

AGENDA
HARMONY CITY COUNCIL
Regular Meeting

June 11, 2019
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. Liquor License
5. Reports
 - a. Liquor License
 - b. Mosquito Control
 - c. Engineering Proposal
 - d. Personnel Committee
 - e. Utility Committee
 - f. Building & Maintenance Report
 - g. EDA Board
 - h. Park Board
 - i. Library Board
 - j. Arts Board
6. Adjourn

**BACKGROUND INFORMATION
HARMONY CITY COUNCIL
REGULAR MEETING**

**June 11, 2019
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 #43999.
 - f. Liquor License-Consider renewal approval of On-Sale/Sunday Liquor License for On the Crunchy Side and Harmony Golf Club. Consider approval of On/Off Sale/Sunday for The Stoplight.
5. Reports
 - a. Liquor License Renewal-Consider approval of Estelle's On-Sale/Sunday Liquor.
 - b. Mosquito Control-Rich will present to discuss mosquito spraying.
 - c. Engineering Proposal- Brett Grabau will be present to discuss engineering cost estimate for feasibility report for potential 2020 project.
 - d. Personnel Committee-Discuss bereavement policy.
 - e. Utility Committee-Discuss consideration of fees for undeveloped lots. Trailer for scissor lift.
 - f. Building & Maintenance Report
 - g. EDA Board
 - h. Park Board
 - i. Library Board
 - j. Arts Board
6. Adjourn

MAY 14, 2019

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 Tony Webber, Steve Sagen, Debbie Swenson and Lynn Mensink, Attorney Greg Schieber, Administrator Jerome Illg, Chris Johnson, Terry Bigalk, Roxanne Alden, Ron Vikre, Marilyn Ludens, Arlene Helgeson, Lynn Arnold, R. Dan Tieffenbacher, Keith McIntosh, Kyle Scheevel, Dustin Hanson, Jeremy Kruegel, Hannah Wingert, Melissa VanderPlas and Eileen Schansberg.

Mayor Donney opened the CONTINUATION OF BOARD OF REVIEW from last month: Fillmore County Assessor Ron Vikre explained the process determining the property values. The Public was given the opportunity to discuss their property evaluations and taxes.

OPEN FORUM:

Marilyn Ludens discussed a large pickup and trailer that is continually parked on 1st Ave SW. Webber discussed the parking ordinance needing to be updated. At the moment the pickup is parked in compliance with the current ordinance.

CONSENT AGENDA:

Motion by Mensink and seconded by Swenson to approve the Consent Agenda that consisted of the minutes to the April 9, 2019 meeting, the claims, the Administrator's Report, Financial Report, Cashing CD #43889 to the General Fund, approving the Wellhead Protection Amendment Part 1, approve the Fireworks Agreement with the City of Canton, approve the Off Sale Liquor License for Pam's Corner Convenience, and accept the USDA Grant award. All present voting yes. Motion carried.

Mayor Donney closed the BOARD OF REVIEW at 7:30 PM.

Jeremy Kruegel visited with the Council regarding his property being used by large trucks to work on the North Lift Station whether it was city staff or Contractors. Kruegel felt the large trucks were causing his driveway and lot to crumble and does not want them on his property. Council reaction was to use a different access to the Lift station and if that cannot be avoided to contact Kruegel beforehand.

CONSERVATION CLUB:

Motion by Swenson and seconded by Sagen to approve the Noise and Liquor Permits for the Conservation Club for the 4th of July Celebration.

The Conservation Club requested a service upgrade to Selvig Park to accommodate the band they have hired for entertainment over the 4th of July Celebration. The Band needed 2-200-amp services. The Park Board and Utility Committee have discussed the situation and recommended to the council to add the service with the Park Board and Electric splitting the cost.

Motion by Sagen and seconded by Webber to approve the new service. All present voting yes. Motion carried.

UTILITY COMMITTEE:

A street map was presented showing streets that needed maintenance whether a full reconstruct or just a mill & overlay to be done is 2020. The Utility Committee has reviewed and recommended having the City Engineer put together a cost estimate for a feasibility study to

present at the June council meeting. Mayor Donney suggested placing Garden Road in the study as an option.

Discussion held on Electrical work that needs to be done in the Football/Tennis Court area to the Golf Course. Three poles will be needed overhead as well as an an underground service to the Fillmore Central Concession Stand. Cost estimates for the underground is \$25,500 and the three new poles are \$11,300. A Service continues in the east alley to 2nd Ave/2nd St NE to redone to the Bus Shed for a estimate of \$12,500. These Electrical upgrades have a combined cost of \$51,500. Motion by Swenson and seconded by Mensink to proceed with the upgrades. All present voting yes. Motion carried.

Discussion held on a shallow sewer in the old Industrial Park continually freezing in the winter. Discussion held on correcting the issue with a force main to keep it moving. Discussion held on having a continual water run thru it and charge the business a flat rate. Further information and options will be reviewed.

BUILDING & MAINTENANCE:

Refrigerator Sampler is installed and working.
The Street Sweeper is expected the end of May.

EDA REPORT:

Working on Industrial Park prospects.
Agreed to continue with the Housing Incentives.
Discussed with SEMCAC a bus service for residents.
Placing recycling receptacles on Main Street.
Working with the DNR on the continuation of the Bike Trail South. The EDA will be purchasing the land and donating it to the DNR.
Working to find someone to construct the south entrance to Harmony sign along Hwy 139.
Discussing whether a dilapidated house could be totally remodeled and fixed up to get some type of housing incentive.

PARK BOARD:

Park Board members took a look at the Parks and were quite satisfied with their findings.
The Basketball Court remodel is coming along well, ready to have concrete poured.
The Musical Note playground is progressing. The cement has been removed from the former HOBOS. Discussion held on being handicapped accessible creating the need for a sidewalk to the play area. The Lions Club is willing to assist with the installation.

LIBRARY BOARD:

Currently getting another quote for a copy machine. The lease is up on the current one and the consensus of the board was it didn't pay to purchase the machine but to upgrade with a new machine and lease. The Board is currently looking at another company.

ARTS BOARD:

Mensink mentioned that the Preston Arts Council did help contribute to projects at the school.

INCIDENTIALS:

Mayor Donney suggested the Mosquito Control representative come to the next Council Meeting to clear up some concerns about spraying the community. The Maintenance Staff will get some mosquito dunks and place in the ponds and wet areas.

Administrator Illg will be contacting the Chuck Larson Dust Control regarding the spraying the gravel roads for dust control.

Councilmember Mensink expressed a dissatisfaction of the handling of a dog complaint on April 28th. Councilmember Swenson stated the situation was not handled very professionally. The dog owner was located and has not been an issue since. Swenson felt the dog was aggressive. Webber stated the owner could be sited for a potentially dangerous dog. Administrator Illg mentioned that staff were not Dog Catchers, they were Animal Control meaning raccoons, skunks, possums, etc.

Upon no further business, Mayor Donney adjourned the meeting.

Mayor Steve Donney

Eileen Schansberg, Deputy Clerk Treasurer

CITY OF HARMONY
City Council Claims for Review

June 11, 2019

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Fund 101 General Fund					
General Fund		Union Central Pension Fund	CENTRAL PENSION FUND	pension contributions	\$252.00
General Fund		Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	union insurance	\$3,720.00
General Fund		Union Dues	IUOE LOCAL #49	Union dues	\$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	General Operating Supplies	BLUFF COUNTRY NEWSPAPER GROUP	1 yr subscription to Harmony News Leader	\$28.00
General Fund	Administration	Postage	ELAN FINANCIAL SERVICES	stamped envelopes	\$262.93
General Fund	Civil Defense	Telephone	HARMONY TELEPHONE COMPANY	Sirens/DSL Phone	\$89.58
General Fund	Community Center	Cleaning Supplies	DALCO	nitrile gloves	\$30.52
General Fund	Community Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Comm Ctr	\$1,322.47
General Fund	Community Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Comm Ctr	\$247.11
General Fund	Community Center	General Operating Supplies	KINGSLEY MERCANTILE	bolts cement	\$12.88
General Fund	Community Center	Landscaping Materials	HARMONY GARDENS & FLORAL, LLC	flower pots	\$99.98
General Fund	Community Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gasoline	\$52.38
General Fund	Community Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Comm Ctr	\$54.07
General Fund	Community Center	Telephone	HARMONY TELEPHONE COMPANY	Admin Phone/DSL	\$206.62
General Fund	Community Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Comm Ctr	\$35.63
General Fund	Community Events	Donations to Civic Org s	HARMONY CHAMBER OF COMMERCE	HACF donation 4th of July	\$3,001.13
General Fund	Community Events	General Operating Supplies	DOWE, BETTY	Harmony Dollars for Programs	\$80.00
General Fund	Community Events	General Operating Supplies	HARMONY FOODS	Rootbeer/ice cream	\$36.79
General Fund	Community Events	General Operating Supplies	HARMONY FOODS	food	\$38.03
General Fund	Community Events	General Operating Supplies	HARMONY FOODS	snacks for Sr program	\$17.53
General Fund	Community Events	Program Services	HARMONY GOLF CLUB	50's party caterer	\$60.00
General Fund	Ice & Snow Removal	Property Ins	LMCIT	deductible vehicle damaged	\$500.00
General Fund	Ice & Snow Removal	Repair/Maint Vehicles	HAMMELL EQUIPMENT	hydraulic plugs	\$62.77
General Fund	Legal Services	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	May Legal services	\$667.00
General Fund	Personnel Administration	General Operating Supplies	CULLIGAN	wellness program	\$52.90
General Fund	Personnel Administration	General Operating Supplies	ILLG, JEROME	wellness program	\$23.94
General Fund	Personnel Administration	General Operating Supplies	SCHANSBERG, EILEEN	wellness program	\$53.98
General Fund	Police Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	squad fuel	\$316.58
General Fund	Police Department	Telephone	HARMONY TELEPHONE COMPANY	Police Phone	\$53.75
General Fund	Public Works Buildings	Cleaning Supplies	HARMONY FOODS	bathroom tissue	\$18.58
General Fund	Public Works Buildings	Cleaning Supplies	SUPERIOR CHEMICAL CORP	degreaser/vehiclewash & wax	\$258.81
General Fund	Public Works Buildings	Cleaning Supplies	SUPERIOR CHEMICAL CORP	degreaser/vehicle cleaner	\$91.40
General Fund	Public Works Buildings	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Shop	\$182.66
General Fund	Public Works Buildings	Gas Utilities	MINNESOTA ENERGY	monthly gas service Shop	\$134.18

CITY OF HARMONY
City Council Claims for Review

June 11, 2019

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
General Fund	Public Works Buildings	General Operating Supplies	KINGSLEY MERCANTILE	hose blades washers	\$22.72
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	compressed air cylinders	\$53.01
General Fund	Public Works Buildings	General Operating Supplies	PRESTON AUTO PARTS	fuel filter	\$61.92
General Fund	Public Works Buildings	General Operating Supplies	PRESTON AUTO PARTS	universal fuel pump	\$67.99
General Fund	Public Works Buildings	Motor Fuels/Lubricants	HAMMELL EQUIPMENT	oil for cement mixer	\$19.35
General Fund	Public Works Buildings	Other Improvements	API SUPPLY INC	scissor lift	\$15,300.00
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	\$21.44
General Fund	Streets	Motor Fuels/Lubricants	KWIK TRIP,INC	fuel 1 ton	\$82.73
General Fund	Streets	Motor Fuels/Lubricants	SEVERSON OIL CO.	1 ton fuel	\$77.33
General Fund	Streets	Repair/Maint Other Improve	CHUCK LARSON DUST CONTROL	dust control 2 applications	\$3,245.00
General Fund	Streets	Street Maint Materials	BRUENING ROCK PRODUCTS, INC	rock	\$875.79
General Fund	Streets	Street Maint Materials	SHERWIN-WILLIAMS	street paint	\$546.72
General Fund	Visitor Center	Cleaning Supplies	DALCO	cleaning/bathroom supplies	\$242.05
General Fund	Visitor Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Vis Ctr	\$143.78
General Fund	Visitor Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service Vis Ctr	\$143.08
General Fund	Visitor Center	General Operating Supplies	KINGSLEY MERCANTILE	caulk broom batteries plunger	\$39.04
General Fund	Visitor Center	Landscaping Materials	HARMONY GARDENS & FLORAL, LLC	flower pots	\$119.98
General Fund	Visitor Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gasoline	\$52.38
General Fund	Visitor Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Vis Ctr	\$35.53
General Fund	Visitor Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Vis Ctr	\$23.42
Fund 101 General Fund					\$33,510.51
Fund 211 Library Fund					
Library Fund	Library	Computer Supplies	SOUTHEASTERN LIBRARIES COOP	item barcodes	\$56.08
Library Fund	Library	Employment Advertising	BLUFF COUNTRY NEWSPAPER GROUP	Employment ad	\$18.60
Library Fund	Library	Employment Advertising	FILLMORE COUNTY JOURNAL	Employment ad	\$25.40
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books	\$43.98
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books	\$21.99
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books	\$60.47
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books	\$21.99
Library Fund	Library	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books	\$27.50
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$45.25
Library Fund	Library	Media-Books	BAKER & TAYLOR	books	\$273.46
Library Fund	Library	Media-Books	BAKER & TAYLOR	book	\$10.19
Library Fund	Library	Media-Books	FC ANNUAL STAFF	Fillmore Central Yearbook	\$48.32
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$24.96
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$13.97

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June 11, 2019

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$19.67
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$24.99
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$33.78
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$29.41
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$20.09
Library Fund	Library	Media-Video	AMAZON CAPITAL SERVICES	DVDs	\$18.43
Library Fund	Library	Program Supplies	HIMLIE, KAY	Summer Reading supplies	\$59.14
Library Fund	Library	Program Supplies	SOUTHEASTERN LIBRARIES COOP	book bags	\$196.03
Library Fund	Library	Software Service Fees	SOUTHEASTERN LIBRARIES COOP	Basic Services & PC Support	\$587.42
Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	\$48.73
Fund 211 Library Fund					\$1,729.85
Fund 222 Fire Fund					
Fire Fund	Fire Department	Motor Fuels/Lubricants	ELAN FINANCIAL SERVICES	generator fuel	\$75.74
Fire Fund	Fire Department	Motor Fuels/Lubricants	S&A PETROLEUM, INC	fuel for generator	\$136.95
Fire Fund	Fire Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel	\$58.96
Fire Fund	Fire Department	Other Equipment	CLAREY S SAFETY EQUIPMENT, INC	turnout gear 2 sets	\$6,155.00
Fire Fund	Fire Stations and Bldgs	Building Repair Materials	KYLE SCHEEVEL CONSTRUCTION	Painting Firehall	\$200.00
Fire Fund	Fire Stations and Bldgs	Building Repair Materials	TORGERSON-OSTBY	Firehall Rugs	\$500.38
Fire Fund	Fire Stations and Bldgs	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Fire hall	\$258.83
Fire Fund	Fire Stations and Bldgs	Gas Utilities	MINNESOTA ENERGY	monthly gas service Firehall	\$68.37
Fire Fund	Fire Stations and Bldgs	Other Improvements	MOREM ELECTRIC, INC	replace firehall lights	\$5,572.73
Fire Fund	Fire Stations and Bldgs	Refuse/Garbage Disposal	FILLMORE CO. RESOURCE RECOVERY	discard firehall lights	\$30.00
Fire Fund	Fire Stations and Bldgs	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Firehall	\$24.01
Fire Fund	Fire Stations and Bldgs	Telephone	HARMONY TELEPHONE COMPANY	Fire Phone	\$43.93
Fire Fund	Fire Stations and Bldgs	Water Utilities	HARMONY PUBLIC UTILITIES	water-Firehall	\$15.83
Fund 222 Fire Fund					\$13,140.73
Fund 223 Ambulance Fund					
Ambulance Fund		Ambulance Accounts Receivab	AMBULANCE REFUNDS	overpmt of acct K Nienhaus	\$21.30
Ambulance Fund	Ambulance Service	Financial Services Fees	EXPERT T BILLING	Amb billing services forApril	\$420.00
Ambulance Fund	Ambulance Service	General Operating Supplies	ELAN FINANCIAL SERVICES	parade favors (reimbursed)	\$74.17
Ambulance Fund	Ambulance Service	Medical Supplies	ASTRUP DRUG	glucose strips	\$26.78
Ambulance Fund	Ambulance Service	Medical Supplies	ELAN FINANCIAL SERVICES	Adult epi pens (2)	\$287.25
Ambulance Fund	Ambulance Service	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen	\$64.54
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	KWIK TRIP,INC	diesel	\$162.82
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel	\$120.33
Ambulance Fund	Ambulance Service	Software Service Fees	IMAGE TREND INC	software support ImageTrend	\$400.00

CITY OF HARMONY
City Council Claims for Review

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Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Ambulance Fund	Ambulance Service	Telephone	VERIZON WIRELESS	monthly cell-Amb	\$47.66
Ambulance Fund	Ambulance Service	Training Fees	ELAN FINANCIAL SERVICES	CPR masks/manikin rate monitor	\$221.05
Fund 223 Ambulance Fund					\$1,845.90
Fund 251 Park Fund					
Park Fund	Parks	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-parks	\$174.18
Park Fund	Parks	General Operating Supplies	KINGSLEY MERCANTILE	plumbing supplies	\$47.09
Park Fund	Parks	General Operating Supplies	KINGSLEY MERCANTILE	plumbing supplies	\$161.86
Park Fund	Parks	General Operating Supplies	RUN RIGHT POWER LLC	titanium line	\$13.44
Park Fund	Parks	Landscaping Materials	HARMONY GARDENS & FLORAL, LLC	pots	\$741.50
Park Fund	Parks	Landscaping Materials	HARMONY GARDENS & FLORAL, LLC	flower pots	\$769.87
Park Fund	Parks	Landscaping Materials	KINGSLEY MERCANTILE	grass seed fertilizer	\$84.94
Park Fund	Parks	Motor Fuels/Lubricants	KWIK TRIP,INC	mower fuel	\$166.31
Park Fund	Parks	Motor Fuels/Lubricants	SEVERSON OIL CO.	mower fuel	\$49.51
Park Fund	Parks	Motor Fuels/Lubricants	SEVERSON OIL CO.	mower fuel	\$17.74
Park Fund	Parks	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	air cleaner cover	\$102.57
Park Fund	Parks	Repair/Maint Machinery/Equip	RUN RIGHT POWER LLC	inner tube for Altoz mower	\$99.98
Park Fund	Parks	Repair/Maint Machinery/Equip	RUN RIGHT POWER LLC	install tube in mower tire	\$21.40
Park Fund	Parks	Repair/Maint Machinery/Equip	RUN RIGHT POWER LLC	inner tube for mower	\$41.93
Park Fund	Parks	Repair/Maint Other Improve	KINGSLEY MERCANTILE	water heater Selvig Park	\$329.99
Park Fund	Parks	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-parks	\$121.50
Park Fund	Parks	Water Utilities	HARMONY PUBLIC UTILITIES	water-parks	\$160.12
Fund 251 Park Fund					\$3,103.93
Fund 601 Water Fund					
Water Fund		MN Water Testing Fee Due	MN DEPT OF HEALTH	water connection fee	\$957.00
Water Fund	Water Utility Administratio	Engineering Fees	STANTEC CONSULTING SERVICES, I	engineer services Well monitoring	\$95.25
Water Fund	Water Utility Administratio	Postage	ELAN FINANCIAL SERVICES	stamped envelopes	\$262.93
Water Fund	Water Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-pumphouses	\$1,200.01
Water Fund	Water Utility Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service pumphouses	\$57.15
Water Fund	Water Utility Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Water Testing Lab Fees	\$40.00
Fund 601 Water Fund					\$2,612.34
Fund 602 Sewer Fund					
Sewer Fund	Sewer Administration	Postage	ELAN FINANCIAL SERVICES	stamped envelopes	\$262.93
Sewer Fund	Sewer Operation	Building Repair Materials	WHV, INC	roofing repair at WWTP	\$3,351.00
Sewer Fund	Sewer Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine cylinders	\$10.00
Sewer Fund	Sewer Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-WWTP/Lifts	\$1,425.40

CITY OF HARMONY
City Council Claims for Review

June 11, 2019

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Sewer Fund	Sewer Operation	Engineering Fees	STANTEC CONSULTING SERVICES, I	NW shallow sewer issues	\$260.50
Sewer Fund	Sewer Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service WWTP	\$525.09
Sewer Fund	Sewer Operation	General Operating Supplies	KINGSLEY MERCANTILE	bolts screws	\$2.30
Sewer Fund	Sewer Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Wastewater Testing Lab Fees	\$812.40
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	KWIK TRIP,INC	fuel 1 ton	\$82.74
Sewer Fund	Sewer Operation	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-WWTP	\$2,275.00
Sewer Fund	Sewer Operation	Telephone	HARMONY TELEPHONE COMPANY	Lift Stations Dialer/DSL Phone	\$155.80
Sewer Fund	Sewer Operation	Utility Maint Materials	TEAM LABORATORY CHEM. CORP.	lift station degreaser	\$2,047.50
Sewer Fund	Sewer Operation	Water Utilities	HARMONY PUBLIC UTILITIES	water-WWTP	\$1,498.52
Fund 602 Sewer Fund					\$12,709.18
Fund 603 Solid Waste Fund					
Solid Waste Fund	Solid Waste Operation	Postage	ELAN FINANCIAL SERVICES	stamped envelopes	\$262.93
Fund 603 Solid Waste Fund					\$262.93
Fund 604 Electric Fund					
Electric Fund		Utility Deposits	UTILITY DEPOSIT REFUND	Deposit refund M Bothun	\$150.00
Electric Fund		Street Lights	MOREM ELECTRIC, INC	streetlights for 4th ST NE pj	\$4,074.69
Electric Fund	Electric Utility Operation	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$57,188.31
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-streetlights	\$1,178.47
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Town clock	\$13.31
Electric Fund	Electric Utility Operation	Miscellaneous	ENERGY REBATE	Energy Rebate-Debbie Swenson	\$25.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	locates/no locates	\$28.35
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	repair street light by bank	\$493.16
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	tighten triplex 2nd St and 5th Ave SE	\$130.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	outage 3rd Ave SE	\$195.00
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	repair street lights 5th St and 4th Ave NE	\$106.42
Electric Fund	Electric UtilityAdministratio	Deposit Interst Paid	UTILITY DEPOSIT REFUND	interest on Deposit M Bothun	\$1.61
Electric Fund	Electric UtilityAdministratio	Postage	ELAN FINANCIAL SERVICES	stamped envelopes	\$262.93
Electric Fund	Electric UtilityAdministratio	Taxes, Licenses & Permits	MN DEPT OF COMMERCE	1st Qtr Assessment	\$38.15
Fund 604 Electric Fund					\$63,885.40
Fund 605 Storm Water Fund					
Storm Water Fund		F/A-Equip/Machinery	MAC QUEEN EQUIPMENT	2011 Elgin Pelican Street Sweeper	\$124,000.00
Storm Water Fund	Storm Water Operation	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel sweeper	\$87.56
Fund 605 Storm Water Fund					\$124,087.56
Fund 620 Economic Development Authority					
Economic Development	Economic Development	Advertising	HARMONY CHAMBER OF COMMERCE	Flying Buttress Video expense	\$1,000.00

CITY OF HARMONY
City Council Claims for Review

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<u>Fund Descr</u>	<u>Department</u>	<u>Object of Expense</u>	<u>Vendor</u>	<u>Comments</u>	<u>Amount</u>
Economic Development	Economic Development	Taxes, Licenses & Permits	MN DEPT OF TRANSPORTATION	sign permit renewal	\$60.00
Economic Development	Economic Development	Telephone	HARMONY TELEPHONE COMPANY	EDA Phone	\$22.98
Fund 620 Economic Development Authority					\$1,082.98
					\$257,971.31

ADMINISTRATOR'S REPORT

For the Period from May 14, 2019 to June 11, 2019

ADMINISTRATION

Part I is complete of Wellhead Protection Plan for new well. Approval of Part I. Part II will start soon. Received written comments back regarding our water supply plan that was submitted in 2017. Our SCADA system for Well 3 will need to be set up to record water level. Gathering options/costs to install some things to monitor and record water level for Wells 1 and 2 as required.

Received approval from signed USDA paperwork to proceed with projects for generator at WWTP and for motorized scissor lift.

Ordering trees for community center and parks. The school has agreed to pay half by community center.

Reviewed possible nuisance property enforcement options with city attorney. Will present options and discussion at next month's council meeting.

UTILITY/BUILDING COMMITTEE

MNDOT has finished up mill and overlay on TH139 from Hwy 52 to State Line in 2017. MNDOT had hoped to be closing out project soon for remaining funds determination. They are now not responding back to my emails about closing out the project. We could owe additional funds since we paid in advance based upon an estimate or we could receive funds back from our advance. Suggestions?

Underground wire, boring, and trenching has been installed for southeast electrical line project by MiEnergy. 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. They will be energizing transformers and tying over services in the next phase of the project. A few new poles have been set, along with retirement of old overhead. They will resume this project once ground conditions are better. They will also be proceeding with upgrading electrical lines by north park. Installation of water and sewer lines have occurred.

Community center bathroom renovations are almost complete. Partitions have been ordered. The floor will be waxed soon.

Reviewed options with engineer for sanitary sewer main in old industrial park since it is extremely shallow and freezes in winter time. Reviewing other options based upon May council meeting discussion.

Discussed future street and utility projects on which streets and utilities to do. Feasibility cost estimate proposal will be presented at council meeting.

Received street sweeper a couple weeks ago. It is working well.

City of Harmony
Cash Balance Report
April 2018 and April 2019

Fund Description	April-18	April-19
General Fund	735,250.19	601,947.36
Revolving Loan Fund	80,088.42	102,568.68
Commercial Rehab Fund	11,744.96	12,000.10
Library Fund	(29,652.99)	(26,194.72)
Fire Fund	17,626.84	44,143.51
Ambulance Fund	87,554.95	80,629.25
Park Fund	50,515.69	62,267.25
Arts Fund	1,305.51	1,482.91
GO Improvement 2010A-3rd St SW	34,099.84	40,389.03
GO Tax Abatement 2013A-Comm Cntr	4,937.72	6,790.07
GO Improvement 2013B-Heritage Grove	(4,140.44)	(2,711.50)
GO Improvement 2014A-1st Ave SW	103,812.74	11,232.57
GO Improvement 2017A-Various	99,310.56	27,904.07
Capital Projects Fund	833,794.22	848,917.43
TIF District #5-Antique Mall	404.77	-
TIF District #6-HECO	14.23	46.86
2017 Street and Utility Project	74,821.31	-
Water Fund	203,631.28	231,443.27
Sewer Fund	42,312.43	62,267.33
Solid Waste Fund	2,565.20	3,082.05
Electric Fund	633,376.66	616,802.62
Storm Water Fund	5,585.27	16,304.51
Economic Development Fund	71,241.73	135,591.83
Total	3,060,201.09	2,876,904.48



Stantec Consulting Services Inc.
6188 Rome Circle NW, Rochester MN 55901-4846

June 5, 2019
File: 193800601

Attention: Mr. Jerome Illg
Harmony City Hall
225 3rd Avenue SW
Harmony, MN 55939

Dear Mayor and Council,

Reference: 2020 Roadway and Utility Improvements

Following the Harmony City Council Meeting on May 14, Mr. Jerome Illg contacted me to request a letter proposal to complete a feasibility report for the proposed improvements in consideration by the Council. Those areas under consideration for roadway and utility improvements within the 2020 construction season include: **Third Street SE** (Main Avenue to end of bituminous pavement), **First Avenue SE** (Center Street East to dead end), **Sixth Street SE** (Main Avenue to First Avenue), **Fifth Avenue SE** (Third Street SE to dead end), **Seventh Avenue SE** (Third Street SE to Sixth Street SE), **Sixth Street SE** (Seventh Avenue SE to Third Avenue SE) and **Garden Road** (CSAH 41 to 20' East of the Brush Dump Driveway). In all, the Council is considering a mixture of roadway reconstructions, overlays, patching, water, sewer and storm sewer utility improvements for an estimated 7,250 lineal feet of roadway corridor.

The tasks and items included within the feasibility report are:

- Evaluation and discussion of known utility (water, sanitary and storm sewer) conditions located within the project corridor along with action item recommendations.
- Evaluation and discussion of existing roadway pavement conditions, and proper rehabilitation methods to maximize the City of Harmony's capital outlay along with action item recommendations.
- Drafting of illustrations showing proposed improvements within the project corridor.
- Engineers' Estimate of Project and Construction costs for 2020 construction broken down by improvement type (Sanitary Sewer, Water Distribution, Stormwater Collection, Utility Service Improvements, Roadway Reconstruction Improvements and Roadway Maintenance Improvements).
- Review of City of Harmony Assessment Policy as well as an estimate of assessable project costs.
- Estimates of assessable footage and proposed assessment ranges for those parcels receiving assessable improvements.
- Estimated project schedule from feasibility report through assessment hearing and project close-out.

Reference: 2020 Roadway and Utility Improvements

- Conclusions, Recommendations and Next Steps for Council consideration.

We estimate that our efforts to complete the aforementioned engineering services to be \$8,000. We propose to complete this scope of services on an hourly basis, not to exceed the estimated amount without written permission from the City of Harmony in accordance with the terms and conditions of our existing Professional Services Agreement with the City. Please review this proposal and if acceptable, sign and return a copy of this letter. Please feel free to call me if you have any questions or concerns at (507) 529-6030.

ACCEPTED BY: City of Harmony

Jerome Illg, City Administrator or Steve Donney, Mayor

Date: _____

Regards,

Stantec Consulting Services Inc.



Brett Grabau
Associate
Phone: 507 529 6030
Fax: 507 282 3100
Brett.Grabau@stantec.com

UNION POLICY

ARTICLE 11 – FUNERAL LEAVE

- 11.1 In the event of death in the immediate family of a regular Employee, the Employee shall be granted days of bereavement leave with pay according to the following schedule:

Up to five (5) days for deaths in the Employee's family. The Employee's family is defined as the Employee's spouse, and child, mother, father, brother, sister, daughter-in-law, son-in-law, grandchildren and grandparents of the Employee or the Employee's spouse.

Up to three (3) days for the family members other than those listed.

- 11.2 Any Employee may request an unpaid leave or use of PTO to attend the funeral of a friend, subject to the approval of the Employee's immediate supervisor.

NON UNION POLICY

Bereavement Leave

General. Regular full employees are eligible for a maximum of five (5) days paid leave in the event the employee suffers a death in the employee's immediate family in accordance with the provisions of this section. The amount of bereavement leave taken shall be deducted from the employee's PTO accumulation. Additional time off without pay shall be granted as may reasonably be required under individual circumstances, subject to the approval of the department head. Paid bereavement leave is not available to trainee, part-time, seasonal, or temporary employees.

Use. Bereavement leave shall be used subject to the following regulations:

- The actual amount of time off, and bereavement leave approved, shall be determined by the department head depending on individual circumstances.
- Should any employee desire to attend the funeral of a person other than those listed above, the employee shall make a request to the department head. The department head may approve the request and grant time off without pay.