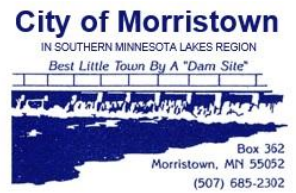


MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, April 7, 2025



-
1. Call to Order:
 2. Pledge of Allegiance:
 3. Additions/Corrections:
 - Addition 7C Schedule a meeting with the WEM School Board
 - Reorder Propose moving from Consent Agenda to 7A, to 7B, then to Unfinished Business
 4. Citizens Comments: *Need to sign up prior to meeting*
-
5. Consent Agenda:
 - A. Police Report March 2025– to come in separate email
 - B. Fire Department Report March 2025
 - C. Public Works Report March 2025
 - D. City Council Minutes Regular Meeting 3/3/2025
Special Meeting 3/13/2025
Work Session 3/13/2025
 - E. Zoning Board Minutes Regular Meeting 3/20/2025
 - F. Financial Reports 3/31/2025 – to come in separate email
 - G. Claims & Accounts 3/1/2025 – 3/31/2025
 - H. Resolution 2025-14 Resolution Approving Transfer of Funds
 - I. Liquor Renewal Liquor and Tobacco Renewals for 2025
 6. **UNFINISHED BUSINESS:**
 - A. SEH Supplemental Letter Agreement with Reduction
 - B. Missed Lot Amounts to Homeowners for Missed Lot
 - C. Watermain 2nd St Watermain replacement discussion, schedule work session with Brent
 - D. Liquor Procedure for Liquor License/Great Hall
 - E. Cannabis Ordinance 2025-2 Cannabis Businesses
 7. **NEW BUSINESS:**
 - A. Flowers 4-H Club Centennial Park Flower Planting
 - B. SRTS Joel Hanif to present for Safe Routes to School
 - C. WEM Schedule a meeting with the WEM School Board
 - D. Personnel Policy Changes to the Personnel Policy
 - E. Student Hire a Student Worker
 - F. Event Security Job Description Approval, Hiring
 - G. Website Retention Retention Schedule for City Website
 - H. Hall Price Change the rates for the hall rental
 8. **CORRESPONDENCE & ANNOUNCEMENTS:**
 - A. Flushing Hydrant flushing to be moved to April 14th due to weather.
 - B. Dance Annual Fireman's Dance is April 26th at 8 p.m. at the Community Center
 9. **COUNCIL DISCUSSION & CONCERNS:**
 10. **ADJOURNMENT:**
 11. **NEXT MEETING:** Monday, May 5, 2025 – 7:00 p.m.



MORRISTOWN FIRE DEPARTMENT

P.O. Box 161
Morristown, Minnesota 55052



Call Report

Date	Type	Location
3/1/2025	Medical	430th Ave
3/1/2025	Grass Fire	Elmore Ave
3/5/2025	Medical	Sidney St
3/5/2025	Medical	Cedar Lake Blvd
3/6/2025	Fire	Cedar Lake Blvd
3/8/2025	Medical	230th St
3/8/2025	Medical	4th St. SW
3/14/2025	Medical	255th St. W
3/15/2025	Medical	2nd St. SW
3/16/2025	Fire	Gary Tr.
3/16/2025	Medical	1st St NE
3/16/2025	Medical	Falcon Way
3/18/2025	Meeting	Madison Lake
3/20/2025	Medical	Elmore Ave
3/22/2025	Medical	Farwell Ave
3/23/2025	Medical	Maiden Rock Rd
3/27/2025	Medical	Falcon Way
3/27/2025	Medical	Garfield Ave
3/28/2025	Fire	233rd St. W

Training

Went over SCBA's again

5th Monday Training: Drivers Training (Diversity Training)

Department Update

SCBA's in Service

Items for Discussion

None



General

- Sweeper maintenance
- Locates as needed
- shop organization
- Set up dehumidifier in shop, water tower and WWTP
- Weekly Generator checks.
- Austin went to St Cloud for water class and testing
- Plowed snow
- Cleaned up rocks in gras from snowplowing and leveled up some ruts
- Got all the picnic tables painted
- Got two new picnic tables for down at the park
- Jason has been working on park bathrooms plumbing
- Got all of our new RPZ'S tested for the year
- Installed new EXIT light at the community center
- Washed plow truck and sander
- Washed all snowplows to get put away
- Well 1 all done for new fill station
- Rick also got well 1 all rewired
- Rick installed new parking lot lights at the community center
- Installed additional strobes on chevy 3500

Water

- Daily testing
- Flushed hydrants
- Drawdown tests
- Endpoint installs/ repairs
- Flush tower
- Located watermain and curb stops
- Working on Lead Waterlines
- Working on rebuilding water meters

Wastewater

- Daily testing
- Cleaned clarifiers.
- Cleaned lift pumps
- Decant weekly
- Cleaned grit chamber
- Cleaned flocculator
- Cleaned both Clarifiers
- Settle meter tests
- Minnesota pump works brought a loaner lift pump down because we had one go bad
- Cleaned Grit chamber
- Sampled for biosolids
- Started organizing parts shelves in plant
- Weekly samples

- Bought new fridge for out at the plant and turned it into a sampling machine, saved lots of money \$\$\$
- Will be hauling biosolids as soon as fields are ready

Streets

- Swept streets
- Manhole checks.
- Plowed snow as needed
- Cleaned storm sewer intakes on street project
- Got new way to document all manhole checks

Parks/Compost

- Picked up garbage
- Maintained brush pile
- Picked up brush In the parks that fell
- Burned brush pile
- Painted picnic tables
- Cleaned up urinal for park bathroom

MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.

Monday, March 3rd, 2025



Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrnick, Brent Kavitz, Kyle Green, Kyle Morris, Jack Schwichtenberg, Steve Nordmeier, Charlie Peters, John Schlie, Johnathan Chmelik, Jake Duncan, Lisa Merritt, Mike Mallow, Lizzie Cooper

-
1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, March 3rd, 2025, at 7:00 p.m. in the Community Hall at 402 Division Street South by Mayor Tim Flaten.
 2. Pledge of Allegiance: The Pledge of Allegiance was recited.
 3. Additions/Corrections:
-
4. Citizens Comments: Commissioner Charlie Peters spoke about the state funding reductions that will come to depend on County funding to maintain certain programs, with will end up raising resident's property taxes. He also spoke about other potential funding difficulties and shared his information and let residents know he is available if needed.
Lisa Merritt had a list of reasons as to why the City of Morristown shouldn't continue to use SEH as their engineering firm.
 5. Consent Agenda: Motion by Caldwell, seconded by Nusbaum and carried unanimously to approve the Consent Agenda.
 6. **UNFINISHED BUSINESS:**
 - A. SEH Motion by Gregor, seconded by Caldwell, and carried unanimously to pay outstanding invoices to SEH.
 - B. SEH Discussion regarding Supplemental Letter Agreement with Reduction of fees, being the total of the missed assessment amount of \$5,578.27. Tabled until next month so council members could do some research.
 - C. SEH Motion by Caldwell, seconded by Nusbaum to sign the 2025 Agreement for Professional Services with SEH. Vote was 3 for and 1 opposed; motion passed.
 - D. Liquor Procedure Work Session has been scheduled for March 13th after the Audit Meeting to discuss the liquor license for the Great Hall.
 7. **NEW BUSINESS:**
 - A. Ordinance 2025-1 Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve Ordinance 2025-1 Amending Section 152.218 of the Morristown City Code.
 - B. Resolution 2025-11 Motion by Gregor, seconded by Nusbaum and carried unanimously to approve Resolution 2025-11 Summary Publication for Ordinance 2025-1.
 - C. Zoning Administrator Motion by Caldwell, seconded by Gregor to hire Tony Lindahl as Zoning Administrator. Vote was 3 for and 1 opposed; motion passed.
 - D. Purchasing Policy Motion by Gregor, seconded by Nusbaum and carried unanimously to approve the changes to the Purchasing Policy.
 - E. Ordinance 2025-2 Discussion on Ordinance 152.235 – Cannabis businesses. Added to work session on 3/13/25.
 - F. Resolution 2025-12 Motion by Kruger, seconded by Nusbaum and carried unanimously to approve Cooperative Agreement with Minnesota DNR.
 - G. Burning Motion by Kruger, seconded by Gregor and carried unanimously to set the spring burning for April 1-May 15 during the hours of 6 pm -12 noon with no permit required.
 8. **CORRESPONDENCE & ANNOUNCEMENTS:**
 - A. Cannon Valley Players The all-male play is this Friday night at 7 pm and Saturday at 3 pm and 7 pm here at the Community Center.

- B. Congratulations Congratulations to **Leon Gregor** who retired from the Fire Department after 44 years of service!! And congratulations to new Fire Chief **Kyle Green**, and Assistant Fire Chief **Kyle Morris**!

9. **COUNCIL DISCUSSION & CONCERNS:**

- A. County Road Add County Road work to the work session.
10. **ADJOURNMENT:** Motion by Caldwell, seconded by Kruger and carried unanimously to adjourn the regular Morristown City Council meeting at 8:14 p.m.
11. **NEXT MEETING:** Audit Meeting & Work Session: Thursday March 13, 2025 – 6:00 p.m.
 Regular Meeting: Monday April 7, 2025 – 7:00 p.m.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen

DRAFT

MORRISTOWN CITY COUNCIL MINUTES

Special Meeting, 6:00 p.m.
Wednesday, March 13, 2025



Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Sara Oberloh (City Auditor)

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|----|------------------------|---|
| 1. | Call to Order: | A special meeting of the Morristown City Council was called to order on Thursday, March 13, 2024 at 6:15 p.m. in the Council Chambers at 402 Division Street South by Mayor Tim Flaten. |
| 2. | Pledge of Allegiance: | N/A |
| 3. | Additions/Corrections: | N/A |
| 4. | Citizens Comments: | N/A |
| 5. | Consent Agenda: | N/A |
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- | | | |
|----|----------------------|-----|
| 6. | UNFINISHED BUSINESS: | N/A |
|----|----------------------|-----|
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- | | | |
|----|----------------------|--|
| 7. | NEW BUSINESS: | |
| A | 2024 Audit Review | Sara Oberloh presented the City Council with two different reports. The first being the Annual Financial Report that includes all the details on the audit as required by law. The second was a report with comparative history, that allowed the Council to view four years' worth of data using charts and graphs. Sara stated that the City is doing well managing their finances, and that the General Fund ended within the 50-75% reserve per our City Policy. |
-
- | | | |
|-----|---------------------------------|------------------------------------|
| 8. | CORRESPONDENCE & ANNOUNCEMENTS: | N/A |
| 9. | COUNCIL DISCUSSION & CONCERNS: | N/A |
| 10. | ADJOURNMENT: | The meeting adjourned at 6:40 p.m. |
| 11. | NEXT MEETING: | Monday, April 7, 2025 – 7:00 p.m. |

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen

MORRISTOWN CITY COUNCIL MINUTES
 Work Session, after 6:00 p.m. Special Meeting
 Wednesday, March 13, 2025

Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
 Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Sara Oberloh (City Auditor)

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1. Call to Order: A work session of the Morristown City Council was called to order on Thursday, March 13, 2024 at 6:40 p.m. in the Council Chambers at 402 Division Street South by Mayor Tim Flaten.
 2. Pledge of Allegiance: N/A
 3. Additions/Corrections: N/A
 4. Citizens Comments: N/A
 5. Consent Agenda: N/A
 6. UNFINISHED BUSINESS: N/A
-
7. **Discussion items:**
 - A Cannabis Discussion on how the City of Morristown should place Cannabis businesses within the city. Discussion with City Attorney on potential impacts whether they be positive or negative.
 - B Liquor Discussion on the Community Center bar and how we should proceed with the Commercial Club not managing events after June 30th 2025. Discussion on if hiring a Bar Manager would be feasible. Until a lot of details can be worked out as far as the potential of having a bar manager, we are going to stay with the current plan that is going to be brought to council.
 - C Watermain Council discussed that Rice County will be coming in the spring of 2026 to re-pave the county road and updating the watermain would be an ideal time since the county would be paying for the street and that would save the city a big expense. Different options were discussed and will be investigated more.
 - D Tablets Administrator brought the requested estimates for Tablets for the City Council Members.
-
8. CORRESPONDENCE & ANNOUNCEMENTS: N/A
 9. COUNCIL DISCUSSION & CONCERNS: N/A
 10. ADJOURNMENT: Meeting adjourned at 8:56 p.m.
 11. **NEXT MEETING:** Monday, April 7, 2025 – 7:00 p.m.

Attested:

 Mayor, Tim Flaten

 City Clerk, Cassie Eldeen

MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.

Thursday, March 20, 2025



Members Present: Jim Lonergan (Chair), Pamela Petersen, John Schlie, John Krenik, John Chmelik, Tony Lindahl (came late)

Members Absent: Cassie Eldeen (City Clerk)

Others Present: Chris Bluhm, Derrick Gregor, Dennis Schmidtke

-
1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on February 20, 2025, in the Council Chambers at City Hall at 402 Division St S.
 2. Additions to Agenda: 23966 Iona Ave needing a public hearing for a Conditional use Permit.
 3. Approval of Minutes: Motion by Schlie, seconded by Krenik and carried unanimously to approve the minutes from February 20, 2024.
 4. Requests to Be Heard:
 5. Council Action at Last Meeting: Council approved Tony Lindahl as Zoning Administrator.
 6. **UNFINISHED BUSINESS:**
 7. **NEW BUSINESS:**
 - A New Construction Chris Bluhm came to request a new build at 410 Thruen St. Motion by Schlie, seconded by Petersen and carried unanimously to approve building permit.
 - B Mobile Home Park Four mobile homes and no building permits were pulled. Discussion on how to proceed. Motion by Schlie, seconded by Krenik, and carried unanimously to send a letter to the property owner to pull permits for the addresses, or there will be a fine.
 - C Legion Dennis Schmidtke and the Legion are requesting to build a permanent stage/adding onto the existing shelter. Motion by Chmelik, seconded by Krenik, and carried unanimously granting a building permit contingent on getting the paperwork.
 - D 401 Thruen St. W Derrick Gregor came to request to build a fence. Derrick will find the pins on his property. Motion by Krenik, seconded by Chmelik, and carried unanimously pending Derrick affirming property pins and a drawing.
 - E 23966 Iona Ave Motion by Petersen, seconded by Schlie, and carried unanimously to schedule CUP Public Hearing April 17th.
 8. **ZONING ADMINISTRATOR'S REPORT:**

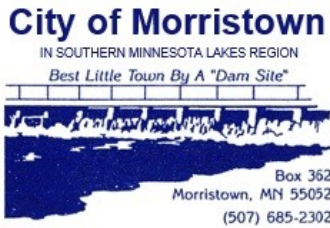
Open and closed permits were reviewed.
 9. **BOARD DISCUSSION & CONCERNS:**
 10. **ADJOURNMENT:** Motion by Chmelik, seconded by Petersen 81-PR-23-509, and carried unanimously to adjourn the Thursday, March 20th, 2025, Zoning Board Meeting at 8:00 p.m.
 11. **NEXT MEETING:** Thursday, April 17th, 2025, at 7:00 p.m.
-

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



CITY OF MORRISTOWN

Transaction Activity

04/04/25 8:39 AM

Page 1

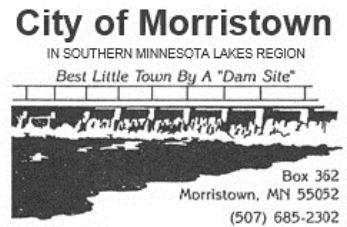
Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
EFTPS - DIRECT	G 100-21709 Medicare	\$332.62	03.06.25 Payroll Federal Withholding	03/03/25
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$968.42	03.06.25 Payroll Federal Withholding	03/03/25
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,422.32	03.06.25 Payroll Federal Withholding	03/03/25
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$406.87	03.06.25 Payroll State Withholding	03/03/25
PERA	G 100-21704 PERA	\$1,596.17	03.06.25 Payroll PERA	03/03/25
EFTPS - DIRECT	G 100-21709 Medicare	\$354.40	03.20.25 Payroll Federal Withholding	03/20/25
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$959.86	03.20.25 Payroll Federal Withholding	03/20/25
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,515.40	03.20.25 Payroll Federal Withholding	03/20/25
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$401.90	03.20.25 Payroll State Withholding	03/20/25
PERA	G 100-21704 PERA	\$1,657.26	03.20.25 Payroll PERA	03/20/25
G General Ledger		\$9,615.22		
-E Expenditure				
BEVCOMM	E 100-42110-320 Communication	\$76.72	March 2025, Communication	03/03/25
BEVCOMM	E 204-42210-320 Communication	\$98.64	March 2025, Communication	03/03/25
BEVCOMM	E 100-42502-320 Communication	\$10.96	March 2025, Communication	03/03/25
BEVCOMM	E 602-49490-320 Communication	\$263.04	March 2025, Communication	03/03/25
BEVCOMM	E 601-49440-320 Communication	\$263.04	March 2025, Communication	03/03/25
BEVCOMM	E 603-49520-320 Communication	\$98.64	March 2025, Communication	03/03/25
BEVCOMM	E 100-41948-320 Communication	\$284.97	March 2025, Communication	03/03/25
AMAZON BUSINESS	E 704-42210-215 Operating & Maintenance Suppl	\$14.45	Carburetor Kit	03/04/25
AMAZON BUSINESS	E 100-41946-211 Cleaning Supplies	\$235.05	Cleaning Supplies	03/04/25
AMAZON BUSINESS	E 100-41948-200 Office Supplies	\$250.25	Batteries, Flash Drives, Door Hangers, Cleaning Suppli	03/04/25
AMAZON BUSINESS	E 100-41941-215 Operating & Maintenance Suppl	\$183.63	Exit Sign/Light, Grabber, Shop Towels, Seat Covers	03/04/25
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Suppl	\$172.58	Telescoping Valves	03/04/25
AMAZON BUSINESS	E 704-42210-215 Operating & Maintenance Suppl	\$154.48	Batteries for Fire Dept	03/04/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$175.76	February 2025 Cellular Service to Endpoints	03/04/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$175.75	February 2025 Cellular Service to Endpoints	03/04/25
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$169.33	January 2025 Electricity at 109 2nd St SW	03/04/25
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$354.75	January 2025 Electricity at 404 Division St S	03/04/25
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$354.74	January 2025 Electricity at 404 Division St S	03/04/25
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$169.33	January 2025 Electricity at 506 Division St S	03/04/25
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$492.84	January 2025 Electricity at 504 3rd St SE	03/04/25
BRANDENBURG PLUMBING	E 704-42210-300 Professional Services	\$9,076.00	Repipe fill station, install rpz	03/04/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$1,375.00	Mulch trees around sewer plant	03/04/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
ELAN CORPORATE PAYMENT SYSTEM	E 204-42210-432 Training/Conferences	\$749.71	50% of Rental for Chief's Conference in October	03/04/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-41425-432 Training/Conferences	\$500.00	Clerk's Conference	03/04/25
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$95.22	1/3 of Postage for utility bills	03/04/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$95.21	1/3 of Postage for utility bills	03/04/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$95.24	1/3 of Postage for utility bills	03/04/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$0.25	February 2025, 3 tickets	03/04/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$1.90	February 2025, 3 tickets	03/04/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$1.90	February 2025, 3 tickets	03/04/25
HILLYARD	E 100-41948-211 Cleaning Supplies	\$106.48	Cleaning Supplies	03/04/25
HILLYARD	E 100-41946-211 Cleaning Supplies	\$106.48	Cleaning Supplies	03/04/25
MACQUEEN EMERGENCY	E 704-42210-215 Operating & Maintenance Suppl	\$1,246.50	Fill Station Adapter	03/04/25
MJM MEDICAL DIRECTION CONSORTI	E 204-42210-433 Dues/Subscriptions	\$500.00	2025 Medical Consortium Dues	03/04/25
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$760.00	Service Connection Fee for period 01.01.25-03.31.25	03/04/25
MWOA MN WASTEWATER OPERATOR	E 602-49490-433 Dues/Subscriptions	\$75.00	Wastewater dues for Ellen, Austin, & Devin	03/04/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$24,955.32	2024 Street Project, Construction Admin	03/04/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$2,717.00	2024 Street Project, Construction Admin	03/04/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$3,896.00	2024 Street Project, Construction Admin	03/04/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$692.72	Weekly Sewer Samples	03/04/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	1.7.25-2.6.25 Public Works Phone 2	03/04/25
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.39	1.7.25-2.6.25 Community Center Phone	03/04/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	1.7.25-2.6.25 Public Works Tablet Internet	03/04/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	1.7.25-2.6.25 Skywarn Tablet #1-5 Internet	03/04/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	1.7.25-2.6.25 Public Works Phone	03/04/25
XCEL ENERGY	E 601-49440-380 Utility Services	\$191.80	1.9.25-2.10.25 Electricity: Water Tower	03/04/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$691.77	1.9.25-2.10.25 Electricity: Sewer Pump (WWTP)	03/04/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$8.69	1.9.25-2.10.25 Electricity: Water Pump (Liftstation)	03/04/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.41	1.9.25-2.10.25 Electricity: Street Lights	03/04/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$19.69	1.9.25-2.10.25 Electricity: Auto Protective	03/04/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,317.78	1.9.25-2.10.25 Electricity: Street Lights Co-owned	03/04/25
XCEL ENERGY	E 100-41946-380 Utility Services	\$91.07	1.9.25-2.10.25 Electricity: Community Center	03/04/25
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$4.18	1.9.25-2.10.25 Electricity: Street Lights	03/04/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$16.13	1.9.25-2.10.25 Electricity: Parks	03/04/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$14.26	1.9.25-2.10.25 Electricity: Historic Site (Feed Mill)	03/04/25
XCEL ENERGY	E 100-41941-380 Utility Services	\$386.70	1.9.25-2.10.25 Electricity: Maintenance Shop	03/04/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$388.90	1.12.25-2.11.25 Electricity: Fire Hall	03/04/25
XCEL ENERGY	E 601-49440-380 Utility Services	\$26.11	1.9.25-2.10.25 Electricity: Water Pump (Well#1)	03/04/25
MN DEPARTMENT OF REVENUE	E 603-49520-439 Refuse Tax	\$698.00	February 2025 Sales and Use Tax Return	03/07/25
MN DEPARTMENT OF REVENUE	E 601-49440-437 Sales Tax	\$30.00	February 2025 Sales and Use Tax Return	03/07/25
AIRGAS	E 100-41941-215 Operating & Maintenance Suppl	\$100.08	Lease Renewal	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$130.32	February 2025 Water Pump Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	-\$377.65	February 2025 Community Center Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	-\$130.32	February 2025 Water Pump Gas Utilities	03/18/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$366.37	February 2025 Community Center Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$377.65	February 2025 Community Center Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	-\$18.13	February 2025 Water Tower Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$14.74	February 2025 Water Tower Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$377.64	February 2025 City Hall Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$124.42	February 2025 Water Pump Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	-\$32.40	February 2025 Sewer Plant Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	-\$377.64	February 2025 City Hall Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$503.56	February 2025 Maintenance Shop Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$366.36	February 2025 City Hall Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$1,191.18	February 2025 Gas Utilities at Fire Hall. Acct#1058355	03/18/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$32.40	February 2025 Sewer Plant Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.13	February 2025 Water Tower Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$28.25	February 2025 Sewer Plant Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$515.16	February 2025 Maintenance Shop Gas Utilities	03/18/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	-\$515.16	February 2025 Maintenance Shop Gas Utilities	03/18/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$38.81	January 2025 Electricity for 201 Division St: Well #1	03/18/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$845.54	January 2025 Electricity for 75 Verdev Dr.	03/18/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$29.25	Fuel for February 2025: Acct# 319870	03/18/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$87.76	Fuel for February 2025: Acct# 319870	03/18/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$29.25	Fuel for February 2025: Acct# 319870	03/18/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$58.50	Fuel for February 2025: Acct# 319870	03/18/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$87.76	Fuel for February 2025: Acct# 319870	03/18/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$83.23	Fuel for February 2025: Acct# 620143	03/18/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	February 2025 Prosecution Services	03/18/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$6.00	Water Sample	03/18/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$6.57	2.8.25-4.7.25 Toshiba Coverage	03/18/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$6.57	2.8.25-4.7.25 Toshiba Coverage	03/18/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$13.13	2.8.25-4.7.25 Toshiba Coverage	03/18/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$13.13	2.8.25-4.7.25 Toshiba Coverage	03/18/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$26.27	2.8.25-4.7.25 Toshiba Coverage	03/18/25
FARIBAULT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Suppl	\$37.58	Distilled Water, WD-40 1 gallon	03/18/25
HAWKINS INC	E 601-49440-216 Chemicals	\$1,570.00	Water Tower Chemicals	03/18/25
HAWKINS INC	E 602-49490-216 Chemicals	\$3,043.61	WWTP Chemicals	03/18/25
LACANNE ELECTRIC LLC	E 100-41110-101 Wages and Salaries	\$229.25	Disconnect and reconnect siren near school	03/18/25
LACANNE ELECTRIC LLC	E 704-42210-300 Professional Services	\$1,711.22	Wire exterior well controls for filling water truck	03/18/25
LACANNE ELECTRIC LLC	E 601-49440-300 Professional Services	\$6,202.33	WWTP VFD replacement	03/18/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$6.90	March 2025 Employer Paid Life Insurance	03/18/25
MENARDS - DUNDAS	E 100-45202-215 Operating & Maintenance Suppl	\$71.82	6 - 8' 2x10	03/18/25
MIDWEST FLO CAL LLC	E 602-49490-300 Professional Services	\$605.67	Calibrate Influent Flow Meter at WWTP	03/18/25
NAPA WATERVERVILLE	E 100-43101-215 Operating & Maintenance Suppl	\$17.77	Blister Pack Capsules	03/18/25
NAPA WATERVERVILLE	E 100-43101-215 Operating & Maintenance Suppl	\$13.06	DEF	03/18/25

					Check/Receipt
Search Name	Account Descr	Amount	Comments	Date	
NAPA WATERVILLE	E 100-41941-215 Operating & Maintenance Suppl	\$28.55	Razor scraper, Razor Blades	03/18/25	
USA BLUEBOOK	E 602-49490-216 Chemicals	\$273.05	Sewer Chemicals	03/18/25	
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	2.7.25-3.6.25 Skywarn Tablet #1-5 Internet	03/18/25	
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	2.7.25-3.6.25 Public Works Tablet Internet	03/18/25	
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	2.7.25-3.6.25 Public Works Phone 2	03/18/25	
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.39	2.7.25-3.6.25 Community Center Phone	03/18/25	
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	2.7.25-3.6.25 Public Works Phone	03/18/25	
-E Expenditure		\$73,920.37			
		\$83,535.59			

AGENDA MEMO



Agenda Item: Resolution 2025-14

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-14 – A Resolution Approving Transfer of Funds

Action Requested: Motion to approve Resolution 2025-14 A Resolution Approving Transfer of Funds

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-14 A Resolution Approving Transfer of Funds

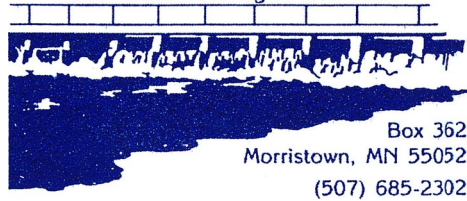
Previous Council Action: None

Overview: The 2024 budget included a line item for Street Capital Outlay. The understanding was that if the City was able to follow the budget, without any abnormal circumstances or emergencies, then that amount was to be transferred to the Street Capital Outlay fund so the City can start maintaining existing roads.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

RESOLUTION 2025-14

A RESOLUTION APPROVING TRANSFER OF FUNDS

WHEREAS, the City of Morristown sometimes transfers funds to balance or close out fund accounts, reimburse funds from another fund, save for capital projects, and to make operating transfers;

NOW, THEREFORE BE IT RESOLVED, that the Morristown City Council hereby approves the following transfers:

1. Transfer \$200,000.00 from the General Fund (Fund 100) to the Streets Capital Reserve Account Fund (Fund 701) for future street maintenance.

Accepted by the City Council of the City of Morristown on Monday, April 7, 2025.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen

City of Morristown

2025 License Renewal

July 1, 2025 through June 30, 2026

Liquor

Tobacco

1. American Legion Post 149

Club On-Sale Liquor License	\$450.00	
Sunday Liquor License	\$200.00	
<i>Total</i>	\$650.00	\$0.00

2. Archie's Bar

On-Sale Liquor License	\$1,900.00	
Off-Sale Liquor License	\$200.00	
Sunday Liquor License	\$200.00	
Tobacco License		\$100.00
<i>Total</i>	\$2,300.00	\$100.00

3. Hiller's Last Call Liquor & Bait

On-Sale Liquor License	\$1,900.00	
Off-Sale Liquor License	\$200.00	
Sunday Liquor License	\$200.00	
Tobacco License		\$100.00
<i>Total</i>	\$2,300.00	\$100.00

4. Morristown Baseball Association

(Babe Nordmeier Field)

On-Sale - 3.2 Malt Liquor License	\$50.00	
<i>Total</i>	\$50.00	\$0.00

6. Morris Mart

(Community Co-Op Oil Assn)

Tobacco License		\$100.00
<i>Total</i>	\$0.00	\$100.00

7. Old Town Tavern

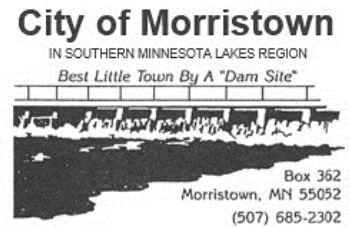
On-Sale Liquor License	\$1,900.00	
Off-Sale Liquor License	\$200.00	
Sunday Liquor License	\$200.00	
Tobacco License		\$100.00
<i>Total</i>	\$2,300.00	\$100.00

8. Dollar General

Tobacco License		\$100.00
<i>Total</i>	\$0.00	\$100.00

Liquor	\$7,600.00	
Tobacco	\$500.00	
Total	\$8,100.00	

AGENDA MEMO



Agenda Item: SEH

To: City Council

From: Ellen Judd

Meeting Date: 3/3/2025

Meeting Type: Regular Meeting

Subject: SEH – Supplemental Letter Agreement with Reduction

Action Requested: Motion to approve the Supplemental Letter Agreement with reduction.

Staff Recommends:

Committee Recommends:

Attachments: SLA - Construction Services - Record Drawings Fee Reduction

Previous Council Action: Council held off on making a motion at last month's meeting.

Overview: This is the reduction for the missed lot. SEH agreed to remove that amount from our contract.

See 6B of the agenda for the breakdown of the amount.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Morristown, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 7, 2020, this Supplemental Letter Agreement dated March 3, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street and Utility Improvements Project - Amendment #2 - 2025-03-03.

Client's Authorized Representative: Ellen Judd

Address: 402 Division St, PO Box 362, Morristown, Minnesota 55052, United States

Telephone: 507.497.1287 **email:** ejudd@ci.morristown.mn.us

Project Manager: Doug Scott

Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001

Telephone: 5073278384 **email:** dscott@sehinc.com

Scope: The Services to be provided by Consultant:

The intent of this letter is to outline the reduction of fee for the Record Drawings Task.

Task Description	Task Fee	Fee Basis
Task 32.0 – Record Drawings	\$17,300	Lump Sum
Reduction	\$-5,578.27	
Total Fee	\$11,721.73	

Short Elliott Hendrickson Inc.

City of Morristown, MN

By: _____

By: _____

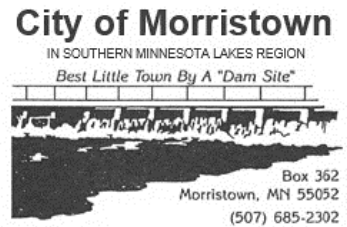
Full Name: _____

Full Name: _____

Title: _____

Title: _____

AGENDA MEMO



Agenda Item: Missed Lot

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Missed Lot – Amounts to Homeowners for Missed Lot

Action Requested: Motion to approve issuing checks to the homeowners listed on the 'Assessment Amount to Refund' attachment for the amounts listed in the 'Check Amount' column.

Staff Recommends: Approve

Committee Recommends:

Attachments: Assessment Amount to Refund

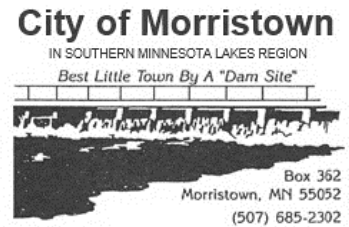
Previous Council Action: None

Overview: SEH presented an Excel spreadsheet that didn't account for rounding errors. Attached is an updated spreadsheet that refunds the entire amount of the assessment on the missed lot to the homeowners.

Assessment Amount to Refund

Parcel No.	Name	Address 1	Initial Assessment	Difference in Assessments	Revised Assessment	Check Amount	Difference
20.23.3.51.043	Bruce A & Kristin M Velzke	10392 245th St W	\$11,286.98	(\$44.69)	\$11,242.28	\$46.09	\$1.40
20.23.3.51.044	Debbie K Davis	104 2nd St NE	\$15,999.22	(\$93.64)	\$15,905.57	\$96.58	\$2.94
20.23.3.51.045	Thomas Lamont	102 2nd St NE	\$19,809.83	(\$123.39)	\$19,686.44	\$127.27	\$3.88
20.23.3.51.046	Ramon M Medina	201 Main St E	\$4,573.34	(\$33.33)	\$4,540.01	\$34.38	\$1.05
20.23.3.51.049	Kelly Kenow Jr	106 Franklin St E	\$19,409.98	(\$81.95)	\$19,328.03	\$84.52	\$2.57
20.23.3.51.056	Jerome W & Marcheta J Hurst	107 Main St E	\$20,168.60	(\$83.33)	\$20,085.28	\$85.95	\$2.62
20.23.3.51.069	Shane Ryman & Stephanie Olson	26 Main St E	\$7,139.63	(\$62.87)	\$7,076.77	\$64.85	\$1.98
20.23.3.51.075	Jacob Duncan	PO Box 117	\$15,590.03	(\$165.45)	\$15,424.58	\$170.65	\$5.20
20.23.3.51.076	Am Property Management LLC	16890 Elmore Way	\$27,383.99	(\$216.41)	\$27,167.58	\$223.21	\$6.80
20.23.3.51.077	Jonathan P Miller	105 1st St SE	\$18,349.21	(\$104.78)	\$18,244.44	\$108.07	\$3.29
20.23.3.51.078	Robert Allen Krenik	PO Box 462	\$17,138.99	(\$118.92)	\$17,020.07	\$122.66	\$3.74
20.23.3.51.079	Richard R Randall	PO Box 181	\$6,527.29	(\$41.66)	\$6,485.63	\$42.97	\$1.31
20.23.3.51.082	Kathryn A Anderson	PO Box 434	\$9,191.85	(\$110.89)	\$9,080.96	\$114.37	\$3.48
20.23.3.51.083	Cynthia A Stopski	104 1st St SE	\$21,504.21	(\$163.28)	\$21,340.94	\$168.41	\$5.13
20.23.3.51.084	Daniel A Lee	505 14th St NW	\$19,314.91	(\$104.78)	\$19,210.14	\$108.07	\$3.29
20.23.3.51.085	Richard E Prescher	PO Box 218	\$24,128.50	(\$214.74)	\$23,913.76	\$221.49	\$6.75
20.23.3.51.086	Richard & Elizabeth Prescher	PO Box 218	\$32,835.14	(\$231.60)	\$32,603.54	\$238.88	\$7.28
20.23.3.51.087	Daniel G & Tina M Varness	3390 131st Ct W	\$30,684.56	(\$171.25)	\$30,513.31	\$176.63	\$5.38
20.23.3.51.088	Laurie Kolstad Trust	26657 Eaton Ave	\$27,904.34	(\$152.18)	\$27,752.16	\$156.96	\$4.78
20.23.3.51.092	Aaron Estrem	200 Main St E	\$12,681.69	(\$106.73)	\$12,574.96	\$110.08	\$3.35
20.23.3.51.093	Michael T Orourke & Sheri L Gregor	PO Box 216	\$7,096.08	(\$55.72)	\$7,040.36	\$57.47	\$1.75
20.23.3.51.094	Chad W & Edye J Hoepner	PO Box 488	\$30,938.41	(\$182.74)	\$30,755.67	\$188.48	\$5.74
20.23.3.51.095	Jeffrey J & Shelly J Wenker	PO Box 185	\$17,639.24	(\$128.16)	\$17,511.08	\$132.19	\$4.03
20.23.3.51.096	Nicholas & Laura Chadderdon	205 Washington St E	\$18,728.04	(\$148.86)	\$18,579.18	\$153.54	\$4.68
20.26.2.26.008	Michael A & Lynnette A Bohner	202 Washington St E	\$15,372.88	(\$115.77)	\$15,257.11	\$119.41	\$3.64
20.26.2.26.009	Randy L & Lisa A Merritt	PO Box 383	\$25,735.58	(\$95.22)	\$25,640.36	\$98.21	\$2.99
20.26.2.26.011	Kurt G & Charlene Hildebrandt	201 Ann St E	\$19,916.48	(\$57.27)	\$19,859.21	\$59.07	\$1.80
20.26.2.26.015	Ind School Dist #2143	500 Paquin St E	\$31,623.09	(\$136.72)	\$31,486.38	\$141.02	\$4.30
20.26.2.26.016	Ind School Dist #2143	500 Paquin St E	\$20,746.80	(\$82.80)	\$20,664.00	\$85.40	\$2.60
20.26.2.26.017	Ind School Dist #2143	500 Paquin St E	\$7,780.05	(\$31.05)	\$7,749.00	\$32.03	\$0.98
20.26.2.26.018	Ind School Dist #2143	500 Paquin St E	\$11,651.68	(\$55.55)	\$11,596.13	\$57.30	\$1.75
20.26.2.26.019	Ind School Dist #2143	500 Paquin St E	\$95,034.98	(\$478.17)	\$94,556.81	\$493.19	\$15.02
20.26.2.26.020	City of Morristown	PO Box 362	\$27,292.42	(\$391.83)	\$26,900.59	\$404.14	\$12.31
20.26.2.26.023	Diane M Pitan	PO Box 195	\$17,595.42	(\$148.61)	\$17,446.81	\$153.28	\$4.67
20.26.2.26.024	Jonathan A & Stacy A Chmelik	300 Division St S	\$9,700.52	(\$69.69)	\$9,630.83	\$71.88	\$2.19
20.26.2.26.027	Ind School Dist #2143	500 Paquin St E	\$55,146.30	(\$113.85)	\$55,032.45	\$117.43	\$3.58
20.26.2.26.030	Countryside Mobile Home Park LLC	22041 Independence Av	\$16,757.93	(\$39.67)	\$16,718.26	\$40.92	\$1.25
20.26.2.26.031	Thomas R & Kelli McMullen	302 2nd St SE	\$25,042.94	(\$181.32)	\$24,861.62	\$187.02	\$5.70
20.26.2.26.032	Richard & Carolyn Gauthier	PO Box 437	\$18,928.97	(\$119.24)	\$18,809.74	\$122.99	\$3.75
20.26.2.26.048	Troy & Kari Roth	204 2nd St SE	\$24,843.76	(\$127.38)	\$24,716.38	\$131.38	\$4.00
20.27.1.01.004	Eric L & Abigail L Hughes	111 Ann St W	\$4,859.80	(\$27.60)	\$4,832.20	\$28.47	\$0.87
20.27.1.01.005	Antoinette Ahlman	109 Ann St W	\$14,102.50	(\$48.30)	\$14,054.20	\$49.82	\$1.52
20.27.1.01.006	David D & Lynda S Schlie	110 Ann St W	\$18,148.80	(\$47.61)	\$18,101.19	\$49.11	\$1.50
20.27.1.01.009	Keith William Saemrow	301 Division St S	\$9,153.42	(\$49.68)	\$9,103.74	\$51.24	\$1.56
20.27.1.01.010	Emily J Kasperek	209 Division St S	\$7,824.72	(\$49.68)	\$7,775.04	\$51.24	\$1.56
TOTALS			\$913,283.10	(\$5,408.36)	\$907,874.79	\$5,578.27	\$169.91
Estimate from SEH			\$5,578.27				
Spreadsheet Amount			(\$5,408.36)				
Percent, add to check			-103.14%				

AGENDA MEMO



Agenda Item: Watermain

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Watermain – 2nd St Watermain Replacement

Action Requested: Motion to schedule a work session

Staff Recommends:

Committee Recommends:

Attachments:

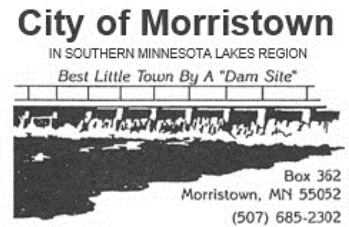
Previous Council Action: Had a work session to discuss.

Overview: Brent recommends figuring out how we plan to assess before moving forward.

November is the latest date to decide assessment policy.

Schedule work session with Brent who will bring some other town's assessment policies that work well.

AGENDA MEMO



Agenda Item: Liquor

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Liquor – Procedure for Liquor License/Great Hall

Action Requested: Motion to approve the Rental Contract as presented.

Staff Recommends: Approve

Committee Recommends:

Attachments: Rental Contract

Previous Council Action:

Overview: Updated rental contract to include the changes discussed at the work session.



RENTAL CONTRACT

Introduction

Thank you for selecting the Morristown Community Center! We are prepared to do whatever it takes to make your event a success. To clearly communicate policy, we ask that the contact person for your event read this contract and ensure all persons involved in the rental abide by it. If at any time you have questions, please contact us immediately.

Contract

THIS AGREEMENT, is made and entered into this _____ day of _____ by and between
Day Month Year
the City of Morristown, also known as Morristown Community Center or MCC, and _____
Applicant Name

NOW THEREFORE, the parties agree to the following:

1. Reservations.
 - a. Tentative reservations will be held no longer than two (2) weeks.
 - b. A permanent reservation requires payment of the rental fee.
 - c. Reservations may not be made sooner than eighteen (18) months in advance of the event.
2. Cancellations
 - a. The applicant must give written notice of cancellation to the MCC, six months prior to the date of event to receive a refund of half the deposit.
 - b. If less than six months' written notice is given, the whole deposit will be forfeited.
 - c. Under certain conditions, MCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to; a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event the applicant agrees that MCC shall not have responsibility for any costs the renter may incur due to the cancellation. MCC will attempt to notify the renter as soon as possible if cancellation occurs, and all fees paid to MCC by the applicant shall be refunded.
3. Damage Deposit
 - a. The damage deposit is due thirty (30) days prior to the event date.
 - b. The applicant agrees to be held responsible for any and all damage to persons, property and premises, even if the amount exceeds the damage deposit.
 - c. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event.
 - d. Damage deposit will be forfeited if any of the following prohibited items are used: glitter, confetti, rice, birdseed, silly string, petals (real or fake), or any other article that creates debris. Bubbles are permitted outside the building only. If you have questions, check with MCC staff before purchasing.
 - e. Damage deposit will be forfeited if there are any violations of this contract.
 - f. If the damage deposit is paid for with a check, the check will be cashed prior to the event, and a refund check will be issued for the amount due within 30 days.
4. Contact Person
 - a. The applicant shall designate a contact person to oversee all arrangements with the MCC. This contact is responsible for making an on-site appointment with a MCC representative to finalize

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- arrangements a minimum of two (2) weeks prior to the event. The MCC is not responsible for any problems that occur with any event that has not had an on-site meeting with the MCC staff.
- b. The contact person agrees to ensure all youth attending the event have adult supervision.
5. Facility
- a. The renter may not sublet the facility, nor may the application be transferred.
 - b. The presence of unauthorized persons during all usage periods is prohibited.
 - c. The applicant agrees to exercise due care in the preservation of the premises and to prevent littering.
 - ~~c.~~d. The facility will be fully stocked with materials such as hand towels, toilet paper, and cleaning supplies prior to the event. The lessee is responsible for restocking items in the event that they need to be replenished. The lessee is also responsible for cleaning up any spills that occur during the event.
 - e. The lessee is responsible for doing a quick clean at the end of the rental period. This shall consist of the following:
 - i. All tablecloths, decorations, and garbage must be removed from all tables at the end of the rental period. All garbage shall be placed in the garbage cans provided.
 - ii. If possible, all decorations shall be removed from the facility prior to the end of the rental period. If this is not possible, lessee may place all decorations in the corner of the room and return the following day to pick up the items. The facility must be free from all of lessee's property, including alcohol, by 9:00 a.m. the day after the start of the rental period.
 - ~~d.~~f. The lessee may set up for their event the day prior if that day is available on the rental calendar.
6. Liability
- a. Lessee shall indemnify and hold harmless the Lessor and Morristown Commercial Club from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways of walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act of omission, neglect or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees or other persons admitted by the Lessee to the premises.
 - b. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney fees.
7. Music
- a. Lessee shall not allow music to be played past midnight.
 - ~~a.~~b. In the event that the tables need to be moved to accommodate a dance floor, it shall be the lessees responsibility to move the tables.
- ~~7-8.~~ Food
- a. All food and beverage brought into the venue must be from a licensed caterer, unless the food will constitute a potluck. Potluck's must follow Minnesota Department of Health guidelines.
 - b. The kitchen is available to approved food providers or individuals. The Minnesota Department of Health requires that all caterers must be current Minnesota Licensed Caterers. They must provide the MCC event coordinators with a copy of their license and a general liability certificate of insurance.
 - c. The Minnesota Department of Health does not allow food preparation on site. Absolutely no portable ovens, grills or stoves may be brought into MCC or used in the catering kitchen. Food must arrive hot and be served hot or arrive cold and be served cold.
 - d. The caterer is responsible for cleaning and removing all food-related garbage from the hall. Any garbage, food waste, or trash that is removed by MCC staff will be charged to the renter.



Morristown

COMMUNITY CENTER

- e. The kitchen must be cleaned, mopped, and all countertops sanitized by the end of the rental period.
- f. Food trucks are allowed as part of the rental so long as they are licensed and can provide MCC with a copy of their license and a general liability certificate of insurance. Power to the exterior of the building will not be provided.

e-g.

9. Alcohol

- a. Bring Your Own: The City allows the renter of MCC to bring their own alcohol, and guests of the renter to bring their own alcohol, so long as it is not sold. If you are planning on selling alcohol in any capacity, an alcohol caterer must be used. The following stipulations must be met to bring your own alcohol:
 - i. Renter must purchase insurance through GatherGuard. See 'Event Insurance Coverage' below.
 - ii. Renter must provide dedicated people to distribute the alcohol. These people must sign the 'Distribution of Alcohol' agreement and abide by the conditions outlined.
 - iii. If the lessee chooses to rent the bar area, the dedicated people distributing the alcohol must receive training from MCC staff prior to the event. The bar must be cleaned, and all countertops sanitized by the end of the rental period. Alcohol may be brought in the night before the event so it may cool prior to distributing.
- b. Alcohol Catering: All Alcohol caterers are required to have Liquor Liability Insurance. See 'Event Insurance Coverage' below.
 - f.i. Alcohol caterers are required to serve a prepared meal in some capacity for the event. This could include the main meal, or a midnight snack, so long as the food is 'prepared'. However, alcohol caterers are exempt from the 'prepared meal' requirements if they hold a Commercial On-Sale liquor license with an address located in Morristown, Warsaw, or Waterville.
- c. Alcohol must not be served past midnight.
- d. No glass bottles are allowed.
- e. Bar Rental: The rental of the bar is available for \$200. This includes two serving windows, two kegerator taps with a cooler for two kegs, two coolers for cases (pop, beer, etc.), pop gun with all-you-can-drink pop and ice included.

g-f.

8-10. Security

- a. If a band or DJ is present in conjunction with alcohol, security must be present from 7 p.m. until alcohol is done being served.
 - i. Additional security may be requested.
- a-b. The price for security personnel shall be paid by the renter in accordance with the current Master Fee Schedule.
- b-c. The City requires 30 days' notice of an event that will require security.
- e-d. The City will be responsible for hiring security personnel.

11. Event Insurance Coverage. The City requires insurance if alcohol is present in any capacity.

- a. If you choose to bring your own alcohol:

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- i. The renter must purchase Commercial General Liability Insurance through GatherGuard. A minimum of \$1,000,000 per occurrence is required. "Host liquor" coverage is also required under the general liability coverage.
- ii. The City must be added as an additional insured to the renter's Liability Coverage Insurance.
- iii. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 30 days prior to the event.
- b. If you are using an alcohol caterer:
 - i. The alcohol caterer is required to have Liquor Liability Insurance and to defend and indemnify the City for any claims related to liquor sales.
 - ii. A minimum of \$1,000,000 in Commercial General Liability Insurance and,
 - iii. \$1,000,000 in Liquor Liability Insurance is required, regardless of whether the caterer is selling alcohol or just serving it.
 - iv. The city must be added as an additional insured to both policies.
 - v. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 30 days prior to the event.

Acknowledgement

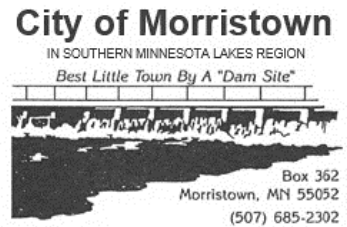
I agree to abide by all the policies listed above. I acknowledge the overall supervision of and responsibility for this event. I acknowledge that the Morristown Community Center and City of Morristown has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center Facilities. I acknowledge that the information provided on the application is correct to the best of my knowledge.

By signing this MCC contract acknowledges they are at least 21 years of age or older, and agrees to all terms outlined above.

Signature: _____

Date: _____

AGENDA MEMO



Agenda Item: Cannabis

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Cannabis – Ordinance 2025-2 Cannabis Businesses

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments: Draft Ordinance 2025-2 Cannabis Businesses

Previous Council Action: Held a work session to discuss. Expressed interest in allowing in B1 & B2 districts.

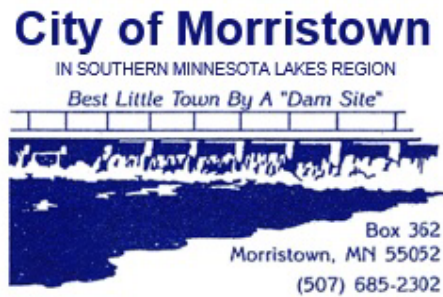
Overview: Updated zoning change to B1 & B2.

I talked to Rice County about reducing setbacks from schools. This is the response I got back.

“I have brought up this topic in prior meetings about the ordinance. At this time, the County is not willing to create exceptions for different jurisdictions during the introductory phase of cannabis and hemp business licensing and registration.

The reasoning was a desire for consistency across all county registered cannabis/hemp businesses. Individual cities can adopt separate registration ordinances if they wish to deviate from those standards. For example, Faribault adopted their own ordinances with a 250’ school setback and no limit on the maximum number of registrations.

The City may wish to consider adopting its own registration ordinance if it wants to create a different setback. The Office of Cannabis Management has indicated that it won’t begin low-potency hemp licensing for establishments such as bars until the fall. If the City chooses to go this route, I would be willing to provide assistance on ordinance language if needed.”



ORDINANCE NO. 2025-2

AN ORDINANCE REGULATING CANNABIS BUSINESSES

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

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

“Section 152.236. REGULATION OF CANNABIS BUSINESSES

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

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

(B) Requirements of Cannabis Businesses

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

(C) Zoning and Land Use

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

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

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

10:00 a.m. to 10:00 p.m. Sunday”

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

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

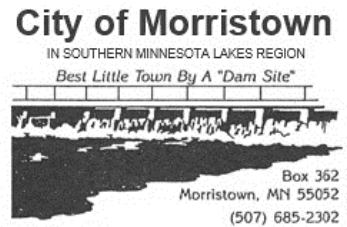
By: _____
Tim Flaten
Mayor

ATTEST:

Cassie Eldeen
City Clerk

DRAFT

AGENDA MEMO



Agenda Item: Flowers

To: City Council
From: Ellen Judd
Meeting Date: 4/7/2025
Meeting Type: Regular Meeting
Subject: Flowers – 4-H Club Centennial Park Flower Planting
Action Requested: See 'Previous Council Action'
Staff Recommends: Approve
Committee Recommends:
Attachments: None

Previous Council Action: 2022: Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve the 4-H Club to plant flowers at Centennial Park.

2023: Motion by Murphy, seconded by Gregor and was carried unanimously to approve the 4-H Club to plant flowers at Centennial Park and use mulch from Public Works.

2024: Motion by Gregor, seconded by Murphy and carried unanimously to allow 4-H Club to plant flowers at Centennial Park, May 19th.

Overview: Every year Lisa Karsten requests that this be added to the agenda, as it is a good experience for the 4-H student to do some public speaking and see how a City Council meeting is conducted.

4-H club cleans out and replants the flower planters at the park every year. The City can choose to contribute the funds for the perennials, and the 4-H club will buy the annuals.

A vote is not needed, but council is encouraged to vote anyway for the 4-H student present.

CITY OF MORRISTOWN

Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training/Probationary Period

A 90-day period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is an integral extension of the city's selection process and is used by the City Administrator and/or the council member appointed to their department for closely observing an employee's work.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures. Then you will begin to learn your job by training with the City Administrator, an assigned co-worker and/or the council member appointed to your department. In the first few months, you will meet with the City Administrator and/or the council member appointed to your department frequently to discuss your progress. ~~At six months, you will have a formal review and every year from your hire date thereafter.~~

Transfer

Movement of an employee from one city position to another of equivalent pay.

Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Work Week

A work week is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the city council, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

CITY OF MORRISTOWN

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by the City Administrator and/or the council member appointed to the department. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, or otherwise approved by the City Administrator and/or the council member appointed to the department, in accordance with the job description, customs, and needs of the individual departments.

Addition, Option #1: Full-time public works employees will be allowed more than 40 hours per week without prior approval, as long as the additional hours are being compensated as “Rounds” at the Wastewater and Water Treatment Plants.

Addition, Option #2: Due to budgetary restrictions, full-time public works employees will not be allowed to work more than 40 hours per week without prior approval. This includes hours that are being compensated as “Rounds” at the Wastewater and Water Treatment Plants. If an employee completed “Rounds” during the work week, they must compensate by leaving early another day of the week.

Core Hours

To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours established by the City Administrator and/or the council member appointed to the department, unless away from the work site for a work-related activity or on approved leave.

Meal Breaks and Rest Periods

Will be determined by each positions’ job description.

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours.

Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks, unless approved by the City Administrator.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Fire Department Calls

Employees that are on the fire department, may respond to fire calls during work hours. Any calls that are one hour or less, employees do not have to clock out. For a call that lasts longer than one hour, the employee will need to report the time spent on the call that was over and above the initial hour. This time will be deducted from their hours worked. Employee is allowed to make up the hours during the week.

CITY OF MORRISTOWN

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

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

Time Reporting

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

Overtime

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

Compensatory Time

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

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

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

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one work week. Vacation, sick leave, and paid holidays do not count toward “hours worked.”

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

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

EMPLOYEE PERSONNEL POLICY

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by the City Administrator and/or appointed department council member. Generally, to meet these expectations and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one work week.

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Exempt Employee Quarterly Review

Exempt Employees will be reviewed quarterly for projects or situations that went above and beyond the course of normal job activities and would be emergency situations due to inclement weather damaging property or increasing work load, mechanical misfunctions, or other events.

The City of Morristown will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full work week and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first work week or the very last work week of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Morristown may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Morristown will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by the City Administrator and/or appointed department council member, as a condition of continued employment. Refusal to work

CITY OF MORRISTOWN

overtime may result in disciplinary action. The City Administrator and/or appointed department council member will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Exempt employees must communicate their absence to the City Administrator.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator and/or appointed department council member for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review.

Performance reviews for all full-time and part-time employees, except for the City Administrator, will be conducted on the following schedule:

- ☐ May: Employee will receive a performance review in May of each year with the City Administrator and one or two City Council members, to discuss performance. The review form, along with all required signatures will be submitted to City Council for review prior to the June City Council Meeting. This form will be retained as part of the employee's personnel file.
- ☐ November: Employee will receive a performance review in November of each year with the City Administrator to discuss performance. The review form, along with all required signatures will be submitted to City Council for review prior to the December City Council Meeting. This form will be retained as part of the employee's personnel file.

Performance reviews for the City Administrator, will be conducted on the following schedule:

- ☐ June: The City Administrator will receive a performance review at the July City Council Meeting each year. This review will be closed unless the City Administrator chooses to open the meeting to the public. If the City Administrator does not request the meeting to be open to the public, the City Council will meet in closed session without the presence of the employee to discuss employee performance. The City Council may then choose to bring the City Administrator into the closed session to discuss further.

Pay raises for employees will not be determined during these reviews. The official determination for all employees' potential wage increases, will be determined at the December Council Meeting, with any raise in wages being effective on January 1st, following the December meeting.

Performance reviews are to be scheduled on a regular basis, at least annually on a work anniversary. The form, with all required signatures, will be retained as part of the employee's personnel file.

EMPLOYEE PERSONNEL POLICY

During the training period, informal performance meetings should occur frequently between the City Administrator and/or appointed department council member, and the employee. Conducting these informal performance meetings provides the City Administrator and/or appointed department council member, and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the City Administrator and/or appointed department council member and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

The city will contribute a monthly amount toward benefits for each eligible employee as established by the City Council.

In accordance with federal health care reform laws and regulations, while avoiding penalties, the city will offer health insurance benefits to eligible full-time employees and their dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

In lieu of health insurance, HSA, and life insurance benefits, the city will provide ~~a \$4.00 per hour increase in wages \$160 dollars per week~~ to full time employees ~~as an insurance stipend~~. At any time in the future, those eligible employees will have the decision to enroll in health insurance, HSA, and life insurance paid by the employer, in which the employee will forfeit or decrease the ~~\$4.00 per hour wage increase \$160 dollars per week~~.

Retirement/PERA

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the City Administrator.

HOLIDAYS

The city observes the following official holidays for all regular full-time and part-time employees:

MONTH	DATE	HOLIDAY
January	January 1st	New Year's Day
January	3 rd Monday of January	Martin Luther King Jr. Day
February	3 rd Monday of February	Presidents Day
May	Last Monday of May	Memorial Day
June	June 19th	Juneteenth
July	July 4th	Independence Day
September	1 st Monday in September	Labor Day
November	November 11 th	Veterans Day

CITY OF MORRISTOWN

November	4 th Thursday in November	Thanksgiving Day
November		Friday after Thanksgiving
December	December 24 th	½ Day Christmas Eve
December	December 25 th	Christmas Day
December	December 31 st	½ Day New Year's Eve

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

~~Regular part-time employees (working 30 hours or more per week) will receive pay for the official holidays at six hours, their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.~~

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday. The employee would still earn 8 hours of holiday pay.

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

LEAVES OF ABSENCE

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off or LTA, taken under any of the city’s leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Long Term Absence (LTA)

Employees may accumulate unused hours of paid absence for use in future years. LTA time is accumulated by transferring unused PTO, any excess of 120 hours at the end of the year. LTA time accumulates until needed by the employee. Accumulated LTA may be used only for absences or events which result in absences totaling 5 days or more, and which result from:

- i. Extended sickness or injury of the employee or a member of the employee’s immediate family, including family and medical leave;
- ii. Death, funeral, or estate settlement in the employee’s immediate family;
- iii. Special circumstances, approved by the City Administrator, and/or appointed department council member.

EMPLOYEE PERSONNEL POLICY

Any LTA that is a result of the employee's illness will require presentation of a doctor's certification upon return to work, that the employee is able to return to work.

Any long-term absence resulting in more than 2 weeks absence from work requires that the employee request a leave of absence. Unused LTA is not paid to the employee at termination but is permanent until used or termination occurs. When LTA use is approved for a circumstance, the maximum amount which can be used for that circumstance is 12 weeks (480 hours for a person working full time).

Personal Time Off (PTO)

The following is the PTO schedule. ~~An employee can carry over 120 hours of PTO per year.~~

Years of Service	Accrual Per Month	Total Per Year	<u>May Not Accrue More Than</u>
0-3 years	15 hours	180 hours, 18 days	<u>140 hours</u>
4-8 years	18.34 hours	220 hours, 27.5 days	<u>200 hours</u>
9-14 years	21.67 hours	260 hours, 32.5 days	<u>240 hours</u>

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Eligibility

Full-time employees will earn PTO in accordance with the above schedule.

Accrual Rate

For the purpose of determining an employee's PTO accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After six months of service or approval by the City Administrator, PTO may be used as it is earned, subject to approval by the City Administrator and/or appointed department council member.

An employee will not earn any PTO for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period. Requests for PTO must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the City Administrator ~~appointed department council member~~ or, in their absence, the Mayor. PTO can be requested in increments as small as .25 hours up to the total amount of the accrued leave balance. PTO is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

~~Employees may accrue leave up to a maximum of 120 PTO Hours.~~ No PTO will be allowed to accrue in excess of ~~this amount the 'May Not Accrue More Than' column of the table above~~ without the approval of the City Council. PTO cannot be converted into cash payments except at termination.

Earned Sick and Safe Leave (ESST)

Accruing Earned Sick and Safe Time

Part-time, non-benefitted employees, including seasonal employees ~~and volunteer firefighters~~, who work at least 80 hours in a year for the city will accrue Earned Sick and Safe Time at one hour for every 30 hours worked, up to a maximum of 48 hours of ESST per year. The hourly rate of ESST is the same hourly rate an employee earns from employment with the city.

CITY OF MORRISTOWN

Full-time benefitted employees will continue to follow the PTO policy established in the employee handbook.

~~Pay-out of ESST will be at the same rate for the activity being claimed for on-call firefighters. For purposes of hours worked, firefighters will be considered to have worked the following hours for each of the following activities:~~

~~Volunteer Firefighters Activities:~~

Activity	ESST Accrued
Call-Out	One hour per call
Training	Hourly, up to 8 hours
Truck Check	Hourly
Meeting	One hour per meeting

Earned Sick and Safe Time Use

~~For Volunteer Firefighters, leave may be used as it is accrued in the increments for the activities noted above. The request to use ESST for any activity missed must be made in the month that it occurred. A form must be filled out with the Fire Chief noting the call/training missed in order to use the leave. You will then be paid the normal pay for that item and the deduction of your Earned Sick and Safe Leave will be made in the amount standardized above.~~

~~For all other part-time employees, the leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (0.25 hours).~~

Earned Sick and Safe Time may be used for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:

EMPLOYEE PERSONNEL POLICY

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Council.

Reasonable Unpaid Work Time for Nursing Mothers

~~[MN law change effective July 1, 2014]~~

Nursing mothers will be provided ~~reasonable unpaid break time for nursing mothers to express milk for nursing her child, break time to express milk without losing compensation, regardless of whether the break unduly disrupts the operations of the employer.~~

The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Commented [EJ1]: Updated law in 2023

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Council on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Council. The City Council reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the City Administrator and/or appointed department council member, in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the City Administrator and/or appointed department council member, is to forward a copy of the report to the City Council. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Council whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

CITY OF MORRISTOWN

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city’s last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions cannot be grieved:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

This section (Employee Education & Training) applies to all staff, including full-time, part-time, volunteer firefighters, and board members.

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city will pay for the costs of an employee’s participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee’s work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE (Continuing Legal Education) or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee’s duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The City Council and/or City Administrator is responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

Attendance at professional meetings, within budgeted funds for any given department and directly related to the performance of the employee’s work responsibilities, do not require the approval of the City Council. Advance approval from the City Administrator and/or appointed department council member, is required to ensure adequate department coverage. Attendance at professional meetings outside of budgeted funds for any given department and directly related to the performance of the employees’ work responsibilities, do require the approval of the City Council.

EMPLOYEE PERSONNEL POLICY

Request for Participation in Training & Conferences

The city council may request that an employee's request to participate in a training session or conference be submitted in writing to the City Administrator and/or appointed department council member. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employees' work responsibilities with the city.

Requests must be approved by the City Administrator and/or appointed department council member, and the City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the city clerk for prompt payment.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out-of-state travel are reviewed for approval/disapproval by the City Council.

Not to Exceed Figure

Payment of training and/or conference expenses must not exceed the budget allotment per department. Exceptions must receive approval by the City Council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the City Council is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the City Council.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging, and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch, or dinner meeting. For training that is located more than 50 miles away from the Morristown Public Works building, a hotel room may be booked by the City Administrator for each night of the conference.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance must submit a request to the City Administrator. If approved, the employee will be reimbursed at

CITY OF MORRISTOWN

~~the most recent standard mileage rate as set by the Internal Revenue Service, prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.~~

For all approved travel that spans lunch or dinner where a meal is not provided, a per diem of \$30.00 per day of travel will be added to the next scheduled payroll following the trip.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Morristown regard the city as their primary employment responsibility. All outside employment is to be reported to the City Administrator and/or appointed department council member. If a potential conflict exists based on this policy or any other consideration, the City Administrator and/or appointed department council member, will consult with the city attorney.

Any city employee accepting employment in an outside position that is determined by the city attorney to be in conflict with the employee's city job will be required to choose between the 2 positions, leaving one, or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

VOLUNTEERISM

City employees must not use city equipment, resources, or staff in the course of their chosen volunteer duties without prior council approval. A written request must be submitted to the City Administrator and/or appointed department council member and brought before the council, in the form of an agenda item, for approval.

DRUG FREE WORKPLACE

EMPLOYEE PERSONNEL POLICY

In accordance with federal law, the City of Morristown has adopted the following policy on drugs in the workplace:

- A. Employees, including full-time, part-time, and volunteer firefighters, are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city may, at their discretion, examine driving records for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify the City Administrator and/or appointed department council member, on the first work day after any temporary, pending or permanent action is taken on their license and to keep the City Administrator and/or appointed department council member, informed of any changes thereafter.

The City Council will determine appropriate action on a case-by-case basis.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. The City Administrator and/or appointed department council member, is responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit the City Administrator and/or appointed department council member, discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Alternatively, the City Administrator and/or appointed department council member, may authorize an employee to use his/her own personal phone for city business.

EMPLOYEE PERSONNEL POLICY

Unsafe Behavior

The City Administrator and/or appointed department council member, are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Personal Tools and Equipment

OSHA recognizes personal tools or equipment brought to the workplace and used to perform various tasks associated with your employment, as the City's responsibility. Due to this, no personal tools or equipment are allowed to be used to perform tasks associated with the employee's job. Everyone is best served when all tools and equipment utilized in the workplace are City owned.

GENDER-SEGREGATION

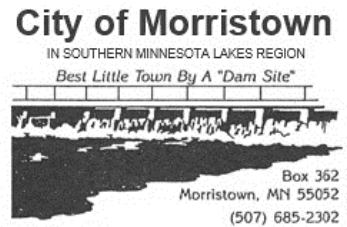
Access and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

AGENDA MEMO



Agenda Item: Student

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Student – Hire a Student Worker

Action Requested: Have a discussion

Staff Recommends:

Committee Recommends:

Attachments: None

Previous Council Action: None

Overview: We have an abundance of meeting minutes, resolutions, affidavits, etc. in the vault that we would benefit from having scanned into the computer. I would like to have a discussion with council about the possibility of a hiring a student for some hours this summer, to start scanning all of these files into the computer.

No motion or decision is requested at this time.

JOB DESCRIPTION

JOB TITLE: City Hall Student Worker

DEPARTMENT: City Hall

IMMEDIATE SUPERVISOR: City Administrator

POSITION SUMMARY: The student worker at City Hall performs routine clerical duties that may include, filing, scanning and/or indexing documents.

CREATED ON: April 7, 2025

LAST REVISED: N/A

RESPONSIBILITIES:

- ☐ Scan documents using copier and verify their quality.
- ☐ File documents.
- ☐ Save documents using Windows File Explorer.
- ☐ Perform other work as required and/or directed.

PREFERRED KNOWLEDGE AND SKILLS:

- ☐ Thorough knowledge of computers.
- ☐ Ability to communicate effectively.
- ☐ Ability to use computers and basic programs (e-mail, Microsoft Office, internet etc.)
- ☐ Ability to be self-motivated and self-managed to meet deadlines.
- ☐ Ability to plan and execute duties with attention to detail.
- ☐ Ability to work independently.

MINIMUM QUALIFICATIONS:

- ☐ Must be over the age of 16 at the time of hire.

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 for long periods and/or repetitively.

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 position as described.

Employee: _____
Print

Sign

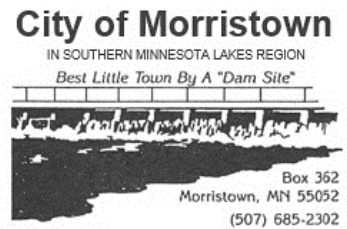
Date

Supervisor: _____
Print

Sign

Date

AGENDA MEMO



Agenda Item: Event Security

To: City Council
From: Ellen Judd
Meeting Date: 4/7/2025
Meeting Type: Regular Meeting
Subject: Event Security – Job Description Approval, Hiring
Action Requested: Motion to approve Event Security job description as well as post for job opening; \$37/hour with a five-hour minimum, up to 4 openings, deadline open ended.
Staff Recommends: Approve
Committee Recommends:
Attachments: Job Description

Previous Council Action: None

Overview: Event security has been getting \$200/event as an independent contractor.

Suggest hiring as a City employee at \$37/hour with a five-hour minimum. This will give the employee \$185. The City will still collect \$200. This will help with PERA, social security, and Medicare.

Hourly is recommended due to EEST accrual, unemployment reporting, etc.

JOB DESCRIPTION

JOB TITLE: Event Security

DEPARTMENT: Community Center

IMMEDIATE SUPERVISOR: City Administrator

POSITION SUMMARY: Supervise events to provide a safe and secure environment for patrons at our venue.

CREATED ON:

LAST REVISED:

RESPONSIBILITIES:

- ☐ Monitor patrons to ensure that they are not engaging in any suspicious or illegal activities.
- ☐ Respond to patrons' inquiries and complaints.
- ☐ Remain alert and aware of any potential safety hazards.
- ☐ Notify management of any unusual situations or disturbances.
- ☐ Follow safety protocols and procedures.
- ☐ Ensure laws are followed and notify the appropriate person when they are not.
- ☐ Refill toilet paper and paper towels dispensers if/when they out.
- ☐ Clean up spills if they occur.

PREFERRED KNOWLEDGE AND SKILLS:

- ☐ Work independently.
- ☐ Considerable ability to communicate effectively and tactfully with other City staff, elected officials, and the general public.
- ☐ Ability to remain calm and professional in high-pressure situations.
- ☐ Knowledge of the laws and regulations of the venue.
- ☐ Ability to work a flexible schedule, including nights, weekends, and holidays.

PREFERRED QUALIFICATIONS:

- ☐ Previous experience as a Bouncer or Security Guard.

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, twist and turn and work for long periods of time and/or repetitively.
- ☐ Ability to lift and carry objects up to 100 pounds.

- ☐ Considerable ability to work in loud environments.
- ☐ Considerable ability to work around bright lights and strobe lights.
- ☐ The noise level in the work environment is usually loud.

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.

Event Security: _____
Print

Sign

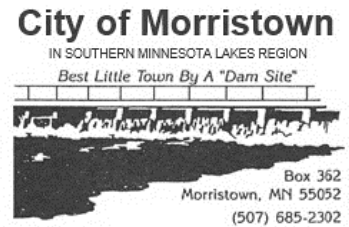
Date

Supervisor: _____
Print

Sign

Date

AGENDA MEMO



Agenda Item: Website

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Website – Retention Schedule for City Website

Action Requested: Motion to approve the Website Retention Schedule as presented.

Staff Recommends: Approve

Committee Recommends:

Attachments: Website Retention Schedule

Previous Council Action: None

Overview: Would like to have an agreed upon retention schedule for the website, so everyone is in agreement as to what is posted and for how long.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

City of Morristown

Website Retention Schedule

Created: 4/7/2025

Updated: N/A

PURPOSE

The purpose of the Website Retention Schedule is to provide a plan for managing the government records that appear on the City of Morristown's website by establishing approved retention periods for these city records. This retention schedule is not all inclusive of everything posted on the City of Morristown's website. For records that don't appear on the City's website, but are public, a Data Request Form can be submitted to the City Clerk.

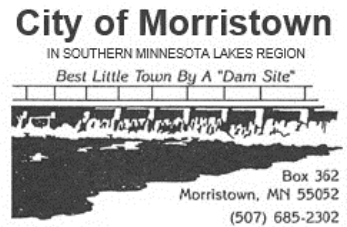
RESPONSIBILITY

It will be the responsibility of the City Clerk to make sure this retention schedule is followed.

City of Morristown
Website Retention Schedule

NAME	DESCRIPTION	RETENTION PERIOD
Meeting Minutes, Draft	Meeting Minutes shall include the meeting minutes of the City Council, Zoning Board, and EDA that are still drafts, and have not been approved by the City Council.	1 month
Meeting Minutes, Signed	Meeting Minutes shall include the meeting minutes of the City Council, Zoning Board, and EDA that have been signed, and approved by the City Council.	10 years
Resolutions	All Resolutions that have been approved by the City Council and have been signed.	5 years
Ordinances	All Ordinances that have been approved by the City Council and have been signed. Will also be updated in the City Code of Ordinances once per year.	1 year
Agenda Packets	Agenda Packets shall include the agenda packets of the City Council, Zoning Board, and EDA.	2 years

AGENDA MEMO



Agenda Item: Hall Price

To: City Council

From: Ellen Judd

Meeting Date: 4/7/2025

Meeting Type: Regular Meeting

Subject: Hall Price – Change the rates for the hall rental

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action: None

Overview: Tim Flaten and I are trying to figure out a way to make the hall rentable for small gatherings like birthday parties, retirement parties, etc. that would happen on the weekend with shorter notice. This would allow us to book weddings as well as small gatherings because the length of notice for these events are vastly different.

We also want to make it affordable during the week for trainings that would also not need a lot of notice.

Because the rates are drastically reduced, we would like to keep the cleaning included but remove the set-up cost. We would like to make it optional for the renter to do their own setup at a cost per chair & table.

Community Center Great Hall

Rental Prices, Proposed

	% you pay	Friday & Saturday	Sunday	Monday- Thursday
Entire hall		\$1,000.00	\$500.00	\$300.00
<i>If booked within 60 days</i>	50%	\$500.00	\$250.00	\$150.00
<i>If booked within 30 days</i>	25%	\$250.00	\$125.00	\$75.00
Half Hall		\$650.00	\$200.00	\$100.00
<i>If booked within 60 days</i>	flat	\$150.00	\$70.00	\$50.00

Examples:

Grad party	\$150.00
Birthday party	\$150.00
Wedding	\$1,000.00
Training	\$150.00
Baby Shower	\$150.00

Rentals		
Event Security	Per event	\$200.00
Government Room Rent		
Rent	Per day	\$40.00
Damage Deposit	Per event	\$250.00
Community Center Great Hall Rent		
Entire hall	Friday, Saturday	\$1,000.00
	<i>If booked within 60 days</i>	\$500.00
	<i>If booked within 30 days</i>	\$250.00
	Sunday	\$500.00
	<i>If booked within 60 days</i>	\$250.00
	<i>If booked within 30 days</i>	\$125.00
	Monday-Thursday	\$300.00
	<i>If booked within 60 days</i>	\$150.00
	<i>If booked within 30 days</i>	\$75.00
	Friday, Saturday	\$650.00
	<i>If booked within 60 days</i>	\$150.00
	Sunday	\$200.00
Half hall	<i>If booked within 60 days</i>	\$70.00
	Monday-Thursday	\$100.00
	<i>If booked within 60 days</i>	\$50.00
	Damage Deposit (based on number of invites)	
	1-50 people	\$100.00
	51-100 people	\$250.00
	101-868 people	\$500.00
	School Events	
	Flat rate	\$250.00
	<i>501©(3) may rent the hall for half price with proper documentation.</i>	
	Set-up & take-down	
	Per table	\$1.25
	Per chair	\$0.25
Add-on's		
Bar Rental	Per event	\$200.00
Bar Rental Damage Deposit	Per event	\$250.00
Wedding Package	Per event	\$200.00
Park Shelter Rent	Per Event	\$40.00