

AGENDA
HARMONY CITY COUNCIL
Regular Meeting

October 9, 2018
7:00 P.M.

Council Room
Community Center

1. Call To Order
2. Roll Call
3. Public Forum
4. Public Hearing-USDA Grant
5. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Administrator Report
 - d. Financial Report
 - e. CD
 - f. Conflict of Interest Policy/USDA Grant
 - g. Harmony Fire Relief Association
 - h. Non-Union Health Insurance Rebate
6. Reports
 - a. Historical Society
 - b. Ambulance Deferred Compensation
 - c. Building & Maintenance Report
 - d. EDA Board
 - e. Park Board
 - f. Library Board
 - g. Arts Board
 - h. Board of Review Training
7. Adjourn

**BACKGROUND INFORMATION
HARMONY CITY COUNCIL
REGULAR MEETING**

**October 9, 2018
7:00 P.M.**

**Council Room
Community Center**

1. Call To Order
2. Roll Call
3. Public Forum-Heidi Jones
4. Public Hearing-USDA Grant
5. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Administrator Report-See report.
 - d. Financial Report-See report.
 - e. CD-Cash in CD #43794.
 - f. Conflict of Interest Policy/USDA Grant-Consider approval of policy which needs to be in place for USDA grant application. Consider submission of USDA application.
 - g. Harmony Fire Relief Association-Consider approval of bank transfer of \$7,500 contribution and fire state aid \$16,531.58 to fire relief association.
 - h. Non-Union Health Insurance Rebate-Consider personnel committee recommendation to split non-union health insurance rebate with non-union employees.
6. Reports
 - a. Historical Society-Some members of the Historical Society will be present to update the elevator restoration project.
 - b. Ambulance Deferred Compensation-Consider approval of ambulance deferred compensation from \$60/month to \$75/month. Consider deferred compensation for EMR's.
 - c. Building & Maintenance Report-Update on southeast electric loop project and northwest project. Update on WWTP and Visitor Center Roof.
 - d. EDA Board
 - e. Park Board
 - f. Library Board
 - g. Arts Board
 - h. Board of Review Training-Consider council members for online training.
7. Adjourn

A Regular meeting of the Harmony City Council was called to order by Mayor Steve Donney at 7:04 PM. Present were Mayor Donney, Councilmembers Debbie Swenson, Kyle Morem, Steve Sagen and Lynn Mensink; Attorney Greg Schieber, Administrator Jerome Illg, Chris Johnson, Terry Bigalk, Rod Johnson, Betty Dowe, Rosie Berge, Dennis & Kathleen DeKeyrel, Rosella Peterson, Janet Johnson, Dave & Diane Kiehne, Melissa Vanderplas, Hannah Wingert and Eileen Schansberg.

OPEN FORUM:

No one appeared.

CONSENT AGENDA:

Motion by Swenson and seconded by Mensink to approve the Consent Agenda which consisted of the Minutes to the August 14, 2018 Council Meeting, the Claims, the Administrator's Report, the Financial Report, casing in CD #43794 to the General Fund; Approving the MMUA Contract renewal of \$9,350; approve the Non-Union health insurance with a 2.5% increase for 2019; approve 2013A debt payment for an internal transfer at First Southeast Bank of \$36,650 (principal & interest) and SELCO Funding Resolution #18-08: A RESOLUTION SUPPORTING LIBRARY FUNDING PARTNERSHIP BETWEEN CITIES AND FILLMORE COUNTY.

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

Voting against was: No One

Abstained from voting was: No One

Absent from voting was: No One

The motion passed and Resolution 18-08 along with the Consent agenda carried.

FIRE DEPARTMENT:

Fire Chief Rod Johnson requested a variance to have 29 members on the Fire Department until the end of the year as one or more members are intending to retire. The current ordinance only allows for 28 members. It would be advantageous the Chief thought to train the three incoming members at the same time this fall. Motion by Swenson to approve the incoming three firemen, Chris Morem, Kyle Schevel and Kyle McIntyre to the Department. Seconded by Sagen. Voting yes was Sagen, Mensink, Morem and Swenson. Abstained was Donney. Motion carried and variance was granted and incoming Firemen approved.

FIRE RELIEF ASSOCIATION:

A request from the Harmony Fire Relief Association to consider an increase in the Fire Pension change increase from \$900 per year of service to \$950 per year of service. It was mentioned that this would not cause an increase in the annual city contribution towards the relief association. Motion by Swenson and seconded by Mensink to approve the change request. Voting yes was Mensink, Sagen and Swenson. Abstained from voting was Donney and Morem. Motion carried.

GOLDEN HAPPENINGS:

The Director of Golden Happenings, Betty Dowe submitted a letter requesting a room change from their current room. After discussion it was decided to paint and place blinds in their

current room. The Community Center bathrooms will be reviewed to accommodate adults. Maintenance Staff will gather cost estimates to update the bathrooms. The building committee will discuss further.

ALLEY VACATION:

Discussion held on the request of vacating an alley running North and South between 2nd Ave NE and 4th Ave NE but retaining a utility easement in the alley being vacated. Morem requested to modify the resolution to represent the back side of Lots 1-6 of the Aabergs Addition. Resolution #18-06 was presented: A RESOLUTION VACATING AN ALLEY. Motion by Morem and seconded by Sagen to approve Resolution 18-06: A RESOLUTION VACATING AN ALLEY with the modification.

Voting for the Resolution was: Morem, Sagen and Donney

Voting against the Resolution was: No One

Abstained from voting was: Swenson and Mensink

Absent from voting was: No One

The motion passed and resolution was adopted.

BUILDING & MAINTENANCE:

Administrator Illg gave an update on the Southeast Electrical Loop Project.

Seal Coating and patching is done except for a patch on 1st Ave NW.

EDA BOARD:

Experience Harmony Survey and community meeting responses were discussed.

PARK BOARD:

Will be gathering cost estimates for a playground at the Community Center. Options were discussed for funding the project.

The basketball courts in north park need to be replaced. Applications are being submitted for funding from grants and other community organizations.

New trash cans for downtown are being purchased thanks to funding from the Lions Club, the HACF and the City.

LIBRARY BOARD:

Fillmore County Cities are working to have Fillmore County increase their SELCO contribution to the County's Public Libraries. Cities have presented adopted Resolutions to the County Commissioner Board to come more into line with their funding to balance County patron usage compared to what the Cities are contributing.

Looking for Grant Monies for more Community Programs.

Sidewalk/Patio work has begun outside the Library.

ARTS BOARD:

No Report.

ELECTRICAL UPGRADE:

Administrator Illg mentioned that the utility committee is recommending improving the electrical line behind Niagara Court. The current overhead line needs major upgrading. Part of the overhead service will be redirected underground while placing the residential service

underground. Motion by Swenson and seconded by Mensink to upgrade the Northwest by Electrical Looping.

2019 BUDGET:

Discussion held on the 2019 Budget. Administrator Illg mentioned that the council should consider the presentation made by Mike Bubany regarding the future street and utility projects that will be necessary. Motion by Donney and seconded by Swenson to set the Levy at \$676,000. Voting for was Swenson and Donney. Voting against was Mensink, Morem and Sagen. Motion failed.

Motion by Swenson and seconded by Morem to set the Levy at \$700,000. RESOLUTION 18-07: A RESOLUTION CERTIFYING THE PROPOSED PROPERTY TAX LEVY TO THE COUNTY AUDITOR IN 2018 FOR TAXES PAYABLE IN 2019

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

Voting against the Resolution: No One

Abstained from voting was: No One

Absent from voting was: No One

The motion carried to set the Preliminary Levy at \$700,000 and resolution adopted.

Council agreed to move the community bikes from the Community Center down to the Visitor Center. Maintenance staff will move them.

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 9, 2018

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 101 General Fund					
General Fund		Union Central Pension Fund	CENTRAL PENSION FUND	Pension contribution Chris, Brian Corey	\$264.00
General Fund		Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	Union Insurance Brian, Chris, Terry	\$3,720.00
General Fund		Union Dues	IUOE LOCAL #49	union dues Brian Chris Corey	\$105.00
General Fund		NCPERS Insurance	NCPERS GROUP LIFE INS	511800	\$48.00
General Fund		Life Insurance	USABLE LIFE	101421301G	\$75.10
General Fund	Administration	Copy/Fax Supplies	1 SOURCE	office supplies	\$51.73
General Fund	Administration	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Vam	\$15.81
General Fund	Administration	Office Accessories	1 SOURCE	bulletin board	\$269.99
General Fund	Administration	Office Equip	BLUFF COUNTRY COMPUTER WORKS	new computer setup	\$125.00
General Fund	Administration	Repair/Maint Office Equipment	METRO SALES	Copier contract	\$316.26
General Fund	Animal Control	Small Tools and Minor Equip	KINGSLEY MERCANTILE	live trap	\$87.99
General Fund	Civil Defense	Telephone	HARMONY TELEPHONE COMPANY	Sirens/DSL Phone	\$89.31
General Fund	Community Center	Building Repair Materials	ELAN FINANCIAL SERVICES	blinds for SS room & Amb room	\$947.35
General Fund	Community Center	Cleaning Supplies	DALCO	bathroom supplies/paper	\$215.77
General Fund	Community Center	Contractual Services	CUSTOM COMMUNICATIONS, INC	Quarterly Fire Alarm monitoring	\$94.50
General Fund	Community Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Comm Ctr	\$809.00
General Fund	Community Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Com Ctr	\$160.64
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	glue/batteries/tape	\$18.57
General Fund	Community Center	Repair/Maint Bldg/Structures	KINGSLEY MERCANTILE	move air conditioner from Patio	\$128.24
General Fund	Community Center	Repair/Maint Land	NORBY TREE SERVICE LLC	trees removed around Comm Ctr	\$1,500.00
General Fund	Community Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Comm Ctr	\$47.80
General Fund	Community Center	Small Tools and Minor Equip	KINGSLEY MERCANTILE	punch/bit/tape measures	\$23.56
General Fund	Community Center	Telephone	HARMONY TELEPHONE COMPANY	Admin Phone/DSL	\$220.24
General Fund	Community Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Comm Ctr	\$30.03
General Fund	Community Development	General Notices and Pub Info	BLUFF COUNTRY NEWSPAPER GROUP	public notice USDA rural funding	\$24.00
General Fund	Community Events	Program Services	HARMONY CHAMBER OF COMMERCE	Harmony-Opoly Golden Happenings	\$32.00
General Fund	Community Events	Program Services	OFSTEDAL, CINDY	Golden Happenings Program	\$60.00
General Fund	Council	Office Accessories	KINGSLEY MERCANTILE	Refrigerator-Shop	\$500.00
General Fund	Ice & Snow Removal	Machinery and Equipment	IRONSIDE TRAILER SALES & SERVI	snow pusher	\$3,150.00
General Fund	Ice & Snow Removal	Street Maint Materials	MORTON SALT	winter road salt	\$1,830.41
General Fund	Legal Services	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Sept	\$754.00
General Fund	Personnel Administration	General Operating Supplies	CULLIGAN	Wellness program	\$47.90
General Fund	Personnel Administration	General Operating Supplies	ILLG, JEROME	wellness program	\$30.95
General Fund	Personnel Administration	General Operating Supplies	SCHANSBERG, EILEEN	Wellness program	\$5.06
General Fund	Personnel Administration	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	2018 Drug & Alcohol testing	\$124.00
General Fund	Police Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-squad	\$390.38

CITY OF HARMONY
City Council Claims for Review

October 9, 2018

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
General Fund	Police Department	Telephone	HARMONY TELEPHONE COMPANY	Police Phone	\$41.73
General Fund	Public Works Buildings	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Shop	\$172.11
General Fund	Public Works Buildings	Gas Utilities	MINNESOTA ENERGY	monthly gas service Shop	\$65.35
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	carbon dioxide	\$24.95
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen cylinders	\$40.15
General Fund	Public Works Buildings	Refuse/Garbage Disposal	FILLMORE CO. RESOURCE RECOVERY	shop garbage	\$30.00
General Fund	Public Works Buildings	Small Tools and Minor Equip	KINGSLEY MERCANTILE	knife/plug	\$18.78
General Fund	Public Works Buildings	Telephone	HARMONY TELEPHONE COMPANY	Shop DSL	\$44.95
General Fund	Public Works Buildings	Water Utilities	HARMONY PUBLIC UTILITIES	water-Shop	\$23.83
General Fund	Streets	General Notices and Pub Info	BLUFF COUNTRY NEWSPAPER GROUP	alley vacation second notice	\$22.00
General Fund	Streets	Motor Fuels/Lubricants	PRESTON EQUIPMENT CO.	diesel for generator	\$35.07
General Fund	Streets	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel Brian truck/tractor	\$213.35
General Fund	Streets	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	mirror kit for tractor	\$75.30
General Fund	Streets	Repair/Maint Other Improve	NORBY TREE SERVICE LLC	boulevard tree removed	\$600.00
General Fund	Visitor Center	Cleaning Supplies	DALCO	bathroom supplies/paper	\$179.23
General Fund	Visitor Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Vis Ctr	\$222.57
General Fund	Visitor Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Vis Ctr	\$51.55
General Fund	Visitor Center	General Operating Supplies	KINGSLEY MERCANTILE	bunge strap/hooks/anchors	\$6.03
General Fund	Visitor Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Vis Ctr	\$62.20
General Fund	Visitor Center	Small Tools and Minor Equip	KINGSLEY MERCANTILE	totes for bike helmets	\$33.58
General Fund	Visitor Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Vis Ctr	\$39.03
Fund 101 General Fund					\$18,314.35
Fund 211 Library Fund					
Library Fund	Library	Computer Supplies	QUILL CORPORATION	Label tape	\$46.29
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	audio books	\$142.35
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	audio books	\$84.67
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$33.86
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$186.91
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$19.18
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$98.83
Library Fund	Library	Media-Books	RUSHFORD PUBLIC LIBRARY	book	\$30.56
Library Fund	Library	Media-Periodicals	REPUBLICAN-LEADER/NEWS RECORD	2 Year Subscription	\$48.00
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$29.92
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$12.87
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$19.19
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$28.99
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$27.00

CITY OF HARMONY
City Council Claims for Review

October 9, 2018

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$62.22
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$31.42
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$54.24
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$24.96
Library Fund	Library	Media-Video	COHEN, DAVID	DVD Series 1	\$12.87
Library Fund	Library	Media-Video	ELAN FINANCIAL SERVICES	credit Amazon Prime	-\$12.99
Library Fund	Library	Postage	SOUTHEASTERN LIBRARIES COOP	postage on mailers	\$19.27
Library Fund	Library	Printed Forms	SOUTHEASTERN LIBRARIES COOP	mailers & SMS notices	\$13.10
Library Fund	Library	Program Supplies	HARMONY FOODS	paper plates for crafts	\$4.38
Library Fund	Library	Repair/Maint Bldg/Structures	KINGSLEY MERCANTILE	adjust thermostat in Library	\$36.00
Library Fund	Library	Repair/Maint Office Equipment	METRO SALES	copier maintenance	\$389.46
Library Fund	Library	Software Service Fees	SOUTHEASTERN LIBRARIES COOP	basic services & PC support	\$587.42
Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	\$48.34
Fund 211 Library Fund					\$2,079.31
Fund 222 Fire Fund					
Fire Fund	Fire Department	Equipment Parts	KINGSLEY MERCANTILE	furnace filter/batteries	\$13.78
Fire Fund	Fire Department	General Notices and Pub Info	FILLMORE COUNTY JOURNAL	Emergency Response Ad	\$19.00
Fire Fund	Fire Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas/diesel-Firetrucks	\$107.62
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	program 2 radios in Grass Rig/Rescue truc	\$236.00
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager/battery	\$35.25
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Department	Repair/Maint Other Equipment	ANCOM TECHNICAL CENTER	repair pager	\$13.75
Fire Fund	Fire Stations and Bldgs	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Firehall	\$300.89
Fire Fund	Fire Stations and Bldgs	Gas Utilities	MINNESOTA ENERGY	monthly gas service Firehall	\$51.55
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	\$43.66
Fire Fund	Fire Stations and Bldgs	Water Utilities	HARMONY PUBLIC UTILITIES	water-Firehall	\$14.53
Fund 222 Fire Fund					\$927.78
Fund 223 Ambulance Fund					
Ambulance Fund	Ambulance Service	Financial Services Fees	EXPERT T BILLING	Amb billing for August	\$243.00
Ambulance Fund	Ambulance Service	General Notices and Pub Info	FILLMORE COUNTY JOURNAL	Emergency Response ad	\$19.00
Ambulance Fund	Ambulance Service	Medical and Dental Fees	WINNESHIEK CO. MEMORIAL HOSPIT	intercept LS	\$248.00

CITY OF HARMONY
City Council Claims for Review

October 9, 2018

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Ambulance Fund	Ambulance Service	Medical Supplies	EMERGENCY MEDICAL PRODUCTS	medical supplies	\$160.14
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	KWIK TRIP,INC	diesel-Amb	\$313.75
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel-Amb	\$103.41
Ambulance Fund	Ambulance Service	Postage	VERIZON WIRELESS	monthly cell service	\$47.66
Fund 223 Ambulance Fund					\$1,134.96
Fund 251 Park Fund					
Park Fund	Parks	Chemicals and Chem Products	NUTRIEN AG SOLUTIONS	weed killer	\$90.65
Park Fund	Parks	Chemicals and Chem Products	NUTRIEN AG SOLUTIONS	insect killer	\$43.56
Park Fund	Parks	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-parks	\$211.01
Park Fund	Parks	General Operating Supplies	KINGSLEY MERCANTILE	rope/nuts/bolts/washers	\$10.78
Park Fund	Parks	Landscaping Materials	NUTRIEN AG SOLUTIONS	grass seed	\$45.00
Park Fund	Parks	Landscaping Materials	NUTRIEN AG SOLUTIONS	grass seed	\$45.00
Park Fund	Parks	Landscaping Materials	NUTRIEN AG SOLUTIONS	grass seed	\$45.00
Park Fund	Parks	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-mowers	\$209.52
Park Fund	Parks	Other Rentals	ON SITE SANITATION	monthly rental porta potty	\$74.00
Park Fund	Parks	Repair/Maint Other Improve	NORBY TREE SERVICE LLC	trees removed-Selvig Park and Trailhead P	\$1,800.00
Park Fund	Parks	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-parks	\$118.00
Park Fund	Parks	Water Utilities	HARMONY PUBLIC UTILITIES	water-parks	\$148.12
Fund 251 Park Fund					\$2,840.64
Fund 601 Water Fund					
Water Fund		F/A-Equip/Machinery	BLUFF COUNTRY COMPUTER WORKS	new computer setup	\$125.00
Water Fund		F/A-Other Equipment	MOREM ELECTRIC, INC	drive for well	\$11,829.56
Water Fund	Water Utility Administratio	Postage	ELAN FINANCIAL SERVICES	mailed water sample	\$25.80
Water Fund	Water Utility Administratio	Postage	ELAN FINANCIAL SERVICES	mailed water sample	\$7.25
Water Fund	Water Utility Administratio	Software Service Fees	ITRON, INC	software maint support	\$354.29
Water Fund	Water Utility Operation	Contractual Services	WESTRUM LEAK DETECTION, INC	2018 Water Leak Detection	\$1,050.00
Water Fund	Water Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-pumphouses	\$1,077.05
Water Fund	Water Utility Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service pumphouses	\$42.04
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	\$779.16
Water Fund	Water Utility Operation	Motor Fuels/Lubricants	PRESTON EQUIPMENT CO.	diesel for generator	\$35.07
Water Fund	Water Utility Operation	Utility Maint Materials	CORE & MAIN, LP	Water maintenance supplies	\$1,086.01
Water Fund	Water Utility Operation	Utility Maint Materials	METERING & TECHNOLOGY SOLUTIO	3/4 in meter (6)	\$355.29
Fund 601 Water Fund					\$16,806.52
Fund 602 Sewer Fund					

CITY OF HARMONY
City Council Claims for Review

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Sewer Fund	Sewer Administration	Software Service Fees	ITRON, INC	software maint support	\$354.29
Sewer Fund	Sewer Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-WWTP/Lift Stations	\$1,840.22
Sewer Fund	Sewer Operation	Gas Utilities	MINNESOTA ENERGY	monthly service-WWTP	\$265.18
Sewer Fund	Sewer Operation	General Operating Supplies	KINGSLEY MERCANTILE	glue/adhesive/batteries	\$30.76
Sewer Fund	Sewer Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Wastewater Testing Lab Fees	\$873.40
Sewer Fund	Sewer Operation	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	4th quarter safety program	\$779.16
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	KINGSLEY MERCANTILE	fuel	\$21.99
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	PRESTON EQUIPMENT CO.	diesel for generator	\$35.07
Sewer Fund	Sewer Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	replace broken manhole cover	\$99.86
Sewer Fund	Sewer Operation	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-WWTP	\$1,568.12
Sewer Fund	Sewer Operation	Telephone	HARMONY TELEPHONE COMPANY	Lift Stations Dialer/DSL Phone	\$165.38
Sewer Fund	Sewer Operation	Water Utilities	HARMONY PUBLIC UTILITIES	water-WWTP	\$980.28
Fund 602 Sewer Fund					\$7,013.71
Fund 603 Solid Waste Fund					
Solid Waste Fund	Solid Waste Operation	Repair/Maint Other Improve	BRUENING ROCK PRODUCTS, INC	tree dump rock	\$618.50
Solid Waste Fund	Solid Waste Operation	Repair/Maint Other Improve	IRONSIDE TRAILER SALES & SERVI	inner tube for leaf vac	\$27.65
Fund 603 Solid Waste Fund					\$646.15
Fund 604 Electric Fund					
Electric Fund		Utility Deposits	UTILITY DEPOSIT	Utility deposit refund Brandi Olson	\$150.00
Electric Fund		F/A-Equip/Machinery	BLUFF COUNTRY COMPUTER WORKS	new computer setup	\$125.00
Electric Fund		Electric Service Upgrades	MOREM ELECTRIC, INC	underground to distillery	\$2,710.10
Electric Fund	Electric Utility Operation	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$59,686.73
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-town clock	\$12.99
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Streetlighting	\$1,551.80
Electric Fund	Electric Utility Operation	Management Fees	MINN MUNICIPAL UTILITIES ASSOC	4th quarter safety program	\$779.18
Electric Fund	Electric Utility Operation	Miscellaneous	ENERGY REBATE	Energy rebate-B Gatzke	\$25.00
Electric Fund	Electric Utility Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Chris Truck	\$96.90
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	locates/no locates	\$25.65
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	new service hookup 4-plex	\$157.50
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	underground to 730 6th St SE	\$446.50
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	damaged street light Main Ave/Lutheran C	\$528.64
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	NORBY TREE SERVICE LLC	tree removed-Niagara Ct	\$500.00
Electric Fund	Electric Utility Operation	Utility Maint Materials	METERING & TECHNOLOGY SOLUTIO	Elec meter	\$267.39
Electric Fund	Electric UtilityAdministratio	Deposit Interst Paid	UTILITY DEPOSIT	int on deposit-B Olson	\$1.50
Electric Fund	Electric UtilityAdministratio	Software Service Fees	ITRON, INC	software maint support	\$354.29
Fund 604 Electric Fund					\$67,419.17

CITY OF HARMONY
City Council Claims for Review

October 9, 2018

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 605 Storm Water Fund					
Storm Water Fund	Storm Water Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel-Sweeper	\$82.97
Fund 605 Storm Water Fund					\$82.97
Fund 620 Economic Development Authority					
Economic Development	Economic Development	Planning & Development Fees	CEDA	4th Qtr Contract	\$7,352.75
Economic Development	Economic Development	Telephone	GOVOFFICE LLC	annual web service	\$550.00
Economic Development	Economic Development	Telephone	HARMONY TELEPHONE COMPANY	EDA Phone	\$20.61
Fund 620 Economic Development Authority					\$7,923.36
					\$125,188.92

ADMINISTRATOR'S REPORT

For the Period from September 11, 2018 to October 9, 2018

ADMINISTRATION

Preparing 2019 budget.

Part I is complete of Wellhead Protection Plan for new well.

Gathering quotes and options for sound system for council room.

Been meeting with Fillmore County librarians and city administrators to discuss inequities in SELCO library funding from Fillmore County Board.

Assembling USDA grant to upgrade generator at WWTP and for motorized scissors lift.

Sent out letters for delinquent utilities to assess. Public hearing at November council meeting.

UTILITY/BUILDING COMMITTEE

Final lift has been installed for 2017 Street and Utility Project. Yard restoration has been reviewed and correspondence sent to contractor to repair some yards.

MNDOT has finished up mill and overlay on TH139 from Hwy 52 to State Line in 2017. MNDOT hopes to be closing out project soon for remaining funds determination.

Coordinating paperwork with school for land swap by community center for baseball field and parking lot. Due to the removal of most trees, school has agreed to cooperatively plant some trees once construction is complete. May need to consider installation of parking lot lights.

Have walked and reviewed southeast electrical line project with MiEnergy engineers a couple times. A few trees will be trimmed or removed along our existing electric line from 5th St SE to Center St E on the alley between 2nd Ave SE and 3rd Ave SE for an additional line to loop the 3-phase service as part of the project. Majority of project will be plowed with a few spots directionally drilled. Project is anticipated to start soon. The committee has reviewed the cost estimates.

Building committee met and discussed community center renovations. We are gathering some cost estimates on bathrooms. Other items are in process or have been completed already.

Administered roof inspections for visitor center and WWTP.

City of Harmony
Cash Balance Report
August 2017 and August 2018

Fund Description	August-17	August-18
General Fund	830,020.67	855,241.63
Revolving Loan Fund	32,817.91	90,933.46
Commercial Rehab Fund	941.90	11,906.70
Library Fund	(8,832.55)	(8,521.20)
Fire Fund	72,599.24	32,980.61
Ambulance Fund	18,511.22	109,324.11
Park Fund	62,575.56	63,296.18
Arts Fund	3,524.39	2,130.20
GO Improvement 2010A-3rd St SW	34,990.08	36,411.14
GO Tax Abatement 2013A-Comm Cntr	24,745.78	25,765.47
GO Improvement 2013B-Heritage Grove	8,329.23	13,041.98
GO Improvement 2014A-1st Ave SW	134,607.09	4,524.97
GO Improvement 2017A-Various		53,547.72
Capital Projects Fund	646,553.24	856,429.22
TIF District #5-Antique Mall	7,349.07	7,764.15
TIF District #6-HECO	4,531.33	7,051.77
2017 Street and Utility Project	(234,295.10)	9,984.44
Water Fund	185,254.68	198,638.37
Sewer Fund	21,753.83	48,076.90
Solid Waste Fund	6,009.59	5,807.58
Electric Fund	564,330.23	641,381.12
Storm Water Fund	9,451.77	10,429.62
Economic Development Fund	79,997.51	98,602.96
Total	2,505,766.67	3,174,749.10

CITY OF HARMONY

POLICY ON CONFLICTS OF INTEREST

POLICY STATEMENT

The Common Council of the City of Harmony expects its members to uphold the oath of office and to maintain the highest standards of ethical conduct in order to ensure the public's confidence and respect. The avoidance of conflicts of interest, apparent or real, through the use of informed judgment and timely disclosures, is necessary in order to maintain this confidence and respect.

II. CONFLICTS OF INTEREST: REPORTING

Members shall avoid any conduct or activity which might result in or create the appearance of a conflict of interest, including but not limited to:

- A. Improperly using public office for private gain.
- B. Improperly giving preferential treatment to any organization or person.
- C. Compromising the independence or integrity of the city, council, or any employee.
- D. Impairing the city's efficiency or economy.
- E. Adversely affecting the confidence of city employee(s) or the public in the integrity of the city or council.

III. CONTRACTS

When the city contracts with individuals or firms, members shall avoid the appearance of conflicts of interest such as those listed above. In some cases, the appearance of a conflict of interest may prevent the city from contracting with a particular individual or firm. This might occur if a member has a direct financial interest in the contracted business.

The following factors should be considered:

- A. The extent of the member's involvement in the business. Is the member a part or sole owner, part-time employee? Does the member have a stake in the business personally or through an immediate family member? If the member is directly involved in the business or is closely related to a person who has a significant financial interest in the business, the appearance of a conflict of interest is greater and the facts must be disclosed.
- B. The size of contract and the contract award process including but not limited to the following:
 - Informal bid
 - Purchase order
 - Formal bid and award
 - Emergency award
 - Subcontracts
 - Consulting contracts (design, testing, services, etc.)

The more formal the bidding and award process, the less likely it is that a

member's interest in an outside firm could influence the award process. Nevertheless, if a member has a close personal or family relationship with an individual who has a significant financial stake in the business, a conflict of interest could be found. Such situations shall be disclosed, and avoided to the extent reasonably possible.

- C. If a member transacts non-city business with an individual or firm who also contracts with the city, or which bids on city work, an appearance of a conflict may arise. The potential conflict is that the member, the contractor or third parties may believe that the member can or will exert improper influence over the city contracting process to gain some personal advantage in the non-city contract. The factors listed above should be considered to determine whether it is proper for the member to conduct non-city business with the contractor, and whether disclosure is required. If the contractor is aware of the member's relationship with the city, the member shall explain to the contractor that no preferential treatment is expected or permitted.

IV. DISCLOSURES

- A. To protect the city and its members, members shall disclose any potential conflicts of interest at least annually, or when necessary as changes occur which require reporting, and at the time when a potential conflict arises or may arise. Both the member's own business relationships which create the conflict and those immediate family members (at least spouse, parent, minor/adult child, and sibling) shall be disclosed. The member shall explain all relevant facts in writing:
 - 1. Within 48 hours of a member's discovery of a conflict of interest, the member shall prepare a written statement disclosing the conflict of interest.
 - 2. The member shall deliver a copy to the City Administrator and the Mayor. (If the Mayor has a conflict of interest, she/he shall deliver the statement to the Vice-Mayor).
 - 3. If a conflict of interest presents itself and there is insufficient time to deliver a written statement as required herein, the member shall verbally advise the council, the Mayor or the City Administrator of the potential conflict. A written statement shall then be delivered to the City Administrator and the Mayor within one week after the conflict of interest presents itself.
 - 4. The completed disclosure forms and statements shall be retained at the city offices.
- B. The member who has a conflict of interest as defined in Paragraph A of this section shall refrain from voting on or otherwise participating in the action or decision with which there is a conflict of interest. A member is specifically exempted from the prohibitions of this paragraph when the action to be taken or the decision to be rendered is one which is solely advisory.

V. GIFTS, GRATUITIES AND OTHER FINANCIAL TRANSACTIONS

No member shall, by reason of his or her election or appointment to the council, whether on behalf of the member or a relative of the member, solicit or receive any gift, gratuity or any other item with a monetary value from any person or entity, including a business which contracts with the city.

VI. VIOLATIONS

Because of the importance to the city of upholding the public trust by avoiding conflicts of interest, a member who violates this policy by failing to fully disclose a situation which presents a significant conflict of interest shall be subject to censure or other action by the council. In consultation with legal counsel and the City Administrator, the Mayor or Vice-Mayor or other members shall recommend to the full council appropriate action.

Any member who believes that another member has not adequately disclosed a significant conflict of interest, should report the matter to the Mayor, Vice-Mayor or City Administrator, who may then consult with legal counsel to determine an appropriate course of action.

VII. ADMINISTRATION OF POLICY

The City Administrator shall issue appropriate forms and procedures to implement this policy.

CITY OF HARMONY
POLICY ON CONFLICTS OF INTEREST
ANNUAL REPORTING FORM

Name: _____
(Please Print Full Name)

Date: _____

CONFLICTS OF INTEREST DISCLOSURE

I have read the City of Harmony's policy for council members on Conflicts of Interest.

Neither I nor my immediate family¹ have any financial interest which may violate this Conflicts of Interest policy other than the following: (If none, write none.)

I will promptly notify the Mayor or City Administrator if I or any member of my immediate family will acquire a financial interest in a business which may contract with the city, or if I or an immediate family member becomes involved in any other transaction which may appear to be a conflict of interest.

¹ *Immediate family members include at least spouse, minor or adult child, and siblings*

Signature

Date Signed

HAHS Project Updates: Harmony Council Mtg – 10/9/18

Historic Signage : Project Completed in June

- **Thank You**
- Positive Responses
- Inspiration for Hastings project!!

MNopedia (Online resource about MN History):

- Grant from MN Historical Society
- 14 Articles by Amy Hahn
- 12 of 14 published to date (additional publicity when complete)
- Harmony definitely on the “History Map”
- www.mnopedia.org (click on “more” or map markers)

Elevator Project: (since 4/10/18 mtg)

- Elevator Committee continues to meet
- Additional info gathered from MHS Preservation & Grant offices
- Updated Project Plan 10/1/18 (attached)
- \$10K grant from HACF for Phase 1
- Obtained property description/drawing (attached)
- Drone video of roof
- Talked with Researcher & Restoration Architect for National Register study

- **Need to work on Development Agreement & property transfer**

Elevator Restoration Plan -10/1/18

This effort is expected to be a multi-phase (multi-year) project:

Phase I = National Register Eligibility / Development Plan (2018 - 2019 est)

Phase II = External Restoration Design / Building Assessment (2019 - 2020 est)
(needed to access Minnesota Historical Society [MHS] Funds for restoration)

Phase III = External Restoration (2020 – 2021 est)
(dependent on availability of funds)

Phase IV = Internal Restoration (sched TBD)

Phase V = Interpretive Center (sched TBD)

Phase I goals: National Register Eligibility / Development Plan

1. Form a restoration Committee
2. Survey /Property Description
3. Transfer Property to City (need agreement with the City of Harmony)
4. Hire Researcher/Historical Architect for National Register activity.
(talks initiated with Researcher & Architect)
5. Define restoration era (how far back do we go)
6. Adjust Phase I details and budget as needed.
7. Identify any critical work needed to ensure building stability
8. Develop specific goals/budgets for Phases II – V
9. Identify funding sources for future activity (MHS/other orgs./fundraisers)

Proposed Phase II goals: External Restoration Design / Building Assessment
(needed to access MHS Funds >\$10K for restoration)

1. Hire Restoration Architect for Building Assessment
2. Obtain an architecture review/drawings
3. Obtain contractor estimates for final restoration needs.

Proposed Phase III goal: Complete External Restoration

Phase IV & V goals: TBD

Budgets:

Phase I (National Register Eligibility / Development Plan):

Historical Research / property evaluation	\$ 6,000
Property Survey	\$ 500
Materials Analysis	\$ 500
Legal Fees	\$ 500
Communications (postage, printing, etc.)	\$ 200
Marketing/Promotion/Publicity/Signage	\$ 800
Travel	<u>\$ 1,500</u> \$10,000

Phase II (External Restoration Design / Building Assessment) \$10,000 est

Phase III (External Restoration) \$150,000 est

Phase IV (Internal Restoration) TBD

Phase V (Interpretive Center) TBD

Elevator Restoration Committee:

Co-chair	Richard Kiehne*	rakiehne@harmonytel.net	507-440-8579
Co-chair	Mary Lou Zombory*	mlzretire@harmonytel.net	507-886-5478
other participants:	Dave Kiehne		
	Elmo Dahl		
	Greg Schrieber		
	Dick Boice		
	Joe Stevens		
	Roxanne Johnson		
	Jim Strosyk		
	Joanne Burmeister		
	Miriam Harstad*		
	Ralph Beastro		

*HAHS Board Member



deed 220801
RR to Harmony Agri

deed 217688
RR to Severson
deed 241787 to dahl
Depot

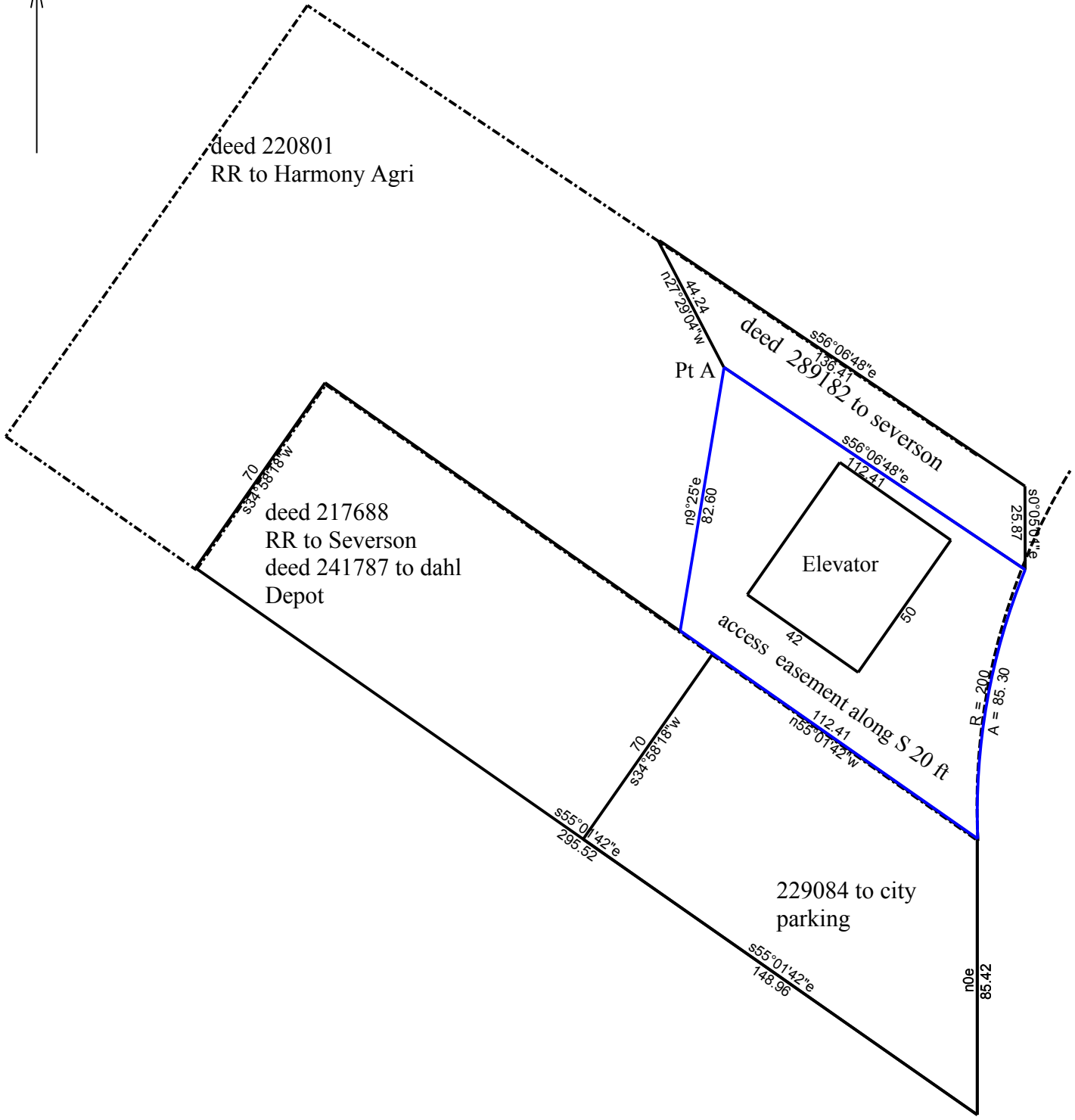
Pt A

deed 289182 to severson

Elevator

access easement along S 20 ft

229084 to city
parking



Tract Data and Deed Calls: File= 15.0088.020 description.ndp

+Tract 01: 0.3046 Acres (13267 Sq. Feet), Closure: n00.0544w 119.41 ft. (1/7), Perimeter=802 ft.
+Tract 02: 0.4355 Acres (18972 Sq. Feet), Closure: n00.0000e 0.00 ft. (1/182373), Perimeter=698 ft.
+Tract 03: 0.2000 Acres (8713 Sq. Feet), Closure: n00.0000e 0.00 ft. (1/105732), Perimeter=404 ft.
+Tract 04: 0.0609 Acres (2655 Sq. Feet), Closure: n89.2728e 0.46 ft. (1/699), Perimeter=319 ft.
+Tract 05: 0.0482 Acres (2100 Sq. Feet), Closure: n00.0000e 0.00 ft. (1/999999), Perimeter=184 ft.
+Tract 06: 0.0162 Acres (707 Sq. Feet), Closure: s14.0000w 118.21 ft. (1/1), Perimeter=120 ft.
Tract 07: 0.1901 Acres (8283 Sq. Feet), Closure: n08.0055w 0.13 ft. (1/3083), Perimeter=393 ft.
Net Area= 1.0655 Acres, (46414) Sq. Feet.

1: /ne,ne,15,101n,10w
2: /s0.0107w 893.92
3: /n55.0142w 38.28
4: /n0e 118.83
5: n56.0648w 250
6: s34.5818w 163
7: s55.0142e 72
8: n34.5818e 70
9: s55.0142e 246.56
10: @4 +
11: n55.0142w 246.56
12: s34.5818w 70
13: s55.0142e 295.52
14: n0e 85.42
15: @4 +
16: n55.0142w 100
17: s34.5818w 70
18: s55.0142e 148.96
19: n0e 85.42
20: @0 +
21: /s01.0421e 633
22: /s88.3630w 142.36
23: /s0.2458e 50.26
24: s56.0648e 136.41
25: s0.0501e 25.87
26: n56.0648w 112.41
27: n27.2904w 44.24
28: @5 +
29: /n55w 10
30: /s0e 32
31: n55w 42
32: s35w 50
33: s55e 42
34: n35e 50
35: @10 +
36: curve right radius 200 arc 120 chord n14e
37: @27
38: s56.0648e 112.41
39: curve left radius 200 arc 85.30 chord s10w
40: n55.0142w 112.41
41: n9.25e 82.60

That part of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section 15, Township 101 North, Range 10 West, City of Harmony, Fillmore County, Minnesota, described as follows: Commencing at the Northeast Corner of said NE 1/4 NE 1/4; thence South 01 degrees 04 minutes 21 seconds East (assumed bearing) along the East line of said NE 1/4 NE 1/4, 633.00 feet; thence South 88 degrees 36 minutes 30 seconds West parallel with the North line of said NE 1/4 NE 1/4, 142.36 feet; thence South 00 degrees 24 minutes 58 seconds East, 50.26 feet to the Northerly line of the now abandoned Chicago, Milwaukee, St. Paul and Pacific Railroad Company Right-of-Way; thence South 27 degrees 29 minutes 04 seconds East, 44.24 feet, to Point A and to the point of beginning of the tract of land to be herein described; thence South 56 degrees 06 minutes 48 seconds East 112.41 feet to the Westerly R.O.W. line of Main Street in the City of Harmony; thence Southerly along said Westerly R.O.W. line of said Main St. and to a point described as follows: Commencing at the Northeast Corner of said quarter Section, thence South 00°01'07" West, assumed bearing, along the East line of said Northeast Quarter, 893.92 feet to the centerline of the main track of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (now removed); thence North 55° 01'42" West, along said centerline, 38.28 feet to the West line of Main Street as located in the City of Harmony; thence North 55° 01'42" West, along said centerline, 112.41 feet; thence Northerly to Point A, and to the point of beginning.

Subject to an easement for ingress – egress along the southerly 20 feet thereof.

Subject to any other easements of record.