

AGENDA
HARMONY CITY COUNCIL
Regular Meeting

February 14, 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. Sheriff Report
 - g. Liquor License
5. Reports
 - a. 2017 Street and Utility Project Design
 - b. Building & Maintenance Report
 - c. EDA Board
 - d. Park Board
 - e. Library Board
 - f. Arts Board
6. Business
 - a.
7. Adjourn

**BACKGROUND INFORMATION
HARMONY CITY COUNCIL
REGULAR MEETING**

**February 14, 2017
7:00 P.M.**

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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 #43605.
 - f. Sheriff Report-See Report.
 - g. Liquor License-Kwik Trip.
5. Reports
 - a. 2017 Street and Utility Project Design-Brett Grabau from Stantec will be present to discuss putting project design out for bid.
 - b. Building & Maintenance Report-Library HVAC.
 - c. EDA Board-Chris Giesen will present annual report.
 - d. Park Board
 - e. Library Board
 - f. Arts Board
6. Business
 - a.
7. Adjourn

JANUARY 10, 2017

REGULAR MEETING

HARMONY CITY COUNCIL

A Regular meeting of the Harmony City Council was called to order by Mayor Steve Donney at 7:00 PM. Present were Mayor Donney, Councilmembers Debbie Swenson, Lynn Mensink, Steve Sagen and Kyle Morem; Attorney Greg Schieber, Administrator Jerome Illg, Chris Johnson, Terry Bigalk, Fillmore County Chief Deputy Tony Webber, Mary Lou Zombory, Melissa VanderPlas and Eileen Schansberg.

OATH OF OFFICE:

Attorney Greg Schieber swore in re-elected Mayor Steve Donney and re-elected Councilmembers Debbie Swenson and Lynn Mensink.

PUBLIC FORUM:

No one appeared for Public Forum.

CONSENT AGENDA:

Motion by Donney and seconded by Swenson to approve the Consent Agenda which Consisted of the Minutes to the December 13, 2016 meeting, the Claims, Administrator's Report, Financial Report, cashing in CD #43604 to the General Fund and purchasing seven CDs #43696-43702, passing Resolution # 17-01: A RESOLUTION MAKING THE APPOINTMENTS TO CERTAIN POSTS AND OFFICES OF THE CITY OF HARMONY FOR THE YEAR 2017, making bond payment transfer on 2013B Bond of \$26,702.50 for principle and interest on February 1' 2017, and making bond payment transfer on 2014A Bond of \$54,645.00, approving additional check \$98,942.00 for the SCBA gear to Clarey's Safety Equipment reimbursed by the Grant except for \$4,500.

Voting for the Consent Agenda was Donney, Sagen, Mensink, Morem and Swenson

Voting against was: No one

Abstained from voting was: No one

Absent from voting was: No one

The motion passed and resolution #17-01 was adopted along with passing the Consent Agenda.

PARKING:

Chief Deputy Tony Webber addressed the council regarding enforcement of parking according to the current parking ordinance §71.05. Motion by Sagan to modify the ordinance changing the end time from noon to 8:00 AM. This would allow for downtown Main Street Parking as well as parking on 1st Ave SW behind the High School without being in violation. Seconded by Mensink. All present voting yes. Motion carried.

HISTORICAL SIGNAGE:

Mary Lou Zombory representing the Harmony Historical Society discussed a project that they were applying for a grant placing Signage along the downtown area picturing historic buildings and information regarding Harmony's past. They are intending to install 6-10 signs that will be on the edge of the sidewalk and in green space. Administrator Illg has been in contact with MNDOT and the Harmony Historical Society regarding the placement and configuration of the signs. The project has to be completed September 1st. The group is aware of the TH139 construction. Mayor Donney informed Zombory to stay in contact with Administrator Illg and the Council on the placement and possible MNDOT permit approval for the signs.

STREET/HIGHWAY PROJECTS:

RESOLUTION NO. 17-02 was presented: A RESOLUTION TO ESTABLISH RIGHT OF WAY to Approve a cooperative share agreement on First Street NE dedicating the real property to the public as a road and utility right of way.

Motion to adopt the resolution by Donney and seconded by Morem.

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

Voting against was: No one

Abstained from voting was: No one

Absent from voting was: No one

The motion passed and resolution was adopted.

MNDOT Agreement No. 1026550 to cost share with MNDOT for the TH139 project for the utility adjustment and pedestrian crosswalk construction and other associated construction to be performed upon, along and adjacent from Trunk Hwy 52 in Harmony to the Iowa/Minnesota State Line within the corporate City limits under State Project No. 2316-16 was presented.

Motion by Donney and seconded by Morem to enter into the Cost Share Agreement. All present voting yes. Motion carried.

BUILDING & MAINTENANCE:

Discussion held on upgrading the tractor with Hammel Equipment for \$6,500 as had been discussed in the past. Motion by Swenson and seconded by Mensink to trade the tractor. All present voting yes. Motion carried.

Administrator Illg is obtaining prices for the visitor center doors. The main doors would become handicapped accessible and be slightly wider. Administrator Illg stated two doors would be eliminated and replaced with windows since they are no longer used.

The Library furnace has been having some repair issues. The existing furnaces were not installed and designed to be a primary heat source because the community center had steam heat until the remodel project in 2008. The furnace and air conditioner is over 20 years old. Staff is getting prices for a new furnace and air conditioner.

Water leak on 2nd Avenue SW has been repaired.

Discussion held on the Computer System to run the wells failed causing the loss of water pressure throughout the city on Christmas Eve due to a transformer getting wet at the wastewater treatment plant. The issue has been addressed and repaired.

The new Fire Alarm System has been installed in the Community Center.

EDA REPORT:

At the recommendation of the EDA Board, the new construction housing incentive will continue for another year. The council had no objection.

The Harmony Chamber of Commerce will be holding their annual meeting on January 18, 2017 at the Harmony Golf Club beginning with Happy Hour at 5:00 PM with meeting to start at 5:45 PM.

PARK BOARD:

Did not meet.

LIBRARY BOARD:

Discussion held on the compensation not being paid to the Harmony Library Board.

Administrator Illg explained that State Statute does not allow Library Board members to be paid.

ARTS BOARD:

Meet later this month.

AUDIT FEES:

A proposal was reviewed from the current city auditor Abdo, Eick & Meyers for a three year contract. The new contract proposed:

2017	\$15,730
2018	\$16,123
2019	\$16,526

The 2017 would be the same as 2016 which had a reduction of \$1,500 and the 2018-2019 would have a 2.5% increase. Administrator Illg explained that an RFP would not save the \$1,500 and would not be assured of the audit fees for 2017-2019. Motion by Swenson and seconded by Morem to accept Abdo, Eick and Meyers proposal. All present voting yes. Motion carried.

COLA:

Motion by Donney and seconded by Swenson to approve a 2% Cost of Living Adjustment for the employees. All present voting yes. Motion carried.

STATE VETERANS HOME:

Discussion held on surrounding communities wanting to build a Veteran's Home.

Mayor Donney proposed a support effort to place a Veteran's Home in Preston. Motion by Donney to draft a Letter of Support to place that home in Preston, MN. Seconded by Swenson. All present voting yes. Motion carried.

Upon no further business, Mayor Donney adjourned the meeting.

Mayor Steve Donney

Eileen Schansberg, Deputy Clerk

CITY OF HARMONY
City Council Claims for Review

February 14, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 101 General Fund					
General Fund		Union Central Pension Fund	CENTRAL PENSION FUND	Union pension contribution	\$184.00
General Fund		Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	Union Insurance Brian/Chris	\$2,340.00
General Fund		Union Dues	IUOE LOCAL #49	Union dues Brian/Chris	\$68.00
General Fund		NCPERS Insurance	NCPERS GROUP LIFE INS	511800	\$48.00
General Fund		Life Insurance	USABLE LIFE	101421301G	\$75.40
General Fund	Administration	General Operating Supplies	1 SOURCE	copy paper	\$69.98
General Fund	Civil Defense	Telephone	HARMONY TELEPHONE COMPANY	Sirens/DSL Phone	\$87.17
General Fund	Community Center	Cleaning Supplies	DALCO	cleaning supplies/paper goods	\$121.79
General Fund	Community Center	Cleaning Supplies	HARMONY FOODS	cleaner/deodorizers	\$7.87
General Fund	Community Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Comm Ctr-Elec	\$4,053.52
General Fund	Community Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Comm Ctr	\$758.16
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	paint tape/roller/paint	\$40.94
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	batteries/paint rollers	\$15.37
General Fund	Community Center	Motor Fuels/Lubricants	KWIK TRIP,INC	Terry pickup-gas	\$63.84
General Fund	Community Center	Other Equipment	MOREM ELECTRIC, INC	generator hookup for Comm Ctr	\$14,750.00
General Fund	Community Center	Repair/Maint Bldg/Structures	KINGSLEY MERCANTILE	check for gas leak	\$29.00
General Fund	Community Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	Comm Ctr-sewer	\$45.50
General Fund	Community Center	Small Tools and Minor Equip	KINGSLEY MERCANTILE	security lock/garbage can	\$224.39
General Fund	Community Center	Small Tools and Minor Equip	KINGSLEY MERCANTILE	gas leak locator/door stops	\$57.83
General Fund	Community Center	Telephone	HARMONY TELEPHONE COMPANY	Admin Phone/DSL	\$217.94
General Fund	Community Center	Water Utilities	HARMONY PUBLIC UTILITIES	Comm Ctr-water	\$28.13
General Fund	Community Development	Engineering Fees	STANTEC CONSULTING SERVICES, I	preliminary services for '17 street pj	\$5,244.57
General Fund	Community Development	Engineering Fees	STANTEC CONSULTING SERVICES, I	engineering services	\$548.76
General Fund	Community Events	Program Services	DOWE, BETTY	Sr Citizens program reimbursement	\$50.00
General Fund	Financial Administration	Software Service Fees	BANYON DATA SYSTEMS	Banyon support	\$477.00
General Fund	Ice & Snow Removal	Snow & Ice Control Fees	BRUENING ROCK PRODUCTS, INC	Sand	\$598.76
General Fund	Ice & Snow Removal	Contractual Services	BRUENING ROCK PRODUCTS, INC	snow removal 1/26	\$305.00
General Fund	Ice & Snow Removal	Contractual Services	BRUENING ROCK PRODUCTS, INC	snow removal 1/11	\$575.00
General Fund	Ice & Snow Removal	Contractual Services	BRUENING ROCK PRODUCTS, INC	snow removal 1/25	\$1,472.50
General Fund	Ice & Snow Removal	Equipment Parts	H & L MESABI	plow blade	\$402.75
General Fund	Ice & Snow Removal	Equipment Parts	S & A PETROLEUM, INC	backup alarm	\$44.99
General Fund	Ice & Snow Removal	Motor Fuels/Lubricants	HAMMELL EQUIPMENT	def Fluid	\$35.86
General Fund	Ice & Snow Removal	Motor Fuels/Lubricants	KWIK TRIP,INC	skid steer/tractor gas & diesel	\$311.72
General Fund	Ice & Snow Removal	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	pre-mixed fuel (2 cans)	\$14.98
General Fund	Ice & Snow Removal	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel-tractor/plows	\$496.23
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	fix snowblower control in skid steer	\$55.28

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	fix upper cab front lighting skid steer	\$373.34	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	install backup alarm in old plow truck	\$191.95	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	repair transmission hose in plow truck	\$677.24	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	fix spreader light outage	\$35.01	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	tighten/fix hydraulic filter	\$32.31	
General Fund	Ice & Snow Removal	Repair/Maint Machinery/Equip	SOLBERG WELDING	snow plow repair	\$234.91	
General Fund	Legal Services	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Jan	\$350.00	
General Fund	Personnel Administration	General Operating Supplies	CULLIGAN	Wellness Program-nutrition	\$45.90	
General Fund	Personnel Administration	General Operating Supplies	ILLG, JEROME	Wellness program-nutrition	\$63.84	
General Fund	Personnel Administration	General Operating Supplies	SCHANSBERG, EILEEN	Wellness Program	\$31.90	
General Fund	Personnel Administration	Uniforms	JOHNSON, BRIAN	clothing allowance 2017	\$164.99	
General Fund	Personnel Administration	Uniforms	JOHNSON, CHRIS	annual clothing allowance 2016	\$210.00	
General Fund	Police Department	Contractual Services	FILLMORE COUNTY SHERIFF	4th Qtr Sheriff Contract	\$25,821.67	
General Fund	Police Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Squad	\$239.39	
General Fund	Police Department	Telephone	HARMONY TELEPHONE COMPANY	Police Phone	\$44.38	
General Fund	Public Works Buildings	Cleaning Supplies	DALCO	paper towels	\$58.54	
General Fund	Public Works Buildings	Electric Utilities	HARMONY PUBLIC UTILITIES	Shop-Elec	\$235.24	
General Fund	Public Works Buildings	Gas Utilities	MINNESOTA ENERGY	monthly gas service Shop	\$471.33	
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen cylinder	\$15.50	
General Fund	Public Works Buildings	General Operating Supplies	S & A PETROLEUM, INC	windshield wash/WD 40	\$21.48	
General Fund	Public Works Buildings	Small Tools and Minor Equip	KINGSLEY MERCANTILE	tape meas/sprayer/shovel	\$46.95	
General Fund	Public Works Buildings	Water Utilities	HARMONY PUBLIC UTILITIES	Shop-water	\$35.87	
General Fund	Streets	Motor Fuels/Lubricants	KWIK TRIP,INC	1-ton-gas	\$31.35	
General Fund	Streets	Motor Fuels/Lubricants	SEVERSON OIL CO.	1-ton gas	\$114.27	
General Fund	Streets	Small Tools and Minor Equip	CRYSTEEL TRUCK EQUIPMENT	LED spotlight	\$45.26	
General Fund	Tourism Programs	Lodging Tax	HARMONY CHAMBER OF COMMERCE	Lodging tax Country Lodge	\$689.70	
General Fund	Visitor Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Vis Ctr-Elec	\$171.87	
General Fund	Visitor Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Vis Ctr	\$552.21	
General Fund	Visitor Center	Motor Fuels/Lubricants	KWIK TRIP,INC	Terry pickup-gas	\$63.84	
General Fund	Visitor Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	Vis Ctr-sewer	\$24.20	
General Fund	Visitor Center	Water Utilities	HARMONY PUBLIC UTILITIES	Vis Ctr-water	\$14.64	
Fund 101 General Fund					\$65,029.31	
Fund 201 DTED Revolving Loan Program						
	DTED Revolving Loan Pr	Loan Programs	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Jan	\$76.00
Fund 201 DTED Revolving Loan Program					\$76.00	
Fund 202 CDBG Rehab Loan Program						

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
CDBG Rehab Loan Progr	Loan Programs	Management Fees	CEDA	retainer service SCDP grant program	\$1,015.81
Fund 202 CDBG Rehab Loan Program					<u>\$1,015.81</u>
Fund 211 Library Fund					
Library Fund	Library	General Operating Supplies	KINGSLEY MERCANTILE	filter	\$25.99
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$19.22
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$125.09
Library Fund	Library	Media-Books	BAKER & TAYLOR	book	\$4.79
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$218.39
Library Fund	Library	Media-Books	GALE GROUP	large print books	\$61.58
Library Fund	Library	Media-E-Audio	SOUTHEASTERN LIBRARIES COOP	overdrive E Book subscriptions	\$464.00
Library Fund	Library	Media-Video	ELAN FINANCIAL SERVICES	DVDs thru Amazon	\$164.60
Library Fund	Library	Media-Video	ELAN FINANCIAL SERVICES	DVDs-Amazon	\$164.60
Library Fund	Library	Motor Fuels/Lubricants	KWIK TRIP, INC	City van-gas	\$20.05
Library Fund	Library	Office Accessories	DEMCO, INC	Library supplies	\$97.12
Library Fund	Library	Office Accessories	DEMCO, INC	Library supplies	\$364.47
Library Fund	Library	Office Accessories	DEMCO, INC	Library supplies	\$55.11
Library Fund	Library	Office Equip	QUILL CORPORATION	surge protectors for computers	\$119.95
Library Fund	Library	Office Equip	QUILL CORPORATION	surge protectors for computer	\$33.99
Library Fund	Library	Postage	SOUTHEASTERN LIBRARIES COOP	postage on mailers	\$23.46
Library Fund	Library	Printed Forms	SOUTHEASTERN LIBRARIES COOP	mailers & SMS notices	\$15.50
Library Fund	Library	Program Services	RIVERSIDE CONCERTS	Concert serice Run Boy Run	\$250.00
Library Fund	Library	Program Supplies	UPSTART	summer reading supplies	\$501.60
Library Fund	Library	Software Service Fees	SOUTHEASTERN LIBRARIES COOP	basic services & PC support	\$577.36
Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	<u>\$45.32</u>
Fund 211 Library Fund					<u>\$3,352.19</u>
Fund 222 Fire Fund					
Fire Fund	Fire Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel-Amb	\$99.11
Fire Fund	Fire Department	Motor Vehicles	ANCOM TECHNICAL CENTER	install lights/siren on Grass Rig	\$871.00
Fire Fund	Fire Department	Small Tools and Minor Equip	CROP PRODUCTION SERVICES	fuel can	\$98.80
Fire Fund	Fire Stations and Bldgs	Electric Utilities	HARMONY PUBLIC UTILITIES	Firehall-Elec	\$350.49
Fire Fund	Fire Stations and Bldgs	Gas Utilities	MINNESOTA ENERGY	monthly gas service Firehall	\$432.79
Fire Fund	Fire Stations and Bldgs	Repair/Maint Bldg/Structures	MOREM ELECTRIC, INC	replace flood lights at Firehall	\$1,408.54
Fire Fund	Fire Stations and Bldgs	Repair/Maint Bldg/Structures	MOREM ELECTRIC, INC	outdoor lights-Firehall	\$1,023.64
Fire Fund	Fire Stations and Bldgs	Sewer Utilities	HARMONY PUBLIC UTILITIES	Firehall-sewer	\$21.50
Fire Fund	Fire Stations and Bldgs	Telephone	HARMONY TELEPHONE COMPANY	Fire Phone	\$41.94
Fire Fund	Fire Stations and Bldgs	Water Utilities	HARMONY PUBLIC UTILITIES	Firehall-water	\$12.93

CITY OF HARMONY
City Council Claims for Review

February 14, 2017

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 222 Fire Fund					\$4,360.74
Fund 223 Ambulance Fund					
Ambulance Fund	Ambulance Service	Dues	MINNESOTA AMBULANCE ASSOC.	balance due on 2017 Dues	\$5.50
Ambulance Fund	Ambulance Service	Financial Services Fees	EXPERT T BILLING	monthly billing contract Jan	\$243.00
Ambulance Fund	Ambulance Service	Financial Services Fees	EXPERT T BILLING	monthly billing contract-Dec	\$459.00
Ambulance Fund	Ambulance Service	Medical and Dental Fees	GOLD CROSS AMBULANCE	Intercept chgs DB	\$180.20
Ambulance Fund	Ambulance Service	Medical and Dental Fees	GOLD CROSS AMBULANCE	Intercept chgs LO	\$194.12
Ambulance Fund	Ambulance Service	Medical and Dental Fees	GOLD CROSS AMBULANCE	Intercept chgs JW	\$186.58
Ambulance Fund	Ambulance Service	Medical and Dental Fees	WINNESHIEK CO. MEMORIAL HOSPIT	Intercept chgs KH	\$240.00
Ambulance Fund	Ambulance Service	Medical Supplies	ASTRUP DRUG	diphedryl/ASA	\$5.28
Ambulance Fund	Ambulance Service	Medical Supplies	EMERGENCY MEDICAL PRODUCTS	medical supplies	\$91.53
Ambulance Fund	Ambulance Service	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	medical Oxygen	\$34.01
Ambulance Fund	Ambulance Service	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	medical Oxygen	\$63.54
Ambulance Fund	Ambulance Service	Medical Supplies	ZOLL MEDICAL CORP.	AED Stats pads(5)	\$318.53
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	KWIK TRIP, INC	Amb-Diesel	\$216.69
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel-Amb	\$48.27
Ambulance Fund	Ambulance Service	Repair/Maint Vehicles	NINETY FOUR SERVICES, INC	repair running rails on Amb	\$209.86
Ambulance Fund	Ambulance Service	Taxes, Licenses & Permits	CLIA LABORATORY PROGRAM	2yr Licensure	\$150.00
Ambulance Fund	Ambulance Service	Taxes, Licenses & Permits	ELAN FINANCIAL SERVICES	NREMT licenses Lana/Jesse/Arden	\$45.00
Ambulance Fund	Ambulance Service	Training Fees	SCHANSBERG, EILEEN	reimbursed for Amb CPR Cards	\$55.00
Fund 223 Ambulance Fund					\$2,746.11
Fund 251 Park Fund					
Park Fund	Parks	Electric Utilities	HARMONY PUBLIC UTILITIES	Parks-Elec	\$186.29
Fund 251 Park Fund					\$186.29
Fund 314 G.O. Impr Bonds, 2010A-3rdStSW					
G.O. Impr Bonds, 2010A	GO Improvement Bond	1 Debt Service Interest	BANK OF ZUMBROTA	GO Imp Note 2010A Interest	\$780.00
G.O. Impr Bonds, 2010A	GO Improvement Bond	1 Debt Service Principal	BANK OF ZUMBROTA	GO Imp Note 2010A	\$16,000.00
Fund 314 G.O. Impr Bonds, 2010A-3rdStSW					\$16,780.00
Fund 601 Water Fund					
Water Fund		F/A-Other Equipment	HAWKINS WATER TREATMENT GROU	Vacuum Regulator	\$1,472.08
Water Fund	PFA Note 2015 Well	Debt Service Interest	MPFA	Well #3 int pmt	\$2,174.32
Water Fund	Water Utility Administratio	Software Service Fees	BANYON DATA SYSTEMS	Banyon support	\$477.00
Water Fund	Water Utility Operation	Chemicals and Chem Products	HACH COMPANY	flouride packs	\$93.77
Water Fund	Water Utility Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine cylinders demmurge	\$20.00
Water Fund	Water Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Pumphouses-Elec	\$1,944.80

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Water Fund	Water Utility Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service pumphouses	\$90.23
Water Fund	Water Utility Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Water Testing Lab Fees	\$40.00
Water Fund	Water Utility Operation	Telephone	HARMONY TELEPHONE COMPANY	Wellhouse Dialer Phone	\$0.00
Water Fund	Water Utility Operation	Training Fees	MINNESOTA AWWA	Water School-Chris	\$135.00
Fund 601 Water Fund					\$6,447.20
Fund 602 Sewer Fund					
Sewer Fund	Sewer Administration	Software Service Fees	BANYON DATA SYSTEMS	Banyon support	\$477.00
Sewer Fund	Sewer Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine cylinders demmurgage	\$10.00
Sewer Fund	Sewer Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	WWTP Elec	\$1,657.92
Sewer Fund	Sewer Operation	Engineering Fees	STANTEC CONSULTING SERVICES, I	WWTP services	\$390.18
Sewer Fund	Sewer Operation	Engineering Fees	STANTEC CONSULTING SERVICES, I	Declorination/chlorine testing & reporting	\$926.50
Sewer Fund	Sewer Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service WWTP	\$660.07
Sewer Fund	Sewer Operation	General Operating Supplies	KINGSLEY MERCANTILE	door stop/bit	\$10.08
Sewer Fund	Sewer Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Wastewater Testing Lab Fees	\$958.50
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	KWIK TRIP, INC	1-ton-gas	\$31.36
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	S & A PETROLEUM, INC	Lubricant	\$7.99
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	1-ton gas	\$59.26
Sewer Fund	Sewer Operation	Sewer Utilities	HARMONY PUBLIC UTILITIES	WWTP sewer	\$1,816.40
Sewer Fund	Sewer Operation	Small Tools and Minor Equip	SOLBERG WELDING	manufacture shutoff wrench for WWPT	\$99.57
Sewer Fund	Sewer Operation	Telephone	HARMONY TELEPHONE COMPANY	Lift Stations Dialer/DSL Phone	\$137.71
Sewer Fund	Sewer Operation	Utility Maint Materials	INTEGRA CHEMICAL COMPANY	dechlorin tabs	\$689.29
Sewer Fund	Sewer Operation	Water Utilities	HARMONY PUBLIC UTILITIES	WWTP water	\$1,149.70
Sewer Fund	Sewer PFA Note 2003	Debt Service Interest	MPFA	'04 Sewer note int	\$1,230.00
Fund 602 Sewer Fund					\$10,311.53
Fund 603 Solid Waste Fund					
Solid Waste Fund	Solid Waste Administration	Software Service Fees	BANYON DATA SYSTEMS	Banyon support	\$477.00
Fund 603 Solid Waste Fund					\$477.00
Fund 604 Electric Fund					
Electric Fund		Utility Deposits	UTILITY DEPOSIT REFUND	deposit to utilities Schick	\$150.00
Electric Fund	Electric Utility Operation	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$74,807.58
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Town Clock-4 mo. Elec	\$51.03
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Streetlights-Elec	\$1,676.16
Electric Fund	Electric Utility Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	Brian truck-gas	\$46.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	2017 annual Facility operator fee	\$100.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	locate/no locate	\$5.40

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	hook up new service 3rd Ave NW-Peters R	\$309.02
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	disconnect old Conoco bldg service	\$151.50
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	down wire 12/25/17	\$285.50
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	street lights-3 repairs	\$624.25
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	streetlight repair1st Ave/4th St SW	\$65.64
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	streetlights repaired 6th St S	\$658.03
Electric Fund	Electric Utility Operation	Repair/Maint Vehicles	TORGERSON AUTO	tire patching	\$18.00
Electric Fund	Electric UtilityAdministratio	Dues	MINN MUNICIPAL UTILITIES ASSOC	MMUA 2017 Dues	\$1,166.00
Electric Fund	Electric UtilityAdministratio	Software Service Fees	BANYON DATA SYSTEMS	Banyon support	\$477.00
Fund 604 Electric Fund					\$80,591.11
Fund 620 Economic Development Authority					
Economic Development	Economic Development	Telephone	HARMONY TELEPHONE COMPANY	EDA Phone	\$21.04
Economic Development	Tourism Programs	Donations to Civic Org s	HARMONY CHAMBER OF COMMERCE	donation Schriever to 4th of July	\$500.00
Fund 620 Economic Development Authority					\$521.04
					\$191,894.33

ADMINISTRATOR'S REPORT

For the Period from January 10, 2017 to February 14, 2017

ADMINISTRATION

Submitted pay equity reporting.

Preparing for annual audit. Auditors will be present on February 17.

Handling annual year-end reporting.

Sent past due fire call invoices to customers. May need to review process for collecting non-payment of fire calls.

Mailed out 3.2/Wine licenses to licensees.

Submitted insurance appraisal information to LMC.

Meet with MNDOT planning department to discuss current and future needs.

UTILITY/BUILDING COMMITTEE

Engineer has finalized design. Need to approve to place out for bid.

Ordered tractor.

Discussed furnace bids at the library. Need to approve bid.

MNDOT will be doing a mill and overlay on TH139 from Hwy 52 to State Line in 2017. They will also be replacing some sidewalks along TH139 to make them ADA compliant. Signed agreements have been submitted to MNDOT.

Working with a contractor on doors/windows at Visitor Center.

Generators have been installed for lift stations. Materials have been ordered to complete transfer switch and connections for our existing trailer generator at the community center as part of this USDA grant project.

WASTEWATER

Staff is monitoring dechlorination equipment with adjustments to record levels so we can show history of potential compliance for when we apply for wastewater license renewal.

City of Harmony
Cash Balance Report
December 2015 and December 2016

<u>Fund Description</u>	<u>December-15</u>	<u>December-16</u>
General Fund	780,369.78	847,264.24
Revolving Loan Fund	112,051.94	17,881.22
Commercial Rehab Fund	4,548.40	5,461.12
Library Fund	39.95	1,779.73
Fire Fund	21,023.43	16,346.99
Ambulance Fund	133,756.65	119,508.36
Park Fund	52,454.05	50,311.98
Arts Fund	3,816.58	1,482.08
GO Improvement 2010A-3rd St SW	44,169.78	49,501.92
GO Tax Abatement 2013A-Comm Cntr	2,376.56	4,307.69
GO Improvement 2013B-Heritage Grove	19,111.95	20,713.30
GO Improvement 2014A-1st Ave SW	146,920.93	160,700.99
Capital Projects Fund	537,718.03	655,218.03
TIF District #5-Antique Mall	114.88	114.88
TIF District #6-HECO	174.57	174.57
First Ave SW Project	54,997.68	-
Water Fund	181,873.09	195,375.92
Sewer Fund	187,047.23	(152,630.14)
Solid Waste Fund	560.76	(12,702.73)
Electric Fund	670,620.28	700,468.36
Storm Water Fund	368.39	3,416.07
Economic Development Fund	84,021.53	98,755.41
Total	<u>3,038,136.44</u>	<u>2,783,449.99</u>

November-December 2016 Deputy Activity

City of Harmony Calls	
911 Hang Up	2
Alarm	4
Ambulance	28
Animal Complaint	8
Assault	1
Assist	17
Bad Check	1
Burglary	1
Civil	8
Crash	4
Criminal Damage to Property	1
Custody Dispute	1
Death	2
Driving Complaint	3
Fires	3
Fraud/Scam	2
Harassment	1
Information	1
Lost and Found	1
Mental Health	1
Parking Complaint	7
School Call	1
Suspicious Activity	3
Terroristic Threats	2
Traffic	21
Trespass Complaint	2
Vehicle Off Road	1
Warrant	3
Welfare Check	4

Harmony Economic Development Authority

2016 Annual Activity Report (12 months ending December 31, 2016)

The Harmony EDA regularly meets the first Thursday of each month at 7:30 AM at the Community Center. The July regular meeting was cancelled due to a lack of quorum. Special meetings were held to accommodate special requests or projects where deadlines were in conflict with the regular meeting schedule. One special meeting was held as a joint session with the school board and city council.

Meeting frequency:

	Meeting Frequency	
	Regular	Special
2016	11	4
2015	12	4
2014	11	2

Meeting attendance record:

Member	Meeting Dates															Absences		
	1/7	2/4	2/23	3/3	3/14	4/7	4/19	5/5	6/2	8/4	9/8	10/6	11/3	12/8	12/15	2016	2015	2014
C. Skaalen	x	x	x	x		x	x	x		x	x	x	x	x	x	2	4	2
S. Donney	x	x	x	x		x	x	x	x	x	x	x		x	x	2	1	1
D. Swenson	x		x	x	x	x		x	x	x		x	x	x	x	3	5	2
A. Batstone	x	x	x	x	x	x		x	x	x	x		x			4	5	3
K. Kingsley	x		x	x	x	x	x	x	x	x	x	x	x	x	x	1	-	-

Project Highlights:

Harmony Spirits Project

- Assisted micro distillery locate a site in downtown Harmony.
 - Sold portion of downtown commercial lot.
 - **\$25,000 revolving loan.**
 - **\$10,000 economic development grant.**

State Trail Extension Project

- Had legislation introduced to secure \$1.5 million in state bond funds to acquire and construct an extension of the Harmony state trail to the Iowa boarder with a spur to Niagara Cave.
- Trail committee attended "Trail Advocacy Day on the Hill" in St. Paul to raise project awareness.
- Board members and staff met with legislators twice in Harmony and three times at the Capitol; testifying at two legislative committee hearings.
- Purchased 0.7 acres of property for trail route.

Industrial Park

- Sold a lot to Trevor Case to expand his painting business creating a new building valued at a minimum of \$45,000.
- Assisted 4 industrial park prospects; one of which is in the concept phase.

City Logo Contest

- Held contest to design new logo for the City of Harmony.

Dentist Attraction Project

- Discussed preliminary strategies to attract a dentist to Harmony.

Coordinated Joint Community Meeting

- Meeting held between City Council, Fillmore Central School Board, and EDA
- Discussed several issues, projects, and long term goals resulting in opportunities to partner together.

New Home Construction Rebate Program

- Awarded 3 rebates totaling **\$27,000** creating \$664,000 in new home value.

Revolving Loan Fund

- Made 5 loans totaling \$109,310.47 assisting 4 new businesses and 1 existing business expand.
 - Harmony Chiropractic Office; **\$4,390.47 loan.**
 - Harmony Gardens and Floral; **\$19,920 loan.**
 - Harmony Spirits; **\$25,000 loan.**
 - Monster Bash; **\$35,000 loan.**
 - Run Right Power Equipment; **\$25,000 loan.**

Grant Awards

- Applied and awarded **\$50,000** USDA Community Facilities grant to install back-up electric generators at the two city sewer lift stations and rewire the Community Center electric panel to accept a mobile back-up electric generator; improving the emergency preparedness of the city.
- Administered and closed out grant contract for MN DEED BDPI well grant.

Small Business Assistance/Counselling

- Assisted 21 unique businesses/prospects with business planning, finance packaging, general business assistance, questions with city issues, and similar help.

General/Administrative

- Reviewed and updated business subsidy policy.
- Reviewed and updated revolving loan fund policy.

Revolving Loan Fund Summary:

<u>Active Loan Portfolio</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total Number of Loans:	15	14	14
New Loans:	5	4	2
Total Principal Amount:	\$382,110.47	\$356,403.63	\$341,303.63
Total Balance Due:	\$325,217.97	\$237,936.15	\$233,277.14
Average Loan Amount:	\$25,474.03	\$23,671.69	\$24,378.83
Cash on Hand Available to Lend:	(\$8,953.62)	\$68,186.53	\$67,570.22

Loan Portfolio since Inception (1989, Harmony Enterprises Grant)

Total Loans Made:	63
Total Principal Amount:	\$1,045,331.77
Total Repayments:	\$678,636.20
Total Write Offs:	\$41,477.62
Total Interest Received:	\$254,028.40
Average Loan Amount:	\$16,592.57

New Construction Estimated Market Value (actual yr. built):

2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
\$ 1,018,500	\$ 930,900	\$ 414,700	\$ 911,000	\$ 464,500	\$ 219,100	\$ 150,500	\$ 198,800	\$ 427,600	\$ 363,500	\$ 1,407,900

2015 by Tax Classification

Ag/Rural	SRR	Res HM	Res Non-HM	Apt & BB	Comm	Indust	Total
\$ 180,000	\$ -	\$ 510,450	\$ 240,250	\$ 18,900	\$ 324,800	\$ 133,500	\$ 1,407,900

2014 by Tax Classification

Ag/Rural	SRR	Res Hm	Res Non-Hm	Apt & BB	Commercial	Industrial	Total
\$0	\$0	\$67,700	\$104,500	\$0	\$191,300	\$0	\$363,500

Economic Development Authority's Financial Impact on Harmony:

(Excluding loan repayments & fund interest earnings)

	2016	2015	2014
Total Grants Received:	\$50,000	\$217,400	\$490,000
Total Loans Made:	\$109,310	\$79,000	\$90,000
Total Short Term Project Revenue Leveraged:	\$37,000	\$0	\$36,896
Total Long Term Project Revenue Leveraged:	\$0	\$0	\$65,000
Total New Dollars Leveraged for Harmony:	\$196,310	\$296,400	\$681,896
Total City Levy:	\$567,503	\$550,000	\$550,000
Total EDA Budget:	\$123,599	\$97,500	\$115,565