeting Minutes Zoning Board Administrator position: *Motion by K. Wolf, seconded by F. Golombeski and carried unanimously to approve the release of K. Jacobson as Zoning Board Administrator. Motion by F. Golombeski, seconded by K. Wolf and was carried unanimously to accept R. Barney as new Zoning Board Administrator.*
  - d. Realtor question – 404 Sidney Street W., place a single or double wide on property: Discussion on what would need to be done. The single/double wide would need to have concrete footings and/or concrete slabs. All setbacks would be need to be followed. Permit must be requested and signed off by Zoning Administrator prior to any structure being placed on property.
  - e. Potential buyer of 404 Main St., W – asking about having 2 dwarf goats at property: Board’s discussion was mainly what the animals might be considered (i.e. farm animals or pets) board came to the conclusion that 2 dwarf goats can be considered pets. *Motion by J. Lonergan, seconded by K. Wolf to accept the request of the potential buyer to have 2 dwarf goats on the property. Noted: F. Golombeski abstained.*
  - f. Zoning Permit Application: Jeffrey Jandro presented his Application for Permit for 9868 Morristown Blvd., 30’x40’x9’.4” eave mini storage facility. Discussed black topping areas around buildings. Construction to commence in the spring of 2023. *Motion by F. Golombeski, seconded by K. Wolf and was carried unanimously to accept Application for Permit.*
7. **Zoning Administrator’s Report:** None.
8. **Board Discussion and Concerns:** Board discussed the clean up and close out of the 2022 permits.
9. **Adjournment:** *Motion by F. Golombeski, seconded by K. Wolf and was carried unanimously to adjourn the Thursday, January 19, 2023, Zoning Board monthly meeting at 8:05p.m.*
10. **Next Regular Meeting:** Thursday, February 16, 2023, at 7:00 p.m.

## Connie Medeiros

Connie Medeiros  
City Clerk/Treasurer

CITY OF MORRISTOWN

\*Check Summary Register©

January 2023

Name	Check Date	Check Amt	
<b>10100 CHECKING</b>			
3e PERA	1/16/2023	\$1,667.94	Payment for 1/12/23 payroll
5e EFTPS - Direct	1/16/2023	\$2,674.05	Bi-weekly federal tax 1/12/2023
6e MN Dept. of Revenue	1/16/2023	\$506.10	Wage Levy for Travis Mullenmeister
7e Xcel Energy	1/24/2023	\$678.00	November Electricity for Acct#51-0010918790-
8e Xcel Energy	1/3/2023	\$3,910.21	November Electricity for Acct#51-4494776-6
9e MN Department of Revenue	1/24/2023	\$507.07	Wage Levy for T.Mullenmeister
10e MN Department of Revenue	1/18/2023	\$709.00	December 2022 Sales and Use Tax Return
11e MN Department of Revenue	1/18/2023	\$1,390.20	December 2022 State Withholding Tax Return
12e EO JOHNSON CO INC	1/31/2023	\$108.00	Toshiba Coverage 1/13/23-2/12/23
13e Xcel Energy	1/31/2023	\$3,442.38	December Electricity for Acct#51-4494776-6
14e Xcel Energy	1/31/2023	\$486.89	December Electricity for Acct#51-0010918790-
16e The Lincoln National Life Ins.	1/3/2023	\$103.50	Life Insurance for January 2023
36167 Bevcomm	1/12/2023	\$1,151.61	City Hall Phone #2909
36168 CenterPoint Energy	1/12/2023	\$1,192.34	December gas utilities. Acct#10583553-2
36169 Dahle Enterprises Morristown	1/12/2023	\$125.00	Pull 2 trucks & skidloader out at WWTP
36170 Eckberg Lammers	1/12/2023	\$400.00	Prosecution Services for December
36171 Corporate Payment Systems	1/12/2023	\$280.72	Christmas tree for office
36172 EO JOHNSON CO INC	1/12/2023	\$92.00	Past invoice
36173 Kato Roofing, Inc.	1/12/2023	\$400.00	Community Center Roof Inspection
36174 Mid-America Backflow Preventer	1/12/2023	\$450.00	Backflow Testing: CC & WWTP
36175 NAPA - Twin Lakes Auto Parts I	1/12/2023	\$1,632.03	Batteries
36176 Randy Meschke	1/12/2023	\$2,903.30	Sludge hauling
36177 Short Elliot Hendrickson, Inc	1/12/2023	\$14,899.32	Street Project 161109
36178 Tom's Lock & Key, LLC	1/12/2023	\$30.00	Keys for office
36179 U.S. Postal Service	1/12/2023	\$90.00	2023 Renewal of PO Box 362
36182 VFBA	1/12/2023	\$228.00	Volunteers Renewal
36183 Community Co-Op Oil Assn.	1/12/2023	\$1,316.49	December Fuel Charges
36184 United States Treasury	1/12/2023	\$884.78	Charge for adjustment to June 30th 941
36188 All About Signs LLC	1/31/2023	\$140.00	Flag for Fire Department
36189 Badger Meter	1/31/2023	\$329.30	January Cellular Service to Endpoints
36190 Clearway Community Solar LLC	1/31/2023	\$691.60	75 Verdev Dr: WWTP
36191 EO JOHNSON CO INC	1/31/2023	\$92.00	Toshiba Coverage 2/25/23-5/24/23
36192 Generator System Services, Inc	1/31/2023	\$371.32	Replace block heater in Fire Hall generator
36193 Gopher State One Call	1/31/2023	\$50.00	January Tickets (0), & 2023 Annual Operator F
36194 Hawkins, Inc.	1/31/2023	\$70.00	Water Tower Chemicals
36195 Hillyard / Hutchinson	1/31/2023	\$234.40	Cleaning Supplies
36196 LaCanne Electric LLC	1/31/2023	\$114.08	Repair Frost Heater on Fire Hall Generator
36197 MN DNR Ecological & Water Reso	1/31/2023	\$210.96	2022 Water Permit Usage Dues
36198 Northland Securities, Inc.	1/31/2023	\$435.00	Annual Continuing Disclosure Report for 2021
36199 Plunkett's Pest Control, Inc	1/31/2023	\$153.01	Pest Control at Community Center
36200 Rice County Highway Department	1/31/2023	\$3,024.00	Salt/sand mixture for period July-Dec 2022
36201 RiteWay	1/31/2023	\$245.00	2022 Tax Forms
36202 Short Elliot Hendrickson, Inc	1/31/2023	\$5,216.43	WWTP Facility Plan
36203 SEMLM	1/31/2023	\$50.00	2023 Annual Dues
36204 Suel Printing Company	1/31/2023	\$80.00	Publish Master Fee Schedule Ordinance
36205 Timm's Trucking & Excavating	1/31/2023	\$6,662.00	Removal of snow from city streets
36206 US Bank	1/31/2023	\$141,036.11	2022A Debt Service Invoice
36207 USA BlueBook	1/31/2023	\$159.71	Water Chemicals
<b>Total Checks</b>		<b>\$201,623.85</b>	

FILTER: ((([Act Year]='2023' and [period] in (1)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100'



Building a Better World  
for All of Us<sup>®</sup>

January 1, 2023

RE: City of Morristown, Minnesota  
2023 General Engineering Services

Ellen Judd  
City Administrator  
City of Morristown  
PO Box 362  
Morristown, MN 55052

Dear Ellen:

Short Elliott Hendrickson Inc. (SEH<sup>®</sup>) is honored to serve as the City Engineer for the City of Morristown. As a supplement to our Master Agreement for Professional Services dated December 7, 2020, we are submitting our yearly Supplemental Letter Agreement (SLA) to continue our services for calendar year 2023 to provide general engineering, architectural, and other consulting services to the City of Morristown on an "as requested" basis.

As we have discussed, this work may include items such as site plan review, cost estimating, architectural review, structural review, project review and discussions, RPR services, mapping, grant writing or other work as requested by the City. It is understood that work under this project number and agreement will be based on written (hard copy or email) requests from the City Administrator to SEH Project Manager Brent Kavitz, or assigned representatives. Since SEH only completes this work at the request of the City, the total, yearly amount of work can vary. Based on discussions with the City, we are proposing a total not-to-exceed amount for calendar year 2023 of \$5,000. The City would be provided a detailed invoice of the work completed.

#### PROPOSED FEES

We propose to provide the services outlined above for the City of Morristown on an Hourly basis, not-to-exceed a total of **\$5,000** in calendar year 2023.

Please contact me with any questions or comments concerning this proposal/agreement. If acceptable to you, please sign the attached Supplemental Letter Agreement and return a scanned copy to me.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kavitz".

Brent J. Kavitz, PE  
Client Services Manager/Project Manager  
(Lic. MN, ND)

jb  
Enclosure

x:\ko\m\morri\158988\1-gen\10-setup-cont\03-proposal\2023 gen eng\2023 gen services ltr.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

507.388.1989 | 877.316.7636 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Morristown, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 7, 2020, this Supplemental Letter Agreement dated January 1, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 General Engineering Services.

**Client's Authorized Representative:** Ellen Judd, City Administrator  
**Address:** PO Box 362  
Morristown, MN 55052  
**Telephone:** 507.685.2302 **email:** admin@ci.morristown.mn.us

**Project Manager:** Brent Kavitz, PE (Lic. MN, ND)  
**Address:** 11 Civic Center Plaza, Suite 200  
Mankato, MN 56001-7710  
**Telephone:** 507.299.5211 **email:** bkavitz@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2023.

**Schedule:** Services to be provided in calendar year 2023.

**Payment:** The fee is hourly not-to-exceed \$5,000 including expenses and equipment without written approval from Client.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Morristown, Minnesota

By:   
Brent Kavitz  
Title: Client Service Manager

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

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Morristown, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 1, 2023**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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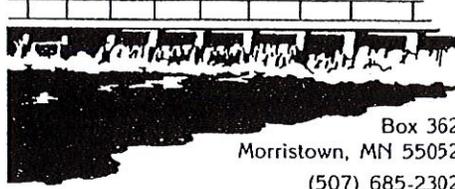
# Use of Great Hall

- Cannon Valley Players
  - They have always paid for one night in the past
  - 2023 Master Fee Schedule: **\$1,000**
- Polar Plunge
  - They are 501c3 so they pay half
  - 2022 Master Fee Schedule for ½ hall @ ½ price: **\$125**
  - They make a huge mess, will \$125 cover it?
  - Will they pay for water usage this year? It will be metered for the first time this year.

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## RESOLUTION 2023-6

### A RESOLUTION ACCEPTING A DONATION

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

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

<u>Name of Donor</u>	<u>Donation</u>
Morristown Firemen's Relief Association	\$167,098.65

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

<u>Designated to</u>	<u>Amount</u>
Morristown Fire Department Pumper Fund	\$75,598.65
Morristown Babe Nordmeier Baseball Field/Park	\$7,500.00
Morristown Centennial Park Bathrooms	\$10,000.00
Morristown Community Center Maintenance	\$5,000.00
Morristown Dam Days Cleanup	\$5,000.00
Morristown Equipment Fund	\$10,000.00
Morristown Tanker Fund	\$50,000.00
Morristown Bouncy House	\$4,000.00

**WHEREAS**, the City shall distribute these funds accordingly, for the benefit of its entity with the terms prescribed by the donor.

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

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

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

Accepted by the City Council of the City of Morristown on Monday, February 6, 2023

Approved:

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

Attested:

\_\_\_\_\_  
Connie Medeiros, City Clerk/Treasurer

## CITY ADMINISTRATOR'S REPORT

### **408 3rd St SE - Tyler Velzke**

- Sewer service is broke underneath the road and needs to be repaired. Troy Dahle reccomeds waiting until spring because of the frost. It's the City's responsibility.

### **Lawsuit - State vs. Nathan Rodriguez**

- Playground equipment that was vandalized is finally going to court. Do we want to be involved, and do we want to submit damages?

### **Jerry West - Workman's Comp**

- LMC is reviewing the claim. Jerry has been out of work since 1/31/2023. He is expected to provide a note from his doctor indicating whether or not he should be on light duty.

### **Banyon Fund Accounting**

- Software is almost up and running.

### **Audit**

- A special meeting has been scheduled for February 15th at 6:30 PM to accommodate our auditor's schedule. She is going to present the audit.