

**AGENDA**  
**HARMONY CITY COUNCIL**  
**Regular Meeting**

March 10, 2020  
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. Financial Report
  - d. Licenses
    - i. Kwik Trip – 3.2 beer off-sale
    - ii. Harmony Conservation Club – temporary on-sale liquor & noise permit
5. Old Business
  - a. City Administrator Recruitment
  - b. WWTP Services-Chris Johnson
6. New Business
  - a. Record Retention Schedule
  - b. Summer Intern
  - c. Classification & Compensation Study
  - d. Office Staffing
7. Reports
  - a. Administrator Report
  - b. Park Board
8. Adjourn

**BACKGROUND INFORMATION  
HARMONY CITY COUNCIL  
REGULAR MEETING**

**February 11, 2020  
7:00 P.M.**

**Council Room  
Community Center**

1. Call To Order
2. Roll Call
3. Public Forum
4. Public Hearing-TIF and Business Subsidy Law
5. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Financial Report
  - d. Licenses
    - i. Kwik Trip – 3.2 beer off-sale. Fees paid, appropriate insurance in place, no issues.
    - ii. Harmony Conservation Club – temporary on-sale liquor & noise permit. Fees paid, appropriate insurance in place, no issues.
6. Old Business
  - a. City Administrator Recruitment. See staff memo.
  - b. WWTP Services-Chris Johnson. See staff memo.
7. New Business
  - a. Record Retention Schedule. See staff memo.
  - b. Summer Intern. See staff memo.
8. Reports
  - a. Administrator Report. See report.
  - b. Park Board. See attached minutes.
9. Adjourn

FEBRUARY 25, 2020

SPECIAL MEETING

HARMONY CITY COUNCIL

A Special meeting of the Harmony City Council was called to order by Mayor Steve Donney. Present were Mayor Donney, Councilmembers Steve Sagen, Lynn Mensink and Tony Webber: and Deputy Clerk Eileen Schansberg. Absent was Councilmember Debbie Swenson

Motion by Sagen and seconded by Webber to recess the meeting until Wednesday, February 26<sup>th</sup> at 5:00 PM because of the Caucuses. All present voting yes. Absent was Swenson. Motion carried. The meeting was recessed.

FEBRUARY 26, 2020

SPECIAL MEETING reopened

The Special Meeting of the Harmony City Council was called back into session at 5:00 PM. Present were Mayor Donney, Councilmembers Steve Sagen, Lynn Mensink, Debbie Swenson and Tony Webber; Interim City Administrator Joel Dhein, Attorney Greg Schieber, Stantec Engineer Brett Grabau, Corey Whalen and Eileen Schansberg.

CONSENT AGENDA:

Motion by Webber and seconded by Mensink to approve the Consent Agenda which consisted of the minutes to the February 11, 2020 meeting, PERA Exemption for Interim Administrator Dhein, and RESOLUTION 20-04; A RESOLUTION APPOINTING ELECTIONS JUDGES FOR ELECTIONS IN THE CITY OF HARMONY FOR THE YEAR 2020. Voting for was: Webber, Mensink, Swenson, Sagen and Donney

Voting against was: No one

Absent was: No one

Abstained was: No one.

The motion carried and the Consent Agenda was approved.

2020 STREET IMPROVEMENTS:

RESOLUTION 20-05 was presented: A RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS. Motion by Swenson and seconded by Webber to adopt the Resolution. Voting for was: Webber, Sagen, Swenson, Mensink and Donney.

Voting against was: No one

Absent was: No one

Abstained was: No one.

The motion carried and Resolution was adopted.

Engineer Brett Grabau discussed the progress of the Street Project. Plans and Specs for the project were presented for approval.

RESOLUTION 20-06 was presented: A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS. Motion by Swenson and seconded by Mensink to adopt the Resolution.

Voting for was: Webber, Sagen, Swenson, Mensink and Donney.

Voting against was: No one  
Absent was: No one  
Abstained was: No one.

The motion carried and Resolution was adopted.

Motion by Swenson and seconded by Webber to hold a Special Meeting on March 24<sup>th</sup> at 5:00 PM to let the bids for the project.

#### WWTP PUMPS:

Maintenance Staff Corey Whalen informed the council of a need for new Digester pump and new recirculatory pump for the Wastewater treatment plant. The pumps have long out-lived their normal life and repair of the digester pump would be \$8,613.00. Whalen had received two estimates with the lower being from Quality Flow. The Digester pump is \$17,692.00 and the Recirculating pump is \$39,450.00. Motion by Swenson and seconded by Sagen to replace both pumps. All present voting yes. Motion carried.

#### PARK BOARD:

The Park Board recommended bringing Odean Miller back for summer maintenance. Motion by Mensink and seconded by Swenson to contact Miller to come back to work for the summer. All present voting yes. Motion carried.

#### OFFICE CLOSED:

Administrator Dhein stated do to scheduling conflicts the office would be closed on Thursday afternoon March 5<sup>th</sup> and Friday, March 6<sup>th</sup>.

#### ADMINISTRATOR POSITION:

The Personnel Committee has reviewed the resumes submitted for the position and would like to interview three or four. Interviews will be set up shortly and the finalist brought to the Council meeting for final review. Salaries would be negotiable with a Contract Agreement being good practice.

Upon no further business, Mayor Donney adjourned the meeting at 6:25 PM.

Mayor Steve Donney

Eileen Schansberg, Deputy Clerk

# CITY OF HARMONY

## City Council Claims for Review

March 10, 2020

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	\$280.00
General Fund		Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	Union Health Insurance	\$3,795.00
General Fund		Union Dues	IUOE LOCAL #49	Union Dues	\$105.00
General Fund	Administration	Postage	HARMONY POST OFFICE	Annual post office box rental	\$120.00
General Fund	Civil Defense	Telephone	HARMONY TELEPHONE COMPANY	Sirens/DSL Phone	\$39.84
General Fund	Community Center	Cleaning Supplies	DALCO	cleaning supplies	\$309.51
General Fund	Community Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Comm Ctr	\$3,527.05
General Fund	Community Center	Gas Utilities	MINNESOTA ENERGY	monthly gas serice-Comm Ctr	\$532.56
General Fund	Community Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Chevy pickup	\$48.37
General Fund	Community Center	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Chevy pickup	\$26.19
General Fund	Community Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Comm Ctr	\$59.92
General Fund	Community Center	Telephone	HARMONY TELEPHONE COMPANY	Admin Phone/DSL	\$191.31
General Fund	Community Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Comm Ctr	\$39.48
General Fund	Elections	General Operating Supplies	SCHANSBERG, EILEEN	Rolls/water for Election judges lunch	\$32.21
General Fund	Elections	General Operating Supplies	SCHANSBERG, EILEEN	Pizza/Pop for Election Judges	\$26.25
General Fund	Financial Administration	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	2019 Audit progress	\$2,800.00
General Fund	Ice & Snow Removal	Contractual Services	BRUENING ROCK PRODUCTS, INC	snow removal 2/20/20	\$2,285.00
General Fund	Ice & Snow Removal	Employer PERA	KWIK TRIP,INC	diesel-snow removal	\$178.93
General Fund	Ice & Snow Removal	Equipment Parts	SOLBERG WELDING	snow blower shoes	\$90.04
General Fund	Ice & Snow Removal	General Operating Supplies	PRESTON AUTO PARTS	plow headlights	\$28.98
General Fund	Ice & Snow Removal	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel-skid loader	\$37.19
General Fund	Legal Services	Legal Fees	FILLMORE COUNTY ATTORNEY	legal services for Feb	\$56.00
General Fund	Legal Services	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	legal services for Feb	\$696.00
General Fund	Personnel Administration	Employment Advertising	FILLMORE COUNTY JOURNAL	City Admin Ad	\$117.62
General Fund	Personnel Administration	Employment Advertising	FILLMORE COUNTY JOURNAL	City Admin Ad	\$117.62
General Fund	Police Department	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Squad	\$540.01
General Fund	Police Department	Small Tools and Minor Equip	PRESTON AUTO PARTS	lock out tool	\$59.95
General Fund	Police Department	Telephone	HARMONY TELEPHONE COMPANY	Police Phone	\$43.57
General Fund	Public Works Buildings	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Shop	\$274.11
General Fund	Public Works Buildings	Gas Utilities	MINNESOTA ENERGY	2 months gas service-shop	\$882.44
General Fund	Public Works Buildings	General Operating Supplies	KINGSLEY MERCANTILE	shop supplies	\$35.32
General Fund	Public Works Buildings	General Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen/CO2 cylinders	\$53.07
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	\$20.95
General Fund	Streets	Equipment Parts	HAMMELL EQUIPMENT	equipment parts	\$125.75
General Fund	Streets	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Ford pickup	\$65.59

## CITY OF HARMONY City Council Claims for Review

March 10, 2020

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
General Fund	Streets	Motor Fuels/Lubricants	PRESTON AUTO PARTS	hydraulic fluid	\$53.99
General Fund	Streets	Small Tools and Minor Equip	KINGSLEY MERCANTILE	mailboxes	\$38.48
General Fund	Streets	Street Maint Materials	BRUENING ROCK PRODUCTS, INC	crush rock	\$597.30
General Fund	Visitor Center	Cleaning Supplies	DALCO	bathroom tissue	\$49.94
General Fund	Visitor Center	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Vis Ctr	\$118.13
General Fund	Visitor Center	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Vis Ctr	\$363.86
General Fund	Visitor Center	Motor Fuels/Lubricants	KWIK TRIP,INC	gas-Chevy pickup	\$48.37
General Fund	Visitor Center	Motor Fuels/Lubricants	SEVERSON OIL CO.	gas-Chevy pickup	\$26.19
General Fund	Visitor Center	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Vis Ctr	\$24.68
General Fund	Visitor Center	Water Utilities	HARMONY PUBLIC UTILITIES	water-Vis Ctr	\$16.27
Fund 101 General Fund					\$19,022.99
Fund 211 Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	\$48.01
Fund 211 Library Fund	Library	Telephone	HARMONY TELEPHONE COMPANY	Library Phone	\$48.01
Fund 222 Fire Fund	Fire Department	Equipment Parts	SOLBERG WELDING	saw blades	\$123.00
Fire Fund	Fire Department	General Operating Supplies	KINGSLEY MERCANTILE	batteries/plugs/fuses	\$116.97
Fire Fund	Fire Department	Repair/Maint Machinery/Equip	ALEX AIR APPARATUS, INC	Annual Compressor service & air quality te	\$721.00
Fire Fund	Fire Department	Small Tools and Minor Equip	KINGSLEY MERCANTILE	box fan/screw driver	\$27.22
Fire Fund	Fire Department	Small Tools and Minor Equip	MACQUEEN EMERGENCY GROUP	Light LED Brow	\$1,542.25
Fire Fund	Fire Stations and Bldgs	Cleaning Supplies	DALCO	soap for washing machine	\$96.42
Fire Fund	Fire Stations and Bldgs	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Firehall	\$360.53
Fire Fund	Fire Stations and Bldgs	Gas Utilities	MINNESOTA ENERGY	monthly gas service-Firehall	\$304.04
Fire Fund	Fire Stations and Bldgs	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-Firehall	\$24.85
Fire Fund	Fire Stations and Bldgs	Telephone	HARMONY TELEPHONE COMPANY	Fire Phone	\$94.09
Fire Fund	Fire Stations and Bldgs	Water Utilities	HARMONY PUBLIC UTILITIES	water-Firehall	\$16.38
Fund 222 Fire Fund					\$3,426.75
Fund 223 Ambulance Fund	Ambulance Service	Ambulance Accounts Receivab	AMBULANCE REFUNDS	refund overpmt-Ann Lyons	\$63.47
Ambulance Fund	Ambulance Service	General Operating Supplies	ELAN FINANCIAL SERVICES	pens (being reimbursed)	\$214.64
Ambulance Fund	Ambulance Service	Medical and Dental Fees	TRI STATE AMBULANCE SERVICE	Intercept chgs EY	\$250.00
Ambulance Fund	Ambulance Service	Medical Supplies	ASTRUP DRUG	glucose test strips/3 V battery	\$31.27
Ambulance Fund	Ambulance Service	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	oxygen	\$67.45
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	KWIK TRIP,INC	diesel-Amb	\$156.84
Ambulance Fund	Ambulance Service	Motor Fuels/Lubricants	SEVERSON OIL CO.	diesel-Amb	\$53.53

# CITY OF HARMONY

## City Council Claims for Review

March 10, 2020

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Ambulance Fund	Ambulance Service	Property Ins	LMCIT	deductible for Amb mishap	\$500.00
Ambulance Fund	Ambulance Service	Repair/Maint Vehicles	HARMONY BODY SHOP	cleanup body damage on amb	\$300.00
Ambulance Fund	Ambulance Service	Telephone	VERIZON WIRELESS	monthly cell service	\$47.84
Ambulance Fund	Ambulance Service	Training Fees	ELAN FINANCIAL SERVICES	online CPR for FC schools	\$650.00
Ambulance Fund	Ambulance Service	Training Fees	ELAN FINANCIAL SERVICES	online CPR for FC schools	\$16.25
Ambulance Fund	Ambulance Service	Training Fees	ELAN FINANCIAL SERVICES	online Basic Instructor Fee (\$ Grabau)	\$20.00
Fund 223 Ambulance Fund					\$2,371.29
Fund 251 Park Fund					
Park Fund					
Fund 251 Park Fund	Parks	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-parks	\$176.14
Fund 601 Water Fund					
Water Fund	Water Utility Administration	MN Water Testing Fee Due	MN DEPT OF HEALTH	Water connection fee-qtrly	\$1,462.00
Water Fund	Water Utility Administration	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	2019 Audit progress	\$2,800.00
Water Fund	Water Utility Operation	Postage	ELAN FINANCIAL SERVICES	mailed water sample	\$10.95
Water Fund	Water Utility Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine cylinder	\$5.00
Water Fund	Water Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-pumphouses	\$1,579.24
Water Fund	Water Utility Operation	Gas Utilities	MINNESOTA ENERGY	monthly gas service-pumphouses	\$73.59
Water Fund	Water Utility Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Water Testing Lab Fees	\$40.00
Water Fund	Water Utility Operation	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	4-stroke fuel	\$59.85
Water Fund	Water Utility Operation	Motor Fuels/Lubricants	RUN RIGHT POWER LLC	4-stroke fuel	\$39.90
Fund 601 Water Fund					\$6,070.53
Fund 602 Sewer Fund					
Sewer Fund	Sewer Administration	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	2019 Audit progress	\$2,800.00
Sewer Fund	Sewer Administration	Engineering Fees	JOHNSON, CHRIS	WWT consultant	\$650.00
Sewer Fund	Sewer Administration	General Operating Supplies	1 SOURCE	calculator/planner board/paper/clip boards	\$198.33
Sewer Fund	Sewer Administration	Taxes, Licenses & Permits	MN POLLUTION CONTROL AGENCY	annual WW Permit	\$1,450.00
Sewer Fund	Sewer Operation	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	chlorine cylinder	\$5.00
Sewer Fund	Sewer Operation	Cleaning Supplies	DALCO	paper towels	\$60.45
Sewer Fund	Sewer Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-WWTP/Lifts	\$1,890.90
Sewer Fund	Sewer Operation	Equipment Parts	CONTINENTAL SAFETY EQUIPMENT,	Oxygen Sensor	\$155.20
Sewer Fund	Sewer Operation	Equipment Parts	USA BLUEBOOK	Lab materials for WW Plant	\$679.85
Sewer Fund	Sewer Operation	Equipment Parts	YSI, INC	Cable Assembly	\$286.73
Sewer Fund	Sewer Operation	Gas Utilities	MINNESOTA ENERGY	Monthly gas service-WWTP	\$652.46
Sewer Fund	Sewer Operation	General Operating Supplies	KINGSLEY MERCANTILE	screws/nails	\$6.13
Sewer Fund	Sewer Operation	General Operating Supplies	USA BLUEBOOK	wastewater monitoring filters	\$90.55

# CITY OF HARMONY

## City Council Claims for Review

March 10, 2020

Fund Descr	Department	Object of Expense	Vendor	Comments	Amount
Sewer Fund	Sewer Operation	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Wastewater Testing Lab Fees	\$812.40
Sewer Fund	Sewer Operation	Motor Fuels/Lubricants	S & S AUTOMOTIVE	Diesel fo 3 generators	\$262.45
Sewer Fund	Sewer Operation	Repair/Maint Bldg/Structures	RUN RIGHT POWER LLC	V belt-snowblower	\$23.55
Sewer Fund	Sewer Operation	Repair/Maint Other Improve	ELECTRIC PUMP, INC	repair pump motor	\$301.73
Sewer Fund	Sewer Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	starter for screener drive	\$1,832.08
Sewer Fund	Sewer Operation	Repair/Maint Other Improve	MOREM ELECTRIC, INC	WWTP digester check	\$335.00
Sewer Fund	Sewer Operation	Sewer Utilities	HARMONY PUBLIC UTILITIES	sewer-WWTP	\$2,415.95
Sewer Fund	Sewer Operation	Small Tools and Minor Equip	KINGSLEY MERCANTILE	bin/hammer/dusters/cap	\$55.80
Sewer Fund	Sewer Operation	Telephone	HARMONY TELEPHONE COMPANY	Lift- Stations Dialer/DSL Phone	\$162.76
Sewer Fund	Sewer Operation	Utility Maint Materials	HARMONY FOODS	Vege oil for WWTP	\$59.53
Sewer Fund	Sewer Operation	Water Utilities	HARMONY PUBLIC UTILITIES	water-WWTP	\$1,591.36
Fund 602 Sewer Fund					\$16,778.21
Fund 603 Solid Waste Fund					
Solid Waste Fund	Solid Waste Administration	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	2019 Audit progress	\$2,800.00
Solid Waste Fund	Solid Waste Operation	Refuse/Garbage Disposal	FILLMORE CO. RESOURCE RECOVERY	disposal of electronics/appliance	\$51.50
Fund 603 Solid Waste Fund					\$2,851.50
Fund 604 Electric Fund					
Electric Fund	Electric Utility Operation	Utility Deposits	UTILITY DEPOSIT REFUND	Utility deposit refund J Farrie	\$150.00
Electric Fund	Electric Utility Operation	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$0.00
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-streetlights	\$1,418.51
Electric Fund	Electric Utility Operation	Electric Utilities	HARMONY PUBLIC UTILITIES	Elec-Town Clock	\$13.42
Electric Fund	Electric Utility Operation	Motor Fuels/Lubricants	KWIK TRIP,INC	1-ton gas	\$120.77
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	locates/no locates	\$1.35
Electric Fund	Electric Utility Operation	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	2 broken Cutouts by Hammell Equip	\$613.98
Electric Fund	Electric Utility Operation	Repair/Maint Vehicles	MC KEANS AUTO SALES	detail inside Ford pickup	\$100.00
Electric Fund	Electric UtilityAdministratio	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	2019 Audit progress	\$2,800.00
Electric Fund	Electric UtilityAdministratio	Deposit Interst Paid	UTILITY DEPOSIT REFUND	Int on deposit J Farrie	\$1.27
Fund 604 Electric Fund					\$5,219.30
Fund 620 Economic Development Authority					
Economic Development	Economic Development	Financial Services Fees	DAVID DROWN ASSOCIATES, INC	setting up TIF 7	\$5,762.64
Economic Development	Economic Development	Telephone	HARMONY TELEPHONE COMPANY	EDA Phone	\$50.43
Fund 620 Economic Development Authority					\$5,813.07
					\$61,777.79





Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 3/31/2020 Iden: 21338  
 Issuing Authority: Harmony  
 Licensee Name: Kwik Trip Inc.  
 Trade Name: Kwik Trip #848  
 Address: 415 Main Ave N  
 Harmony, MN 55939  
 Business Phone: 5078862424  
 License Fees: Off Sale: \$100.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Ronald J. Feltlow [Redacted] [Redacted] 2-13-2020  
 Licensee Signature DOB SSN Date  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

\_\_\_\_\_  
 City Clerk/Auditor Signature Date  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
 County Attorney Signature Date  
 County Board issued licenses only(Signature certifies licensee is eligible for license).

\_\_\_\_\_  
 Police/Sheriff Signature Date  
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



# CITY OF HARMONY

## NOISE PERMIT APPLICATION

Date of Application 2/24/20  
Applicant Name Harmony Conservation Club  
Address of Applicant 15 3rd Street SE  
Phone Number of Applicant 507 272 8519  
Date(s) of Permit Necessary Friday July 3rd & July 4th 2020

According to City Ordinance 92.18(F): "The using or operation or permitting the using or operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet and comfort of any person nearby, unless duly authorized by permit terms determined by City Council resolution as provided in this section. Operation without a permit of any device referred to above between the hours of 10:00 p.m. and 7:00 a.m. in a manner so as to be plainly audible at the property line of the structure or building in which it is located, or at a distance of 50 feet if the source is located outside a structure or building shall be prima facie evidence of violation of this section;"

In order for the City of Harmony to issue a permit, the council needs the following questions answered: (Attach additional sheet(s) as necessary)

1. Describe the volume, frequency, and type of sound to be generated.  
Sound to be generated from Karaoke machines w/ speakers.
2. What day(s) of the week, time(s) of day(s) and duration of the sounds to be generated?  
Friday July 3rd 4pm-1am Saturday July 4th 12pm-1am
3. Describe the character and nature of land uses underlying and adjacent to the event generating the noise.  
Land used commercial property adjacent to city park & other commercial property
4. Describe the proximity and compatibility of the event generating the noise to residential, religious or medical facilities, or the general public?  
Event will be held under tent, in parking lot w/ large brick building to North, trees & city park to South. Commercial property to east & west. Church across street. Church will be open during event.
5. Describe the sufficiency of the arrangements made to provide adequate security, garbage disposal, crowd control and parking control.  
Event will be gated venue. Dumpster available for garbage. Parking on city streets & city lot. Conservation Club members act as security & directed to call Fillmore County Sheriff's office if incident arises.
6. Describe the imposition of conditions upon its issuance of any permit that are reasonably related to addressing concerns regarding any of these criteria.  
Previous years of Conservation Club beer tent has resulted in no issues or known complaints.

Please return application to city office along with \$25.00 Noise Permit Fee payable to: City of Harmony

pd 2/24/20 \$25.00 v#1974

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Joel Dhein, Interim Administrator</b>	Meeting Date: <b>March 10, 2020</b>	Agenda Item No. <b>6a</b>
Agenda Section: <b>Old Business</b>	Item: <b>City Administrator Recruitment</b>	
<p><b>BACKGROUND:</b> The city has been actively recruiting for a new city administrator. The advertising resulted in ten applications. The personnel committee met and selected four applicants to interview. Of the four one was unable to make it to the interview. The three remaining candidates were:</p> <ul style="list-style-type: none"><li>• Chad Giesen of Chatfield</li><li>• Barbara Shimmon of Blue Earth</li><li>• Devin Swanberg of Pine Island</li></ul> <p>The interview committee consisting of Steve Sagen, Deb Swenson, Eileen Schansberg, Greg Schieber, and myself interviewed these three candidates on Monday, March 2<sup>nd</sup>. After the interviews the committee recommended that all three be interviewed by the entire city council. Subsequently, Barbara Shimmon withdrew from the process.</p> <p>The committee suggested that the interviews take place at the city council’s special meeting scheduled for March 24<sup>th</sup> at 6:00 p.m. Both of the remaining candidates are available at that time.</p> <p>I will contact references and provide the results to you prior to the interviews.</p>		
<b>ATTACHMENTS:</b> None.		
<p><b>COUNCIL ACTION REQUESTED:</b></p> <ul style="list-style-type: none"><li>• Confirm the interview date and time.</li><li>• Contact me with any questions or concerns.</li><li>• Let me know if you have any specific questions you would like to ask the candidates at the interview.</li></ul>		

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Joel Dhein, Interim Administrator</b>	Meeting Date: <b>March 10, 2020</b>	Agenda Item No. <b>6b</b>
Agenda Section: <b>Old Business</b>	Item: <b>WWTP Services-Chris Johnson</b>	
<p><b>BACKGROUND:</b> The city has been in discussion with Chris Johnson, former employee of the city, to provide services regarding the operation of the wastewater treatment plant (WWTP).</p> <p>Chris has an appropriate operator’s license, whereas the present staff does not. For a period of time the city was contracting with the engineering firm for these services, but I understand this is no longer an option.</p> <p>Chris has proposed an agreement for services which seems reasonable, however, I understand that Chris does not have any liability insurance. In case of an incident at the plant involving Chris that resulted in damage to equipment or violation of the permit he would not have any financial resources to make the city whole. Our insurance would likely seek to recover damages from him or the city would have to pay any costs or fines resulting from the incident without hope of reimbursement. Also, Chris would not be covered by the city’s workers’ compensation insurance in case of an injury.</p> <p>Options are to require Chris to carry appropriate insurance, contract with a different party for these services, or hire him back as an employee.</p>		
<p><b>ATTACHMENTS:</b> proposed agreement for services.</p>		
<p><b>COUNCIL ACTION REQUESTED:</b> Have the city attorney/League of Minnesota Cities review the proposed agreement and make a recommendation.</p>		

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Joel Dhein, Interim Administrator</b>	Meeting Date: <b>March 10, 2020</b>	Agenda Item No. <b>7a</b>
Agenda Section: <b>New Business</b>	Item: <b>Record Retention Schedule Adoption</b>	
<p><b>BACKGROUND:</b> The city is required under state law to retain certain records of its activities and operations. These records can only be disposed of in accordance with a duly adopted records retention schedule or specific approval from the state.</p> <p>It appears that the city has never adopted a records retention schedule. In order to remain in compliance with the law the city needs to adopt an updated records retention schedule prior to disposing of any records. The city does need to review the records that it keeps and dispose of old records as storage space is limited and nearing capacity.</p> <p>The attached resolution adopts the most recent version of the General Records Retention Schedule for Minnesota Cities. The schedule sets forth minimum retention periods for records. The city may exceed that retention period for longer periods as deemed necessary.</p> <p>The attached resolution also automatically adopts subsequent versions of General Records Retention Schedule for Minnesota Cities as it is updated.</p>		
<p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"><li>• Resolution adopting the 2018 records retention schedule.</li><li>• 2018 records retention schedule.</li></ul>		
<p><b>COUNCIL ACTION REQUESTED:</b></p> <ul style="list-style-type: none"><li>• Adopt the resolution as presented.</li></ul>		

RESOLUTION 2020-06

A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE FOR THE CITY OF HARMONY, FILLMORE COUNTY, MINNESOTA

WHEREAS, to comply with the Minnesota Records Management Statute M.S. 138.17, it is necessary for the city to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, the Records Management Statute MS 138.17 establishes the Records Disposition Panel and requires all government entities to follow an orderly process in disposing of government information; and

WHEREAS, the State of Minnesota has approved for use by all Minnesota cities the "General Records Retention Schedule for Minnesota Cities" which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

WHEREAS, the "General Records Retention Schedule for Minnesota Cities" is regularly updated and establishes minimum time periods for record retention.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Harmony, Fillmore County, Minnesota that the city hereby adopts the "General Records Retention Schedule for Minnesota Cities."

BE IT FURTHER RESOLVED, that subsequent revisions to the "General Records Retention Schedule for Minnesota Cities" are hereby adopted.

BE IT FURTHER RESOLVED, that as said schedule sets forth minimum retention periods city departments may retain records for a longer period as deemed necessary for the operation of said department .

BE IT FURTHER RESOLVED, that city departments are directed to provide for retention and destruction of records as set forth in said schedule and record any destruction of records on forms provided by the city clerk.

The foregoing ordinance was introduced and moved for adoption by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_

Voting for the Ordinance: .....  
Voting Against the Ordinance:.....  
Abstained from Voting:.....  
Absent: .....

Motion carried and resolution adopted this 10<sup>th</sup> day of March 2020.

\_\_\_\_\_  
Steve Donney  
Mayor

ATTEST:

\_\_\_\_\_  
Joel Dhein  
City Administrator


Agreement  
Scope of Services  
Harmony WWTP

**Operations Services**

1. Provide licensed wastewater operations as a Class B Minnesota wastewater operator. Assist and work with the City of Harmony's current operations staff to perform selected operation and maintenance tasks.
2. Provide guidance for staff to assist them in properly operating the facility in terms of cleaning, sampling, setting wasting rates, adjusting chemical feed rates, solids processing operations, performing maintenance tasks, procuring maintenance and operational supplies.
3. Provide data, communications, and permit-required information to the MPCA, including signature of Class B certified wastewater operator.
4. Provide communication to the City Administrator.
5. Rates will be \$50.00 per hour, and will be billed on a monthly invoice.
6. Provide a written report, when requested, prepared applying my hourly rate.
7. Provide other operations-related tasks at the direction of the City.
8. Visits will be weekly, and scheduled by me. Each visit will be paid as a 1 hour (minimum) visit.
9. Visits may be on weekends to accommodate my schedule.
10. Other work (may include off-site work) will be billed on an hourly rate.
11. At will: Required severance arrangement, either party, 60 days' notice to discontinue.
12. City will provide continuing education for keeping licenses current.
13. Liability insurance-the arrangement will include me in the role of employee. I will need to be covered on grounds, and in this work as an at will employee of the city of Harmony.

**Vacation**

No hours will be billed when no work is done during periodic vacations throughout the year. Vacations will be coordinated with operations staff to provide necessary requirements.

Chris Johnson  Date: 2-24-20

Approval by Harmony official \_\_\_\_\_

Signature, title, date: \_\_\_\_\_



**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Joel Dhein, Interim Administrator</b>	Meeting Date: <b>March 10, 2020</b>	Agenda Item No. <b>7b</b>
Agenda Section: <b>New Business</b>	Item: <b>Summer Intern</b>	
<p><b>BACKGROUND:</b> An internship program for Fillmore Central High School students is available to the city to obtain a student worker for the summer. Staff is suggesting that the city apply for a worker primarily to work with reviewing and organizing city records. The intern would also work on other activities in city hall in order to provide them with a well-rounded experience.</p> <p>Staff feels that 300 hours during the summer would be adequate to start. The rate would be \$10 per hour, or \$3,000 plus another \$45 in payroll taxes for the summer. The intern would not be eligible for any other benefits. Part of the cost would be offset by a possible grant.</p> <p>Applying for the program does not commit the city to hiring anyone, it just keeps the options open. The council would have to approve any hiring under this program.</p>		
<p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>• E-mail announcing the program.</li> <li>• FAQ's</li> <li>• Employer Guidelines</li> </ul>		
<p><b>COUNCIL ACTION REQUESTED:</b> Approve submitting an application to the program.</p>		

**I am forwarding a note from Board Member Jan Bigalk. She coordinates the summer internship program and is looking for businesses to host an intern. Thanks for your interest and support.**

Melissa

Hello,

It's that time of year to inquire about summer internship opportunities for high school students. I met with members of the Harmony Area Community Foundation, and they fully support the internship program, both financially and the value it brings to students and community alike. I have already put an announcement in the school bulletin to get student interest and have received a couple responses! If you are interested in working with a student this summer and fostering a cooperative learning opportunity, please complete the "Employer Request for Interns" form included in the attachment. If you are not aware of the internship program and would like more information, please contact me, and I will be happy to talk more about it with you! I am hopeful that we can find good matches for students and employers this summer. This is a great opportunity for our students and community! Note the deadline for requests is March 20, 2020—the first day of Spring!

Jan Bigalk

Career Awareness Specialist | Human Resources | [507-284-3969](tel:507-284-3969)

**Mayo Clinic** | [200 First Street SW | Rochester, MN 55905](https://www.mayoclinic.org) | [mayoclinic.org](https://www.mayoclinic.org)

*Confidentiality notice: This message is for the intended mail recipient only. If you have received this note in error, please return to me immediately, do not forward or route. Thank you for your cooperation*

## **ANSWERS TO QUESTIONS FREQUENTLY ASKED BY EMPLOYERS**

### **Where do I begin?**

Businesses will submit a job description outlining their expectations for the intern to Jan Bigalk at her home no later than March 20. The positions will be posted at the high school on or about March 23 and students will have until April 24 to apply for the positions. The business will receive interested intern resumes thereafter and may begin conducting interviews on April 27. The business will select which intern they are interested in based on the interviews they have conducted, reference checks, etc. and may then require additional information as necessary.

### **Then what?**

The business must contact the Internship Coordinator with their selection and proposal to hire the intern. Please note that there are no guarantees for either students or businesses to receive funding. The attached Employer/Student Internship Agreement must be submitted for approval. The Coordinator, Intern, and Business will execute the Internship Agreement prior to the internship commencing.

### **Are students paid for their internships?**

Yes, students will be paid for their internships by the business. The HACF grant is available for business to pay for a portion of the intern's wages. The Internship Coordinator will request the grant distribution for a late July payment to the business.

### **How long is the internship?**

The duration of the internship may be decided between the intern and the business but must be complete by the start of school in the Fall.

### **How much must I pay the intern?**

The wages the intern will be paid will be agreed upon by the business and the intern. The business will be responsible for making sure the intern makes the appropriate minimum wage and that their hiring is in compliance with all local, state and Federal employment laws.

### **What about insurance?**

Interns will be covered as if they are employees of the business. This means that all applicable Workers' Compensation Insurance and other application items would cover the student. The grant may only be used for wages.

### **What paperwork do I as a business have to submit for this program and when?**

- ✓ Employer/Student Internship Agreement – submitted after you have selected an intern but prior to them starting. This must be signed by the intern, the business, and the Internship Coordinator for the intern to receive their grant.
- ✓ Final evaluation by the business and the intern – submitted at the end of the internship.

### **Who is eligible for the internships?**

Fillmore Central High School students who are between 15-18 on June 1, 2020 will be given priority placement in the student internship program. Younger students will be considered if upperclassmen show a lack of interest and if the business can hire them. College freshmen and sophomores will also be considered.

## **EMPLOYER GUIDELINES FOR WORKING WITH INTERNS**

### **Basic Responsibilities**

- ✓ Clarify internship responsibilities with the student.
- ✓ Stress the importance of nondisclosure/confidentiality as it applies to your specific department/business.
- ✓ Stress the importance of conduct rules and reasons for immediate termination of internship.
- ✓ Review safety rules and emergency procedures, including fire exits, as you would with any new hire.

Even the most motivated student needs help from you to do their best during the internship. Things only you can provide include:

- ✓ Specific and realizable goals toward which to work.
- ✓ Tasks that keep the student involved; some amount of clerical work comes with any internship, but please try to find good learning experiences for the intern.
- ✓ Feedback on the student's progress, strengths and weaknesses.
- ✓ A comfortable and safe environment.
- ✓ Effective ways to cope with possible frustrations and problems.
- ✓ Long-term projects.
- ✓ Open channels of communication with you.
- ✓ Clear boundaries for acceptable and unacceptable behavior.

## **CONCERNS OF INTERNS**

### **We want real work!**

Some amount of clerical work comes with any internship, but please try to find good learning experiences.

### **State your expectations.**

Discuss your expectations in the beginning and help avoid miscommunication.

### **Give us feedback.**

Help the intern learn from mistakes and congratulate them on successes.

### **Include us in company events.**

Include the intern in the daily life of the office to help them feel welcome.

### **Please help us understand by explaining.**

Help them understand the project.

### **Be prepared for us.**

Inform others in the office to expect the intern on the first day.

# **ADMINISTRATOR'S REPORT**

## **For the Period February 5, 2020 to March 5, 2020**

### ADMINISTRATION

Attended EDA and city council meetings.

Met with staff and consultants to be briefed on projects, current matters, and on-going tasks.

Participated in new city administrator recruitment process.

Reviewed plans for 20202 Street & Utilities Project researched project and ensured paperwork was up-to-date.

Completed February payroll.

Worked on various licenses.

### Items to discuss:

- It appears that an ordinance authorizing distillery off-sale and cocktail room licenses was not adopted by the city council. If desirable I will begin that process.
- It seems that the city is due for a new classification and compensation study. The last one was done in 2001 by me. While the city is in compliance with pay equity (barely), the anticipated changes in staffing in the next few years make it advisable to do one soon. Given the small size of the organization this can be done in-house at minimal expense.
- Do we want to begin recruitment for a third office person at this time?

HARMONY PARK BOARD  
FEBRUARY 24, 2020 PARK BOARD MEETING

The meeting of the Harmony Park Board was called to order by Kelli Jo Dornink at 5:30 PM. Present were Lynn Mensink, Kelli Jo Dornink, Alissa Stelpflug, Tony Webber, and Miles Petree. Also present James Strozyk, Gina Flaby, Tonya Keim, Connie Lindstrom, Jen Lindstrom, Melissa Vander Plas, Jesse Grabau, Mayor Steve Donney.

Motion by Dornink, seconded by Mensink to nominate Stelpflug to retain the title of Secretary. Motion carried.

Motion by Stelpflug, seconded by Mensink to nominate Dornink to retain the title of President. Motion carried.

Motion by Mensink, seconded by Petree to approve minutes. Motion carried.

Motion by Petree, seconded by Webber to approve claims. Motion carried.

Discussed Community Center playground equipment. The equipment is in the storage building. The board will meet on March 10 at 5:30 PM so Joel can attend and discuss further planning.

Jesse Grabau presented concerns regarding the splash pad proposed location relative to his residence. Jesse provided a print out of bulleted concerns to the board members. Concerns centered around traffic on 4th and 2nd, motorized traffic utilizing the Trailhead bike path, snowmobiles driving over the proposed location during the winter and whether the splash pad can handle this, water usage of the splash pad per year, funding of the water, and who will cover the ongoing cost of maintenance, and proximity to MiEnergy's substation unit. Further concerns centered around other locations not being marketed or considered and suggested utilizing the former skating rink near the playground as an existing infrastructure to support a splash pad, as additional concerns for the Trailhead Park were raised about the loss of green space at Trailhead if a splash pad were to be located there. Request was noted for a natural fence of bushes be placed at their abutting property to deter visitors of the park and splash pad from using their property as part of the trail and green space at Trailhead, and cited this is already occurring.

James Strozyk presented a packet to the board members including the overview of a splash pad, the timeline of splash pad planning, the city engineer's map of the proposed location, proposed budget, engineer costs, cement estimate, the Facebook page with 628 followers, and enclosed letters of support from ten businesses located in Harmony supporting the splash pad's proposed location of the Trailhead park for various reasons, mainly the proximity to many local businesses as well as suggesting the addition of the splash pad would help the city of Harmony grow. James and other splash pad members present addressed Jesse Grabau's concerns. The splash pad committee stated they had visited various other locations on foot and unanimously decided the Trailhead was the best place for the splash pad. The committee members cited the location to local businesses and that the 40x50 pad would not lose all the green space available at Trailhead. Further mention of keeping the splash pad away from 4th Street by the golf course as

well as the residential area and lack of parking. Tonya Keim addressed that there were many things to do in the area of Trailhead from food, to playground equipment, to bathrooms without having to cross the road.

Discussion was had regarding the state's responsibility to put up a barrier between Grabau's yard and the bike trail. This needs to be looked into.

Discussion was had about putting a shelter with bathrooms added to the Trailhead Park. This has been an ongoing discussion and is part of the Engineer's site plan for the splash pad to be at the Trailhead Park in conjunction with the bathroom project that has been on the Park Board's list of items to move forward with.

Motion by Stelpflug, seconded by Petree to approve the Trailhead Park as the location for the Harmony Splash Pad. Motion carried.

Mensink will bring the Park Board's recommendation to locate the Splash Pad at the Trailhead Park to City Council.

Discussion was had regarding summer help with Chris Johnson's retirement.

Motioned by Mensink, seconded by Webber to call Odean Miller back for summer mowing and various work as needed. Motion carried.

Meeting adjourned by Dornink at 6:16 PM.

Respectfully submitted,

Alissa Stelpflug