

AGENDA
HARMONY CITY COUNCIL
Regular Meeting

October 10, 2017
7:00 P.M.

Council Room
Community Center

1. Call To Order
2. Roll Call
3. Public Forum
4. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Administrator Report
 - d. Financial Report
 - e. CD
 - f. Critical Water Deficiency Ordinance
 - g. MMUA Mutual Aid
5. Reports
 - a. 2017 Street and Utility Project
 - b. Building & Maintenance Report
 - c. EDA Board
 - d. Park Board
 - e. Library Board
 - f. Arts Board
6. Adjourn

**BACKGROUND INFORMATION
HARMONY CITY COUNCIL
REGULAR MEETING**

**October 10, 2017
7:00 P.M.**

**Council Room
Community Center**

1. Call To Order
2. Roll Call
3. Public Forum
4. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Administrator Report-See report.
 - d. Financial Report-See report.
 - e. CD-Cash in CD #43698.
 - f. Critical Water Deficiency Ordinance-See enclosed ordinance as part of water supply plan.
 - g. MMUA Mutual Aid-See attached mutual aid agreement and model ordinance.
5. Reports
 - a. 2017 Street and Utility Project-Update on project. Call for assessment hearing on November 14 council meeting.
 - b. Building & Maintenance Report
 - c. EDA Board
 - d. Park Board
 - e. Library Board
 - f. Arts Board
6. Adjourn

September 12, 2017

REGULAR MEETING

HARMONY CITY COUNCIL

A Regular meeting of the Harmony City Council was called to order by Mayor Pro-tem Debbie Swenson. Present were Mayor Pro-tem Swenson, Council members Kyle Morem, Steve Sagen and Lynn Mensink; Attorney Greg Schieber, Administrator Jerome Illg, Chris Johnson, Julie Lau, Mary Garner, Melissa VanderPlas, Hannah Wingert and Eileen Schansberg.

PUBLIC FORUM:

No one appeared.

CONSENT AGENDA:

Motion by Mensink and seconded by Morem to approve the Consent Agenda which consisted of the Minutes to the August 8, 2017 Council meeting, the Claims, the Administrator's Report, the Financial Report, cashing in CD #43697 to the General Fund, approval of the MMUA Safety Contract, approving the 2013A Debt payment on 10/1/17 for internal transfer of \$36,024 principal & interest to First Southeast Bank. All present voting yes. Absent was Donney. Motion carried.

HARMONY HISTORICAL SOCIETY:

Administrator Illg stated the grant has been applied for to help restore the old elevator building. No other updates were available.

UTILITY COMMITTEE:

A review of the new utility rates was presented and recommended by the Utility Committee. Motion by Morem and seconded by Sagen to approve the increased utility rates. All present voting yes. Absent was Donney. Motion carried.

Mayor Donney joined the meeting at 7:10 PM and took over the meeting.

Motion by Swenson and seconded by Morem to approve the Solar Interconnection Fee Agreement of \$650. All present voting yes. Motion carried.

Motion by Swenson and seconded by Mensink to purchase the Leaf Vacuum Equipment from Norby Tree Service at a cost of \$8,500. All present voting yes. Motion carried.

Electric Looping Project: Utility Commission recommended upgrading the Electrical system by running 3-phase power from 5th Street SE down thru the Walnut Farms addition looping it back to the Care Center including the wastewater plant. The estimated cost through MI Energy would be approximately \$150,000. The electrical services for the residential lots in Walnut Farms would be underground with transformers and materials costing about \$50,000. Motion by Morem and seconded by Sagen to approve electrical loop and electric service in Walnut Farms. All present voting yes. Motion carried.

AMBULANCE HELIPAD:

An update was given on the Helipad. It was noted that funds were being requested from the community foundation to assist with the concrete costs. The project was estimated at \$35,400. A land swap between the City and the School had been agreed upon prior for the school's construction of a garage. Construction will begin soon.

FIREHALL WATER MAIN LOOPING

It was noted that Ellingson Companies will be boring water main to complete the loop along 10th Street SE past the Wastewater Plant to the Fire Hall at a cost of \$71,075.

BUILDING & MAINTENANCE:

The Gazebo in Selvig Park has been stained.

Crack sealing of the streets is complete.

Street repair is needed on the very south end of Wickett Drive NW. Base work with rock will be installed prior to paving. Chris Johnson will visit with A-1 Contractor for pricing to complete project.

Parking striping is being done on Main Ave following the State Mill & Overlay project.

The Water Tower painting will begin soon. Two of the new City Logos will be placed on the tower.

EDA BOARD:

The Board is working on loan modifications.

The Harmony Chamber has asked for and was approved a \$2,500 increase in funding allowing the Chamber Director 5 more hours per week.

PARK BOARD:

The Gazebo in Selvig Park is in need of a new roof. Administrator Illg will acquire two estimates. Staff is getting quotes for a new lawn mower.

LIBRARY BOARD:

The Library has received donations of approximately \$2,500 for the patio project.

The Library would like to place a clothing bin somewhere in the city that would be used for a fundraiser. The Non-Profit group donates a percentage of their proceeds back to the Library.

The Council had no objections and Administrator Illg will work with the Library staff to find a suitable location for the bin.

ARTS BOARD:

Working with Ruth Delano to have a Children's Theater.

2018 BUDGET:

The 2018 Budget was reviewed. Discussion held on adding money into the budget for flooring in the Fire hall.

RESOLUTION 17-05 was presented: A RESOLUTION CERTIFYING THE PROPOSED PROPERTY TAX LEVY TO THE COUNTY AUDITOR IN 2017 FOR TAXES PAYABLE IN 2018. The not to exceed total tax levy was set for \$718,800. Motion to adopt the Resolution by Morem and seconded by Swenson.

Voting for the Resolution was: Morem, Sagen, Swenson, Mensink and Donney

Voting against the Resolution was: No One

Abstained from voting was: No One

Absent was: No One

The motion passed and resolution was adopted.

SMALL ITEMS:

- The city had an unplanned water outage as a Contractor had to do an emergency repair to a water service line.
- Discussion regarding horses leaving droppings on the street. Attorney Schieber stated the Nuisance Ordinance in place should cover the issue.
- The old Digger Truck and old Water Truck are being placed on the Harmony Online Auctions site as they are no longer being used.
- Chris Johnson requested permission to put amber flashing lights on his pickup. Council had no objections. Johnson also requested new tires for his pickup. Administrator Illg stated Bauer Built could be contacted for state bid prices.
- Council requested that people be reminded through the newsletter to not put grass clippings into the street.
- It was noted that all addresses should have their house numbers visible on their properties.

Upon no further business, Mayor Donney adjourned the meeting.

Mayor Steve Donney

Eileen Schansberg, Deputy Clerk

CITY OF HARMONY
City Council Claims for Review

October 10, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 101 General Fund					
General Fund		Union Central Pension Fund	CENTRAL PENSION FUND	pension contribution Brian, Corey, Chris	\$252.00
General Fund		Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	Union Ins-Brian, Corey, Chris	\$3,510.00
General Fund		Union Dues	IUOE LOCAL #49	Union dues Chris, Brian, Corey	\$103.50
General Fund		NCPERS Insurance	NCPERS GROUP LIFE INS	511800	\$48.00
General Fund		Life Insurance	USABLE LIFE	101421301G	\$75.10
General Fund	Administration	Automotive Ins	LMCIT	Auto insurance	\$150.00
General Fund	Administration	General Operating Supplies	1 SOURCE	dryline whiteout	\$15.56
General Fund	Administration	Postage	ELAN FINANCIAL SERVICES	postage paid envelopes	\$237.55
General Fund	Administration	Repair/Maint Office Equipment	METRO SALES	copy machine contract	\$246.02
General Fund	Animal Control	General Operating Supplies	HARMONY FOODS	Animal trap food	\$2.78
General Fund	Civil Defense	Property Ins	LMCIT	property insurance	\$843.00
General Fund	Civil Defense	Telephone	HARMONY TELEPHONE COMPANY	Sirens/DSL Phone	\$89.22
General Fund	Community Center	Automotive Ins	LMCIT	Auto insurance	\$127.00
General Fund	Community Center	Building Repair Materials	KINGSLEY MERCANTILE	2 closet spuds	\$29.00
General Fund	Community Center	Building Repair Materials	KINGSLEY MERCANTILE	return light bulbs	-\$424.44
General Fund	Community Center	Building Repair Materials	KINGSLEY MERCANTILE	paint	\$103.94
General Fund	Community Center	Cleaning Supplies	DALCO	paper towels	\$58.54
General Fund	Community Center	Cleaning Supplies	DALCO	bathroom cleaning supplies	\$91.20
General Fund	Community Center	Cleaning Supplies	KINGSLEY MERCANTILE	drain opener	\$13.99
General Fund	Community Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Comm Ctr	\$657.04
General Fund	Community Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Comm Ctr	\$147.42
General Fund	Community Center	General Operating Supplies	HARMONY FOODS	ERA detergent	\$8.99
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	painting supplies/goggles	\$32.74
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	brackets/rollers/brushes	\$40.00
General Fund	Community Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Terry pickup	\$52.08
General Fund	Community Center	Property Ins	LMCIT	Property insurance Comm Ctr	\$11,852.00
General Fund	Community Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Comm Ctr	\$93.50
General Fund	Community Center	Small Tools and Minor Equip	KINGSLEY MERCANTILE	dewalt sander	\$169.99
General Fund	Community Center	Telephone	HARMONY TELEPHONE COMPANY	Admin Phone/DSL	\$228.77
General Fund	Community Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Comm Ctr	\$58.53
General Fund	Community Development	Engineering Fees	STANTEC CONSULTING SERVICES, I	engineering Walnut Farms	\$6,189.39
General Fund	Community Development	Repair/Maint Other Improve	A-1 EXCAVATING, INC	pay request #2-Walnut Farms	\$23,095.45
General Fund	Community Events	General Liability Ins	LMCIT	municipal liability insurance	\$600.00
General Fund	Community Events	General Operating Supplies	GREHL, CLAUDIA	stamps for book club mailing	\$6.86
General Fund	Community Events	General Operating Supplies	HARMONY FOODS	snacks for Golden Happenings	\$11.25
General Fund	Community Events	Program Services	DOWE, BETTY	balance due on LaCrosse Queen	\$496.31

CITY OF HARMONY
City Council Claims for Review

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
General Fund	Ice & Snow Removal	Automotive Ins	LMCIT	auto insurance	\$898.00
General Fund	Ice & Snow Removal	Property Ins	LMCIT	property insurance	\$109.00
General Fund	Ice & Snow Removal	Property Ins	LMCIT	mobile property insurance	\$732.00
General Fund	Legal Services	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Sept	\$594.50
General Fund	Personnel Administration	General Operating Supplies	CULLIGAN	wellness program	\$52.90
General Fund	Personnel Administration	General Operating Supplies	ILLG, JEROME	wellness program	\$17.92
General Fund	Personnel Administration	General Operating Supplies	SCHANSBERG, EILEEN	wellness program	\$29.88
General Fund	Personnel Administration	Postage	ILLG, JEROME	postage reimbursed-SSI papers	\$7.40
General Fund	Personnel Administration	Uniforms	HI-VIZ SAFETY	Safety shirts-Corey Whalen	\$115.00
General Fund	Police Department	Automotive Ins	LMCIT	Auto insurance	\$454.00
General Fund	Police Department	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Squad	\$35.60
General Fund	Police Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Squad	\$200.13
General Fund	Police Department	Telephone	HARMONY TELEPHONE COMPANY	Police Phone	\$44.40
General Fund	Public Works Buildings	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Shop	\$151.57
General Fund	Public Works Buildings	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Shop	\$60.63
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen cylinder	\$31.80
General Fund	Public Works Buildings	Property Ins	LMCIT	property insurance	\$1,803.00
General Fund	Public Works Buildings	Property Ins	LMCIT	mobile property insurance	\$732.00
General Fund	Public Works Buildings	Small Tools and Minor Equip	KINGSLEY MERCANTILE	ball/tape measure	\$16.48
General Fund	Public Works Buildings	Small Tools and Minor Equip	S & S AUTOMOTIVE	tool box combo kit/creeper/ratchet	\$856.85
General Fund	Public Works Buildings	Water Utilities	HARMONY PUBLIC UTILITIES	water-Shop	\$21.01
General Fund	Streets	Automotive Ins	LMCIT	auto insurance	\$393.00
General Fund	Streets	Equipment Parts	IRONSIDE TRAILER SALES & SERVI	receiver hitch	\$141.14
General Fund	Streets	Equipment Parts	IRONSIDE TRAILER SALES & SERVI	bolt kit	\$23.30
General Fund	Streets	Equipment Parts	KINGSLEY MERCANTILE	binders for leaf truck	\$49.98
General Fund	Streets	Equipment Parts	SOLBERG WELDING	torch tip	\$22.50
General Fund	Streets	General Operating Supplies	HAHN LUMBER CO	2X4X10 for line painting	\$5.50
General Fund	Streets	Landscaping Materials	HARMONY GARDENS & FLORAL, LLC	straw bales for ditch seeding	\$11.98
General Fund	Streets	Motor Fuels/Lubricants	KWIK TRIP,INC	diesel-tractor	\$36.79
General Fund	Streets	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel	\$121.07
General Fund	Streets	Property Ins	LMCIT	mobile property insurance	\$732.00
General Fund	Streets	Street Maint Materials	RIVER CITY PAVING	cold mix	\$593.18
General Fund	Streets	Street Maint Materials	S & S AUTOMOTIVE	stripping paint/handicapped paint/tar rem	\$173.75
General Fund	Streets	Street Maint Materials	USA BLUEBOOK	handicapped stencil/paint	\$252.56
General Fund	Unallocated Expenditures	Automotive Ins	LMCIT	auto insurance	\$62.00
General Fund	Unallocated Expenditures	General Liability Ins	LMCIT	municipal liability insurance	\$1,736.00
General Fund	Unallocated Expenditures	General Liability Ins	LMCIT	bond insurance	\$328.00
General Fund	Visitor Center	Automotive Ins	LMCIT	Auto insurance	\$127.00

CITY OF HARMONY
City Council Claims for Review

October 10, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
General Fund	Visitor Center	Cleaning Supplies	DALCO	bathroom cleaning supplies	\$91.20
General Fund	Visitor Center	Cleaning Supplies	DALCO	paper towels	\$58.54
General Fund	Visitor Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Vis Ctr	\$140.12
General Fund	Visitor Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Vis Ctr	\$49.66
General Fund	Visitor Center	General Operating Supplies	KINGSLEY MERCANTILE	key	\$1.87
General Fund	Visitor Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Terry pickup	\$52.08
General Fund	Visitor Center	Property Ins	LMCIT	Property insurance-Vis Ctr	\$1,012.00
General Fund	Visitor Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Vis Ctr	\$53.83
General Fund	Visitor Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Vis Ctr	\$33.40
Fund 101 General Fund					\$62,578.80
Fund 201 DTED Revolving Loan Program					
DTED Revolving Loan Pr	Loan Programs	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Sept	\$43.50
Fund 201 DTED Revolving Loan Program					\$43.50
Fund 211 Library Fund					
Library Fund	Library	Computer Supplies	ELAN FINANCIAL SERVICES	2 Chrome boxes & screens	\$584.68
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$49.50
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$24.74
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$242.80
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$36.00
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$258.70
Library Fund	Library	Media-Books	BAKER & TAYLOR	book	\$4.19
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$18.89
Library Fund	Library	Media-Books	CENTER POINT LARGE PRINT	large print books	\$44.34
Library Fund	Library	Media-Books	GALE GROUP	large print books	\$184.74
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$208.13
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$39.08
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$19.99
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$25.95
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$32.22
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$24.99
Library Fund	Library	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-van	\$30.35
Library Fund	Library	Postage	SOUTHEASTERN LIBRARIES COOP	postage on mailers	\$12.88
Library Fund	Library	Printed Forms	SOUTHEASTERN LIBRARIES COOP	mailers & SMS notices	\$8.80
Library Fund	Library	Property Ins	LMCIT	property insurance	\$275.00
Library Fund	Library	Repair/Maint Office Equipment	METRO SALES	copier contract	\$316.99
Library Fund	Library	Software Service Fees	SOUTHEASTERN LIBRARIES COOP	Basic services & PC support	\$577.36

CITY OF HARMONY
City Council Claims for Review

October 10, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	\$44.85
Fund 211 Library Fund					\$3,065.17
Fund 222 Fire Fund					
Fire Fund	Fire Department	Automotive Ins	LMCIT	auto insurance	\$3,658.00
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	pager battery	\$21.50
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	pager belt clip	\$14.10
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	pager battery	\$21.50
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	pager battery	\$21.50
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	pager battery	\$21.50
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	3 pager batteries	\$66.00
Fire Fund	Fire Department	Equipment Parts	ANCOM TECHNICAL CENTER	12 pager batteries & holster clip	\$288.00
Fire Fund	Fire Department	General Notices and Pub Info	FILLMORE COUNTY JOURNAL	Emergency Response Ad	\$104.01
Fire Fund	Fire Department	General Operating Supplies	KINGSLEY MERCANTILE	filter	\$1.59
Fire Fund	Fire Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel	\$85.19
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	reprogram radio to match portables	\$216.50
Fire Fund	Fire Stations and Bldgs	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Firehall	\$304.44
Fire Fund	Fire Stations and Bldgs	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Firehall	\$48.32
Fire Fund	Fire Stations and Bldgs	Property Ins	LMCIT	property insurance	\$1,832.00
Fire Fund	Fire Stations and Bldgs	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Firehall	\$23.00
Fire Fund	Fire Stations and Bldgs	Telephone	HARMONY TELEPHONE COMPANY	Fire Phone	\$43.88
Fire Fund	Fire Stations and Bldgs	Water Utilities	HARMONY PUBLIC UTILITIES	water-Firehall	\$13.88
Fund 222 Fire Fund					\$6,784.91
Fund 223 Ambulance Fund					
Ambulance Fund	Ambulance Service	Automotive Ins	LMCIT	auto insurance	\$1,077.00
Ambulance Fund	Ambulance Service	Cleaning Supplies	DALCO	exam gloves/facial tissue	\$115.66
Ambulance Fund	Ambulance Service	General Notices and Pub Info	FILLMORE COUNTY JOURNAL	Emergency Response Ad	\$104.02
Ambulance Fund	Ambulance Service	Medical and Dental Fees	GOLD CROSS AMBULANCE	Intercept chgs WS	\$180.79
Ambulance Fund	Ambulance Service	Medical and Dental Fees	WINNESHIEK CO. MEMORIAL HOSPIT	intercept chgs JD	\$248.00
Ambulance Fund	Ambulance Service	Medical Supplies	ASTRUP DRUG	glucose & test strips	\$57.00
Ambulance Fund	Ambulance Service	Medical Supplies	DALCO	XL exam gloves	\$72.08
Ambulance Fund	Ambulance Service	Medical Supplies	ELAN FINANCIAL SERVICES	Nitrostat	\$24.95
Ambulance Fund	Ambulance Service	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen	\$49.68
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	KWIK TRIP, INC	Diesel-Amb	\$336.09
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel	\$71.89
Ambulance Fund	Ambulance Service	Other Improvements	BRUENING ROCK PRODUCTS, INC	rock for helipad	\$673.69
Ambulance Fund	Ambulance Service	Postage	ELAN FINANCIAL SERVICES	postage Medicare revalidation	\$5.17

CITY OF HARMONY
City Council Claims for Review

October 10, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Ambulance Fund	Ambulance Service	Repair/Maint Vehicles	DECORAH AUTO CENTER	Amb full service-include Aire cleaner asse	\$206.57
Ambulance Fund	Ambulance Service	Telephone	BLUFF COUNTRY COMPUTER WORKS	WIFI for Amb Training room	\$386.44
Fund 223 Ambulance Fund					\$3,609.03
Fund 251 Park Fund					
Park Fund	Parks	Building Repair Materials	DAKOTA SUPPLY GROUP	bathroom repair parts	\$164.11
Park Fund	Parks	Building Repair Materials	DAKOTA SUPPLY GROUP	plumbing parts for park bathrooms	\$368.03
Park Fund	Parks	Building Repair Materials	ELAN FINANCIAL SERVICES	gutters & downspouts for Selvig Park Bath	\$148.87
Park Fund	Parks	Building Repair Materials	HAHN LUMBER CO	Trailhead Park Equipment post caps	\$192.10
Park Fund	Parks	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-parks	\$237.61
Park Fund	Parks	Equipment Parts	RUN RIGHT POWER LLC	tire tube	\$59.36
Park Fund	Parks	Equipment Parts	RUN RIGHT POWER LLC	trimmer line	\$6.95
Park Fund	Parks	General Operating Supplies	KINGSLEY MERCANTILE	valve/clamps/fuses/fittings/concrete ancho	\$65.15
Park Fund	Parks	Landscaping Materials	CROELL REDI-MIX	cement for park bench	\$59.50
Park Fund	Parks	Landscaping Materials	CROP PRODUCTION SERVICES	grass seed	\$45.00
Park Fund	Parks	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-mowers	\$85.87
Park Fund	Parks	Motor Fuels/Lubricants	KWIK TRIP,INC	diesel-skid loader	\$31.86
Park Fund	Parks	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	premix fuel 2 qts	\$14.98
Park Fund	Parks	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	premix fuel 2 qts	\$14.98
Park Fund	Parks	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	premix fuel 2 qts	\$14.98
Park Fund	Parks	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-mowers	\$16.72
Park Fund	Parks	Other Rentals	ON SITE SANITATION	portable toilet rental	\$72.00
Park Fund	Parks	Property Ins	LMCIT	property insurance	\$3,277.00
Park Fund	Parks	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-parks	\$112.00
Park Fund	Parks	Small Tools and Minor Equip	KIRBY BUILT SALES	4 park benches	\$2,235.51
Park Fund	Parks	Water Utilities	HARMONY PUBLIC UTILITIES	water-parks	\$139.12
Fund 251 Park Fund					\$7,361.70
Fund 261 Arts Fund					
Arts Fund	Arts	Program Services	FILLMORE CENTRAL SCHOOLS	Young Authors/Artists' Conference	\$460.00
Arts Fund	Arts	Program Services	OLD LEGION HALL	hall for Arts Jam Session	\$149.00
Fund 261 Arts Fund					\$609.00
Fund 423 2017 Street & Utility Project					
2017 Street & Utility Pro	2017 Street & Utility Proje	Engineering Fees	STANTEC CONSULTING SERVICES, I	Engineering 17 Street pj	\$8,783.92
2017 Street & Utility Pro	2017 Street & Utility Proje	Other Improvements	A-1 EXCAVATING, INC	pay request #3	\$131,149.54
Fund 423 2017 Street & Utility Project					\$139,933.46
Fund 601 Water Fund					

CITY OF HARMONY
City Council Claims for Review

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Water Fund		F/A-Water Improvements	ELLINGSON COMPANIES,	water main loop Garden Road	\$68,091.25
Water Fund	Water Utility Administratio	Automotive Ins	LMCIT	auto insurance	\$65.00
Water Fund	Water Utility Administratio	Engineering Fees	STANTEC CONSULTING SERVICES, I	Garden Road water looping	\$456.00
Water Fund	Water Utility Administratio	General Liability Ins	LMCIT	municipal liability insurance	\$1,736.00
Water Fund	Water Utility Administratio	Postage	ELAN FINANCIAL SERVICES	Water samples mailed overnight	\$28.55
Water Fund	Water Utility Administratio	Postage	ELAN FINANCIAL SERVICES	postage paid envelopes	\$237.55
Water Fund	Water Utility Administratio	Property Ins	LMCIT	property equipment insurance	\$568.00
Water Fund	Water Utility Administratio	Property Ins	LMCIT	property insurance	\$1,996.00
Water Fund	Water Utility Administratio	Software Service Fees	ITRON, INC	tech support software	\$340.33
Water Fund	Water Utility Operation	Chemicals and Chem Products	HACH COMPANY	fluoride/demineralized water/chlorine	\$343.47
Water Fund	Water Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-pumphouses	\$1,120.00
Water Fund	Water Utility Operation	Equipment Parts	DAKOTA SUPPLY GROUP	pressure gauges	\$7.12
Water Fund	Water Utility Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service-pumphouses	\$43.21
Water Fund	Water Utility Operation	General Operating Supplies	KINGSLEY MERCANTILE	coupler	\$8.49
Water Fund	Water Utility Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Water Testing Lab Fees	\$40.00
Water Fund	Water Utility Operation	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	4th quarter safety program	\$750.00
Water Fund	Water Utility Operation	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	4 stroke fuel	\$27.95
Water Fund	Water Utility Operation	Training Fees	ELAN FINANCIAL SERVICES	refund Brian's Water Schooling	-\$255.00
Fund 601 Water Fund					\$75,603.92
Fund 602 Sewer Fund					
Sewer Fund	Sewer Administration	Automotive Ins	LMCIT	auto insurance	\$252.00
Sewer Fund	Sewer Administration	General Liability Ins	LMCIT	municipal liability insurance	\$1,381.00
Sewer Fund	Sewer Administration	General Operating Supplies	1 SOURCE	ink cartridges (2) WWTP	\$77.30
Sewer Fund	Sewer Administration	Postage	ELAN FINANCIAL SERVICES	postage paid envelopes	\$237.55
Sewer Fund	Sewer Administration	Property Ins	LMCIT	property equipment insurance	\$568.00
Sewer Fund	Sewer Administration	Property Ins	LMCIT	property insurance	\$2,953.00
Sewer Fund	Sewer Administration	Software Service Fees	ITRON, INC	tech support software	\$340.33
Sewer Fund	Sewer Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine	\$224.87
Sewer Fund	Sewer Operation	Cleaning Supplies	DALCO	paper towels	\$58.54
Sewer Fund	Sewer Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-WWTP	\$1,643.78
Sewer Fund	Sewer Operation	Equipment Parts	HAWKINS WATER TREATMENT GROU	check valve	\$31.80
Sewer Fund	Sewer Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Wastewater Testing Lab Fees	\$812.40
Sewer Fund	Sewer Operation	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	4th quarter safety program	\$750.00
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas	\$33.63
Sewer Fund	Sewer Operation	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-WWTP	\$1,586.00
Sewer Fund	Sewer Operation	Telephone	HARMONY TELEPHONE COMPANY	Lift Stations Dialer/DSL Phone	\$143.86
Sewer Fund	Sewer Operation	Water Utilities	HARMONY PUBLIC UTILITIES	water-WWTP	\$1,003.78

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 602 Sewer Fund					\$12,097.84
Fund 603 Solid Waste Fund					
Solid Waste Fund	Solid Waste Operation	General Operating Supplies	PRESTON EQUIPMENT CO.	fuel, oil, & air filters for Leaf Vac	\$138.69
Solid Waste Fund	Solid Waste Operation	Other Equipment	SOLBERG WELDING	modification for leaf vac box	\$1,403.29
Solid Waste Fund	Solid Waste Operation	Postage	ELAN FINANCIAL SERVICES	postage paid envelopes	\$237.55
Solid Waste Fund	Solid Waste Operation	Small Tools and Minor Equip	PRESTON EQUIPMENT CO.	funnel	\$7.13
Fund 603 Solid Waste Fund					\$1,786.66
Fund 604 Electric Fund					
Electric Fund		Utility Deposits	HARMONY PUBLIC UTILITIES	deposit toward utilities Sara Thacher	\$150.00
Electric Fund		Utility Deposits	HARMONY PUBLIC UTILITIES	Deposit toward Utilities Briana Perez	\$101.08
Electric Fund	Electric Utility Operation	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$59,666.24
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Town Clock	\$12.72
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-streetlighting	\$1,595.17
Electric Fund	Electric Utility Operation	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	4th quarter safety program	\$750.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	locates/no locates	\$44.55
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	streetlight repair US52 storage units	\$235.65
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	remove outlet by batting cage	\$62.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	underground Walnut Farms/Temp Bungy	\$1,003.62
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	new triplex-210 1st Ave SE	\$128.89
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	SOLBERG WELDING	5 light poles repaired	\$375.00
Electric Fund	Electric UtilityAdministratio	Automotive Ins	LMCIT	auto insurance	\$373.00
Electric Fund	Electric UtilityAdministratio	General Liability Ins	LMCIT	municipal liability insurance	\$1,737.00
Electric Fund	Electric UtilityAdministratio	Postage	ELAN FINANCIAL SERVICES	postage paid envelopes	\$237.55
Electric Fund	Electric UtilityAdministratio	Property Ins	LMCIT	property equipment insurance	\$568.00
Electric Fund	Electric UtilityAdministratio	Property Ins	LMCIT	property insurance	\$5,478.00
Electric Fund	Electric UtilityAdministratio	Software Service Fees	ITRON, INC	tech support software	\$340.33
Fund 604 Electric Fund					\$72,858.80
Fund 605 Storm Water Fund					
Storm Water Fund	Storm Water Administratio	Property Ins	LMCIT	mobile property insurance	\$102.00
Storm Water Fund	Storm Water Administratio	Property Ins	LMCIT	property equipment insurance	\$566.00
Fund 605 Storm Water Fund					\$668.00
Fund 620 Economic Development Authority					
Economic Development	Economic Development	Advertising	HARMONY CHAMBER OF COMMERCE	advertising guidebook for 2018	\$365.00
Economic Development	Economic Development	Dues	HARMONY CHAMBER OF COMMERCE	membership dues 2018	\$60.00
Economic Development	Economic Development	General Operating Supplies	HARMONY FOODS	plates/forks Legislative Niagara Cave visit	\$8.23

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Economic Development	Economic Development	Telephone	AVENET, LLC	annual web service	\$500.00
Economic Development	Economic Development	Telephone	HARMONY TELEPHONE COMPANY	EDA Phone	\$23.15
Fund 620 Economic Development Authority					\$956.38
					\$387,957.17

ADMINISTRATOR'S REPORT

For the Period from September 12, 2017 to October 10, 2017

ADMINISTRATION

Preparing assessment roll for 2017 street project.

Have been working with MNDOT and Harmony Historical Society to get the approvals necessary for the installation of the historical sign project that they received a grant for. Process has taken longer than anticipated. Have submitted letter to MNDOT on behalf of Harmony Historical Society requesting installation of signs within right-of-way. MNDOT has approved permit to install signs. They will be installed when construction is complete.

Administered annual workers compensation audit. Currently working with auditor and LMCIT regarding ambulance administration payroll being at lower class rate.

Handled ISO rating. Have received rating. Awaiting full report for explanation of rating.

Assembling information for Well #3 DNR appropriation permit. Have begun process of updating Wellhead Protection Plan for this well. Finalizing water supply plan that needs to be submitted by October 15, 2017.

Contracts have been signed for Hammel House development project. Utilities are installed. They are currently subgrading street. It will be installed to rock this fall. Curb, gutter, and paving will be completed spring 2018.

UTILITY/BUILDING COMMITTEE

Administered transaction between school and city for land swap. Survey is complete and city attorney has completed transaction.

The contractor has water, sewer, curb and gutter installed in all of the areas for our 2017 Street and Utility Project. It has been paved with first lift of asphalt. Final lift will be installed will be done in 2018.

Installation of water main loop by firehall, wastewater plant, to Walnut Farms is almost complete.

MNDOT has finished up mill and overlay on TH139 from Hwy 52 to State Line in 2017. There are just a few minor repairs to complete.

Have received funds from the USDA to close out grant for generator project.

PERSONNEL COMMITTEE

Have met with union to discuss union contract renewal.

City of Harmony
Cash Balance Report
August 2016 and August 2017

Fund Description	August-16	August-17
General Fund	830,713.25	818,846.43
Revolving Loan Fund	80,352.00	32,817.91
Commercial Rehab Fund	(10,237.36)	941.90
Library Fund	(10,817.14)	(8,799.27)
Fire Fund	23,991.98	72,600.16
Ambulance Fund	161,341.28	18,556.67
Park Fund	48,783.68	62,577.40
Arts Fund	2,505.08	3,524.39
GO Improvement 2010A-3rd St SW	31,149.96	34,990.08
GO Tax Abatement 2013A-Comm Cntr	21,551.31	24,745.78
GO Improvement 2013B-Heritage Grove	5,872.11	8,329.23
GO Improvement 2014A-1st Ave SW	126,071.41	134,607.09
Capital Projects Fund	537,718.03	646,553.24
TIF District #5-Antique Mall	6,054.17	7,349.07
TIF District #6-HECO	2,677.57	4,531.33
2017 Street and Utility Project		(223,226.85)
Water Fund	(395,118.16)	185,258.53
Sewer Fund	(76,327.08)	21,756.32
Solid Waste Fund	(9,705.97)	6,009.59
Electric Fund	680,323.72	564,346.32
Storm Water Fund	4,053.85	9,451.77
Economic Development Fund	60,823.04	79,999.58
Total	<u>2,121,776.73</u>	<u>2,505,766.67</u>

ORDINANCE NO. 53.75

AN ORDINANCE REGULATING NONESSENTIAL WATER USAGE UPON CRITICAL WATER DEFICIENCY AS AUTHORIZED BY MINN. STAT. § 103G.291, SUBD. 1 AND 2.

The City Council of City of Harmony, Minnesota ordains:

SECTION 1. PURPOSE.

This ordinance establishes water conservation restrictions; and the plan will be in effect at any time the governor declares by executive order a critical water deficiency, pursuant to Minnesota Statutes section 103G.291.

SECTION 2. DEFINITIONS.

2.1 Clerk in statutory cities means the person assigned duties pursuant to Minn. Stat. § 412.151; or the city manager pursuant to Minn. Stat. § 412.601 – 412.751 or in charter cities as determined by city charter.

2.2 Department means the city water department.

2.3 Emergency means the declaration of a critical water deficiency by the governor.

2.4 Irrigation means the watering of shrubs, trees, sod, seeded areas, gardens, lawns, or any other outdoor vegetation, except outdoor vegetation utilized for agricultural purposes.

2.5 Notification to public means notification through local media, including interviews and issuance of news releases.

2.6 Public water supplier means the city or other entity that owns, manages, or operates a public water supply, as defined in Minn. Stat. § 144.382, subdivision 4.

2.7 Reclaimed water means water collected from rooftops, paved surfaces, or other collection devices and all water utilized more than once before re-entering the natural water cycle.

2.8 Water recirculation system means any system which enables a user to reuse water at least once prior to returning the water to the natural water cycle.

SECTION 3. APPLICATION.

3.1 This ordinance applies to all customers of public water suppliers who own or control water use on any premises.

3.2 No person shall make, cause, use, or permit the use of water received from a public water supply for residential, commercial, industrial, governmental, or any other purpose in any manner contrary to any provision in this ordinance.

3.3 Mandatory emergency conservation measures shall be implemented based upon the declaration of a critical water emergency by the governor.

SECTION 4. DECLARATION OF CRITICAL WATER DEFICIENCY.

Upon the declaration of a critical water deficiency by the governor, the public water supplier shall immediately post notice of the emergency declaration at the usual meeting place of the city council, or the official city bulletin board. The city shall provide notification to the public as quickly as possible or through established water supply plans emergency response plans or procedures.

SECTION 5. MANDATORY EMERGENCY WATER CONSERVATION MEASURES.

Upon declaration of a water emergency and notification to the public, the following mandatory restrictions upon nonessential water use shall be enforced:

- (1) Outdoor irrigation of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is prohibited.
- (2) Washing or spraying of sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas with water from any pressurized source, including garden hoses, except to alleviate immediate health or safety hazards, is prohibited.
- (3) The outdoor use of any water-based play apparatus connected to a pressurized source is prohibited.
- (3) Restaurants and other food service establishments are prohibited from serving water to their customers, unless water is specifically requested by the customer.
- (5) Operation of outdoor misting systems used to cool public areas is prohibited.
- (6) The filling of swimming pools, fountains, spas, or other exterior water features is prohibited.
- (7) The washing of automobiles, trucks, trailers, and other types of mobile equipment is prohibited, except at facilities equipped with wash water recirculation systems, and for vehicles requiring frequent washing to protect public health, safety, and welfare.

SECTION 6. VARIANCES.

The City Clerk or their designee, is authorized to grant variances to this ordinance where strict application of its provisions would result in serious hardship to a customer. A variance may be granted only for reasons involving health or safety. An applicant may appeal the denial of a variance within five (5) days of the decision by submitting a written appeal to the City Clerk. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final.

SECTION 7. VIOLATION.

7.1 Violations shall be determined and cited by the City Clerk or his/her designee. A violator may appeal the citation within five (5) days of its issuance by submitting a written appeal to the City. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final. Violators may be granted an administrative waiver if evidence is provided that equipment failure was the cause of the violation. A letter from a qualified vendor or equipment invoice will be required to show proof of equipment failure.

7.2 Upon discovery of a first violation, the violator shall be issued, either personally or by mail, a warning letter that sets forth the violation and which shall describe the remedy and fines for future violations.

7.3 Upon subsequent violations at the same location, the violator shall be issued, either personally or by mail, a citation that sets forth the violation and shall describe the remedy. Fines shall be added to the monthly water bill of the owner or current occupant of the premises where the violation occurred. The imposition of the fine shall in no way limit the right of the City to pursue other legal remedies.

SECTION 8. ENFORCEMENT.

The City Clerk or his/her designee is authorized to designate city employees or law enforcement personnel to enforce the provisions of this ordinance.

SECTION 9. SEVERABILITY.

If any provision of this ordinance or the application of any provision to a particular situation is held to be invalid by a court of competent jurisdiction, the remaining portions of the ordinance and the application of the ordinance to any other situation shall not be invalidated.

SECTION 10. EFFECTIVE DATE.

This ordinance becomes effective October 10, 2017.

Passed by the City Council of City of Harmony, Minnesota this 10 day of October, 2017.

Mayor

Attested:

City Clerk



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

September 26, 2017

Dear Jerome,

With the recent disasters in Texas, Florida, Puerto Rico and the U.S. Virgin Islands I want to remind you how important our Mutual Aid (disaster response) program is.

Last year I wrote to let you know that the City of Harmony is not a current Signatory in the program. At that time, I requested that you submit the necessary documents, however we have not yet received them.

As a city-owned electric utility, I urge you take this matter up with your governing body and to take the necessary steps to execute the Agreement.

Remember—the Federal Emergency Management Agency (FEMA) will not reimburse costs arising from a city, municipal utility or cooperative assisting another city/utility/cooperative unless there is a *prior, written agreement* between the damaged party and the assisting party. This requirement is stipulated in policy update 9523.6 [Mutual Aid Agreements for Public Assistance]. There is no provision for reimbursement for mutual aid when there is no formal written agreement.

Two documents are required for this program:

1. Mutual Aid Agreement.
2. Resolution.

The Resolution authorizes participation in the MMUA Mutual Aid Program, directs execution of the Mutual Aid Agreement and establishes authority for setting rates for reimbursement. I urge you to consider adoption of a resolution by your utility's governing body:

- If your city is a statutory city and has a utility commission, the governing body is the commission;
- If your city is a statutory city without a commission, the governing body is the city council;
- If your city is a charter city, you will need to review your charter to determine if the city council or a commission is the governing body; you may consider seeking approval of both.

It is important to note that the Mutual Aid Agreement **does not obligate** your city/utility to provide mutual aid, it merely “clears the deck” for receipt of FEMA reimbursement should you assist another city/utility, etc., and federal disaster assistance funds become available.

Please email, fax or mail a signed/dated copy of the Resolution as adopted and a copy of the executed Mutual Aid Agreement to MMUA as soon as possible.

As always, if you have any questions please don't hesitate to call me on my cell at 612-802-8474. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Mike Willetts". The signature is fluid and cursive, with the first name "Mike" and last name "Willetts" clearly legible.

Mike Willetts
Director of Training & Safety

P.S. You may have an Agreement on file with your local electric cooperative, which aligns you with other co-ops but not with MMUA and other municipal electric utilities. Once we receive your Agreement we will forward a copy to the American Public Power Association for their records.

Model Resolution

Regarding Mutual Aid Assistance

WHEREAS the City of _____, Minnesota (“City”), operates and maintains a municipal _____ system (insert electric, natural gas, telecommunications and/or water) utility;

WHEREAS, City wishes to cooperate with other cities which own and operate utility systems and other publicly owned utility organizations (“Publicly Owned Utilities”);

WHEREAS, City is a member of the Minnesota Municipal Utilities Association (“MMUA”) and MMUA has developed a program to encourage and foster mutual aid between and among Publicly Owned Utilities in the event of disasters and emergencies;

WHEREAS, the Federal Emergency Management Agency (“FEMA”) has established a rule which provides that FEMA will reimburse mutual aid costs for a particular disaster or emergency only if mutual aid participants have signed a written agreement prior to that disaster or emergency;

WHEREAS, prudent and appropriate charges should be established from time to time which may be paid to City for its provision of mutual aid services and which may be paid to other Publicly Owned Utilities which may provide mutual aid assistance to City;

NOW THEREFORE BE IT RESOLVED BY _____
(governing body of the City utilities):

1. The (appropriate officers or management titles, e.g. Mayor, Clerk, Chairman, Secretary, General Manager, etc.) are hereby authorized and directed to execute and deliver the MMUA Mutual Aid Agreement (attached hereto) and such other documents and agreements as may be necessary to implement City’s participation in the MMUA Mutual Aid Program and to qualify for FEMA reimbursement of mutual aid costs.

2. The managing staff of the City's utility system(s) shall establish reasonable rates for reimbursement of its labor and equipment costs as contemplated in FEMA rules, and periodically revise such rates as necessary.
3. City will provide mutual aid assistance to other Publicly Owned Utilities if management determines (a) that the reliability and performance of City's utility system(s) and the public health and safety of City residents and customers will not be materially and adversely affected, (b) the other Publicly Owned Utility has executed the MMUA Mutual Aid Agreement (or an agreement substantially similar in form and content) and (c) the other Publicly Owned Utility has established rates for reimbursement of City's labor and equipment costs which are reasonably comparable to those established by City.

PASSED AND APPROVED BY THE (governing body) OF THE CITY OF

_____, MINNESOTA, _____ 200_.

APPROVED _____

ATTEST:

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the other Signatories as follows:

- 1.) Request for aid. The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.
- 2.) Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding Signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.
- 3.) Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.
- 4.) Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:
 - a.) Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.
 - b.) Equipment. Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location.
 - c.) Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
 - d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.
- 5.) Counterparts. The Signatories may execute this Mutual Aid Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.
- 6.) Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date _____

Entity _____

By _____

Title _____