

**AGENDA**  
**HARMONY CITY COUNCIL**  
**HARMONY ECONOMIC DEVELOPMENT AUTHORITY**  
**Some members may participate by telephone or other electronic means**  
**Regular Meeting**

December 10, 2024  
7:00 P.M.

Council Room  
Community Center

1. Call to Order
2. Roll Call
3. Public Forum
4. Consent Agenda
  - a) Minutes Regular
  - b) Claims and November Checks
  - c) Cash in CD
  - d) Cash Balances
  - e) Budget YTD-Rev/Exp
  - f) MMUA Service Agreement
5. New Business
  - a) David Kiehne Regarding Assessment Roll
  - b) Resolution 24-16 Accept Addition to 2024 Street & Utility Assessment Roll
  - c) Harmony Fire Relief Association
    - i. Harmony Fire Relief Association pension request
    - ii. Fire Relief Association – Approve internal bank transfer for Fire State Aid Total of \$22,302 and annual city contribution of \$9,500. When 2024 state fire aid is received from State of MN that will also pass through to the Relief Association.
  - d) Truth-in-Taxation Hearing
    - i. Public Input
    - ii. Resolution 24-17, approving 2025 levy
  - e) Resolution 24-18 - Designated Polling Place 2025
  - f) Accounting Service proposals
  - g) Resolution 24-19 - Utility Rates
6. Reports
  - a) Building & Maintenance Report
    - i. WWTP Report
  - b) EDA Board
    - i. Recommendation from EDA for Eddie Swartzentruber
  - c) Harmony Chamber
  - d) Park Board
  - e) Library Board
  - f) Arts Board
  - g) Fire Department
  - h) Sheriff Report
7. Adjourn



A Regular Meeting of the Harmony City Council was called to order by Mayor Steve Donney. Present were Mayor Donney, Councilmembers Kyle Scheevel, Jesse Grabau, Domingo Kingsley and Michael Himlie (virtually, via web cam). Administrator Alissa Stelpflug, Deputy Clerk Lisa Morken, Attorney Greg Schieber, City Engineer Brett Grabau, Brian Michel, Hannah Wingert (Fillmore County Journal), Matt & Heidi Brown, Linda Egnash, James Haugerud, Brian Ostby, David & Diane Kiehne, Ivan Vreemann, Carolyn Kelly, Samantha Grabau, Kisa O'Conner, Scout Trouten, Brad Thacher, Becky Meyer, Georgia Hermanson, Erica Thilges, Lisa Miller and Miles Petree.

**PUBLIC HEARING 2024 STREET & UTILITY PROJECT ASSESSMENTS:** The actual amount of the assessment was less than the estimate due to the great bids. Brett Grabau said we received 8 or 9 bids. If there are appeals to assessments need to be submitted in writing before the close of this public hearing. Linda Egnash said that her water shut off is currently under concrete. Brett Grabau stated that the contractor will be back to fix this. David Kiehne said that his assessment was for 66 feet when he felt he should have only been assessed at 40 feet. Brett Grabau stated that the minimum assessment is 60 feet. Kiehne also suggested that street projects be paid for by the entire city, not just the property owners on the improved street(s). Kiehne submitted a written appeal. Brett Grabau said that bond payments require property assessments. Scott Trouten said the road is not level with his yard. It is 6 inches lower than his yard. Brett Grabau said this area was too narrow for curb and gutter. Kisa O'Conner asked why she received three letters. Brett Grabau answered that it is because her corner property has three assessments, two rates. Assessments can be paid at the City Office in the next 30 days. After the assessments will be sent to Fillmore County. The assessments will be on the property owner's taxes for the 15 years at 5% interest. Kisa O'Conner said she had several issues at her house due to construction. Brett Grabau asked Kisa O'Conner to send her list of damages to Administrator Alissa Stelpflug. Georgia Hermanson has issues with her driveway. Brett Grabau said the driveway issues have been addressed previously. If you are over 65 years old and the City deems the assessment a financial burden you can apply for assistance. Public Hearing closed at 7:51 pm.

**PUBLIC FORUM:** None.

**CONSENT AGENDA:** Councilmember Kingsley motioned to approve the consent agenda which consisted of minutes, claims and October checks, cash in CD, cash balances, Mi Energy annual meeting invitation. Councilmember Grabau seconded the motion. A vote was held. All in favor. Motion carried.

**PAY REQUEST #6:** Councilmember Grabau motioned to approve Pay Request #6. Councilmember Scheevel seconded the motion. Councilmember Kingsley asked if the extension date? Brett Grabau does not recommend trying to liquidate damages. Attorney Schieber noted that could have an effect on future projects. A vote was held. All in favor. Motion carried.

RESOLUTION 24-14: Mayor Donney motioned to adopt Resolution 24-14 (Resolution Adopting Assessment). Councilmember Grabau seconded the motion. A vote was held. All in favor. Motion carried.

DOWNTOWN SEWER: Becky Meyer, Brian Ostby and Matt & Hiedi Brown have had issues with their sewer lines. Estimate to repair property owner's sewer lines and patch road where line was accessed is \$12,850. Brett Grabau stated that there is nothing wrong with the main. The lines shared are at a vertical riser. Mayor Donney said it sounds like the issues are with the property owner's lines. The City is responsible for the main. The estimate for the sewer line and street repair is \$12,850. Councilmember Grabau motioned to assess the cost of this repair to the property owners with the same terms as the current street assessment, including a waiver. Councilmember Kingsley seconded the motion. A vote was held. All in favor. Motion carried.

EDA/CHAMBER AGREEMENT: Councilmember Grabau stated that most of the items listed in the "Property Maintenance and Upkeep" section of this agreement are already being done. Erica Thilges, Chamber Board Member, said she used another's city's agreement as a template and tweaked it. Lisa Miller, Chamber Board member, said that the Chamber recognizes all that the City does. Councilmember Grabau motioned to table this discussion until the next regular council meeting. The Utility Committee will submit change requests to the EDA before December 5<sup>th</sup> (next EDA meeting). Councilmember Scheevel seconded the motion. A vote was held. All in favor. Motion carried.

CERTIFY ELECTION RESULTS: Mayor Donney motioned to adopt Resolution 24-15 (resolution to certify 2024 election results). Councilmember Grabau seconded the motion. A vote was held. All in favor. Motion carried.

AUDIT SERVICE: Abdo will not complete our audit. Councilmember Grabau motioned to have Administrator Alissa Stelpflug request proposals from other auditing firms for 1-to-3-year contract. Councilmember Scheevel seconded the motion. A vote was held. All in favor. Motion carried.

REPORTS:

BUILDING & MAINTENANCE:

WWTP: Report included in the agenda packet.

PLANNING & ZONING BOARD: Last month Monster Bash was granted a 10-foot set-back from property line variance contingent on Monster Bash acquiring a 10-foot variance that is currently part of John and Jacque Ryan's property (aka "old alley"). The variance is for the entire length of the Monster Bash building, and the entire length of the former alley. Jay Masters, Monster Bash measured the property again and an 8 1/2-foot set back variance needed (not 10). Mayor Donney motioned to grant an 8 1/2-foot set-back from property line variance contingent on the Monster Bash acquiring an 8 1/2 feet of John and Jacque Ryan's property (aka "old alley"). The variance is for the entire length of the Monster Bash building, and the entire length of the former alley. Councilmember Grabau seconded the motion. A vote was held. All in favor. Motion carried.

EDA BOARD: The Miner Underground sale has closed.

CHAMBER: Working on upcoming Chamber events, Holidays in Harmony and Breakfast with Santa.

FIRE DEPARTMENT: None

SHERIFF'S REPORT: Report included in the agenda packet.

LIBRARY BOARD: None

ARTS BOARD: Holiday Lighting Contest judging is December 6<sup>th</sup>. The new student representative is Gracie Whalen. New teacher representative is Sara Hutchinson.

PARKS BOARD: None

Upon no further business, Mayor Donney adjourned the meeting.

Lisa Morken, Deputy Clerk

Mayor Steve Donney

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
101 General Fund				
General Fund	Union Central Pension Fund	CENTRAL PENSION FUND	Union pension	\$373.50
General Fund	Health Insurance	I.U.O.E. LOCAL 49 FRINGE BENEF	Union health insurance	\$4,425.00
General Fund	Union Dues	IUOE LOCAL #49	Union dues	\$105.00
General Fund	NCPERS Insurance	NCPERS GROUP LIFE INS	Life insurance	\$16.00
General Fund	Life Insurance	USABLE LIFE	101421301G Life insurance	\$72.70
General Fund	General Operating Supplies	ELAN FINANCIAL SERVICES	10 expanding file folders	\$27.74
General Fund	General Operating Supplies	HARMONY FOODS	Plates, napkins, silverware, coffee	\$36.21
General Fund	Office Accessories	ELAN FINANCIAL SERVICES	Folding machine	\$615.00
General Fund	Office Accessories	ELAN FINANCIAL SERVICES	Microsoft teams intro pricing	\$7.00
General Fund	Office Accessories	ELAN FINANCIAL SERVICES	365 bus std	\$13.42
General Fund	Office Equip	ELAN FINANCIAL SERVICES	Microsoft 365	\$603.54
General Fund	Postage	QUADIENT, INC.	Postage credit on postage meter	\$301.84
General Fund	Postage	QUADIENT, INC.	Post meter equipment rent	\$72.65
General Fund	Training Fees	ELAN FINANCIAL SERVICES	2025 Foundational program Alissa	\$350.00
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Admin - Workers Compensation Ins	\$67.46
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Animal Control - Workers Compensation In	\$17.31
General Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Civil Defense phone and internet	\$41.50
General Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Comm Center electric utilities	\$965.21
General Fund	Gas Utilities	MINNESOTA ENERGY	Comm Center gas serv	\$253.97
General Fund	General Operating Supplies	DALCO (IMPERIALDADE)	CC Hand towels	\$66.05
General Fund	General Operating Supplies	DALCO (IMPERIALDADE)	CC toilet paper	\$51.83
General Fund	Motor Fuels/Lubricants	KWIK TRIP,INC	CC - fuel	\$32.05
General Fund	Motor Fuels/Lubricants	WEX BANK (SINCLAIR)	Terry's truck fuel - CC	\$67.18
General Fund	Sewer Utilities	HARMONY PUBLIC UTILITIES	Comm Center sewer	\$75.79
General Fund	Small Tools and Minor Equip	ELAN FINANCIAL SERVICES	6 kitchen faucet aerator CC	\$79.95
General Fund	Small Tools and Minor Equip	ELAN FINANCIAL SERVICES	Comm Center light bulbs	\$36.98
General Fund	Small Tools and Minor Equip	MOREM ELECTRIC, INC	Comm Center light bulb	\$33.24
General Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Admin phone and internet	\$329.50
General Fund	Water Utilities	HARMONY PUBLIC UTILITIES	Comm Center water	\$48.41
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Comm Center - Workers Compensation Ins	\$409.48
General Fund	Program Services	OLINGER, MARK & SUE	Golden Happenings 4th of July décor	\$87.19
General Fund	Training Fees	ELAN FINANCIAL SERVICES	2025 Foundational program - Tara Morem	\$350.00
General Fund	Training Fees	LEAGUE OF MINNESOTA CITIES	Elected leaders foundational T. Morem	\$350.00
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Council - Workers Compensation Ins	\$16.62
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Electric Admin - Workers Compensation In	\$25.30
General Fund	General Operating Supplies	HARMONY FOODS	Election workers meals	\$114.28

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
General Fund	Software Service Fees	BANYON DATA SYSTEMS	Banyon software support	\$214.80
General Fund	General Operating Supplies	Nolan Lumber Company	4x4 6' treated	\$10.15
General Fund	General Operating Supplies	PRESTON AUTO PARTS	Wiper blades for plow trucks	\$69.96
General Fund	Motor Fuels/Lubricants	KWIK TRIP,INC	Snow Plows/Skid Loader	\$93.69
General Fund	Repair/Maint Machinery/Equip	ELAN FINANCIAL SERVICES	Door window regulator	\$400.00
General Fund	Repair/Maint Machinery/Equip	PRESTON AUTO PARTS		\$213.99
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Snow - Workers Compensation Ins	\$27.63
General Fund	Legal Fees	FILLMORE COUNTY ATTORNEY	Criminal legal fees I 23-CR-24-119 & 120	\$402.00
General Fund	Legal Fees	FILLMORE COUNTY ATTORNEY	Criminal legal fees ICR 24-008454	\$90.00
General Fund	General Operating Supplies	CULLIGAN	Nov drinking water and dispenser rent, wa	\$72.50
General Fund	Uniforms	BIGALK, TERRY	Socks	\$187.20
General Fund	Uniforms	MICHEL, BRIAN	Canvas utility works shorts	\$46.00
General Fund	Uniforms	MICHEL, BRIAN	Cargo work pants - 2 pair	\$69.32
General Fund	Uniforms	WHALEN, COREY	Jeans, sweatshirt	\$97.47
General Fund	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	City Council mtg, Calls	\$840.00
General Fund	Wages & Salaries	GRABAU, JESSE	Planning and Zoning Meetings JAN - NOV	\$150.00
General Fund	Wages & Salaries	JOHNSON, RODNEY J	Planning and Zoning Meetings JAN - NOV	\$200.00
General Fund	Wages & Salaries	OLSON, ERIK	Planning and Zoning meetings JAN - NOV	\$150.00
General Fund	Wages & Salaries	PETREE, MILES	Planning and Zoning JAN - NOV 2024	\$175.00
General Fund	Wages & Salaries	STROZYK, JIMMY	Planning and Zoning Meetings JAN - NOV	\$150.00
General Fund	Wages & Salaries	STROZYK, JIMMY	Planning and Zoning Inpections JAN - NOV	\$50.00
General Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Police phone and internet	\$41.46
General Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Maintenance Shop electric utilities	\$168.83
General Fund	Gas Utilities	MINNESOTA ENERGY	Shop gas serv	\$84.96
General Fund	Repair/Maint Bldg/Structures	PLUNKETTS PEST CONTROL, INC	Rodent control - October	\$85.20
General Fund	Repair/Maint Bldg/Structures	PLUNKETTS PEST CONTROL, INC	Rodent control	\$85.20
General Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Shop phone and internet	\$110.74
General Fund	Water Utilities	HARMONY PUBLIC UTILITIES	Maintenance Shop water	\$20.20
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Shop - Workers Compensation Ins	\$85.75
General Fund	Contractual Services	HARMONY TOWNSHIP	Blading on City rural roads	\$2,240.39
General Fund	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	Change oil and filters on skidloader	\$849.37
General Fund	Sign Materials	ELAN FINANCIAL SERVICES	"Slow" traffic sign	\$41.02
General Fund	Small Tools and Minor Equip	SOLBERG WELDING	Post pounder	\$16.63
General Fund	Small Tools and Minor Equip	SOLBERG WELDING	Sign post pounder	\$55.17
General Fund	Street Maint Materials	DRIVEWAY SPECIALIST, LLC	Hwy 139 patch	\$1,100.00
General Fund	Street Maint Materials	DRIVEWAY SPECIALIST, LLC	Hwy 139 & 1st Ave NW patch, Gabby Lou'	\$2,575.00
General Fund	Street Maint Materials	DRIVEWAY SPECIALIST, LLC	Hwy 139 & 1st Ave NW patch, Bee Balm	\$2,575.00
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Streets - Workers Compensation Ins	\$138.14

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
General Fund	Lodging Tax	HARMONY CHAMBER OF COMMERCE	Evolve lodging tax - Oct 2024	\$79.11
General Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Visitor Center electric utilities	\$122.17
General Fund	Gas Utilities	MINNESOTA ENERGY	VC gas service	\$148.77
General Fund	General Operating Supplies	DALCO (IMPERIALDADE)	VC toilet paper	\$51.83
General Fund	Motor Fuels/Lubricants	KWIK TRIP,INC	VC - fuel	\$32.05
General Fund	Motor Fuels/Lubricants	WEX BANK (SINCLAIR)	Terry's truck fuel - VC	\$67.17
General Fund	Sewer Utilities	HARMONY PUBLIC UTILITIES	Visitor Center sewer	\$44.23
General Fund	Water Utilities	HARMONY PUBLIC UTILITIES	Visitor Center water	\$27.53
General Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Visitors Center - Workers Compensation In	\$102.37
101 General Fund				\$25,196.90
201 DTED Revolving Loan Program				
DTED Revolving Loan Pr	Loans Made	NETHERCUT/SCHIEBER TRUST ACCT	Monica Thilges RLF	\$40,000.00
201 DTED Revolving Loan Program				\$40,000.00
211 Library Fund				
Library Fund	General Operating Supplies	HARMONY FOODS	Navy beans for sensory beens	\$31.80
Library Fund	Media-Audio	BAKER & TAYLOR	Vox books	\$849.29
Library Fund	Media-Audio	BAKER & TAYLOR	Vox books	\$150.46
Library Fund	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$25.49
Library Fund	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$33.75
Library Fund	Media-Audio	INGRAM LIBRARY SERVICES, INC	Audio books on CD	\$30.99
Library Fund	Media-Books	BAKER & TAYLOR	Books	\$16.83
Library Fund	Media-Books	BAKER & TAYLOR	Books	\$68.41
Library Fund	Media-Books	BAKER & TAYLOR	Books	\$11.62
Library Fund	Media-E-Audio	SELCO	TumbleBook premium renewal	\$499.00
Library Fund	Media-Video	BAKER & TAYLOR	Videos	\$137.16
Library Fund	Media-Video	BAKER & TAYLOR	Videos	\$14.96
Library Fund	Media-Video	BAKER & TAYLOR	Videos	\$26.24
Library Fund	Media-Video	BAKER & TAYLOR	Videos	\$52.48
Library Fund	Media-Video	BAKER & TAYLOR	Videos	\$14.24
Library Fund	Office Accessories	DEMCO, INC	Book jackets, laminate, backstops	\$1,200.33
Library Fund	Program Supplies	DEMCO, INC	Puzzle, games, media pouches	\$113.65
Library Fund	Program Supplies	ELAN FINANCIAL SERVICES	Beads, fake rocks, vase filler - Library	\$34.92
Library Fund	Program Supplies	ORIENTAL TRADING CO., INC	Sensory bin supplies	\$32.81
Library Fund	Repair/Maint Office Equipment	CANON FINANCIAL SERVICES, INC	Copier lease	\$44.00
Library Fund	Repair/Maint Office Equipment	LOFFLER COMPANIES, INC	Copier maintenance fee	\$19.72
Library Fund	Software Service Fees	SELCO	Basic services & tech support	\$343.10

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
Library Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Library phone	\$49.10
Library Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Library - Workers Compensation Ins	\$91.95
211 Library Fund				\$3,892.30
222 Fire Fund				
Fire Fund	Chemicals and Chem Products	CLAREY S SAFETY EQUIPMENT, INC	SILV-EX Plus Firefighting Foam	\$460.00
Fire Fund	Equipment Parts	SOLBERG WELDING	6 eye bolts	\$72.00
Fire Fund	Equipment Parts	SOLBERG WELDING	Drill bits	\$34.00
Fire Fund	Motor Fuels/Lubricants	WEX BANK (SINCLAIR)	Fire dept fuel	\$594.28
Fire Fund	Repair/Maint Machinery/Equip	HAMMELL EQUIPMENT	Battery	\$358.90
Fire Fund	Repair/Maint Machinery/Equip	KIRVIDA FIRE	2024 Pump test 1997 Freightliner	\$637.92
Fire Fund	Repair/Maint Machinery/Equip	KIRVIDA FIRE	2024 Pump test 2005 Freightliner	\$637.92
Fire Fund	Repair/Maint Machinery/Equip	KIRVIDA FIRE	2024 Pump test 2011 Freightliner, change	\$611.52
Fire Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Fire - Workers Compensation Ins	\$804.84
Fire Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Fire Station - Workers Compensation Ins	\$0.00
Fire Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Fire Dept electric utilities	\$288.53
Fire Fund	Gas Utilities	MINNESOTA ENERGY	Fire dept gas serv	\$62.91
Fire Fund	Sewer Utilities	HARMONY PUBLIC UTILITIES	Fire Dept sewer	\$35.88
Fire Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Fire Department phone and ineternet	\$95.80
Fire Fund	Water Utilities	HARMONY PUBLIC UTILITIES	Fire Dept water	\$22.01
222 Fire Fund				\$4,716.51
223 Ambulance Fund				
Ambulance Fund	Contractual Services	EMS MANAGEMENT & CONSULTANT	12 ambulance trips coded	\$336.00
Ambulance Fund	Medical Supplies	MISSISSIPPI WELDERS SUPPLY CO	Medical oxygen - Amb	\$52.70
Ambulance Fund	Motor Fuels/Lubricants	KWIK TRIP,INC	Ambulance fuel	\$216.24
Ambulance Fund	Repair/Maint Vehicles	DECORAH AUTO CENTER	Oil change, full service inspection - Ambul	\$296.47
Ambulance Fund	Taxes, Licenses & Permits	NIELSEN, GERRI	EMT recertification application fee	\$25.00
Ambulance Fund	Telephone	AT&T MOBILITY	Nov Ambulance cell phone, hot spot	\$83.11
Ambulance Fund	Training Fees	ELAN FINANCIAL SERVICES	Pediatric CPR - One Block at a Time	\$66.25
Ambulance Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Ambulance - Workers Compensation Ins	\$1,057.74
223 Ambulance Fund				\$2,133.51
251 Park Fund				
Park Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Parks electric utilities	\$335.24
Park Fund	Equipment Parts	HAMMELL EQUIPMENT	CIS wheel s front #33401000 UTV	\$24.00
Park Fund	Repair/Maint Machinery/Equip	RUN RIGHT POWER LLC	Replaced blades, cleaned machine & cover	\$236.85
Park Fund	Sewer Utilities	HARMONY PUBLIC UTILITIES	Parks sewer utilities	\$39.00



**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
Park Fund	Wages & Salaries	GRABAU, JESSE	Park Board Meetings JAN - NOV 2024	\$175.00
Park Fund	Wages & Salaries	KRENZKE, KELLI JO	Park Board meetings JAN - NOV 2024	\$150.00
Park Fund	Wages & Salaries	MENSINK, STEPHANIE	Park Board meetings JAN - NOV 2024	\$25.00
Park Fund	Wages & Salaries	PETREE, MILES	Park Board Meetings JAN - NOV 2024	\$150.00
Park Fund	Wages & Salaries	SCHEEVEL, KYLE	Park Board Meetings JAN - NOV 2024	\$175.00
Park Fund	Wages & Salaries	STELPFLUG, ALISSA	Park Board meetings JAN - NOV 2024	\$125.00
Park Fund	Water Utilities	HARMONY PUBLIC UTILITIES	Parks water utilities	\$97.93
Park Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Parks - Workers Compensation Ins	\$198.98
Park Fund	Program Services	FILLMORE COUNTY JOURNAL	Ad for part-time summer rec Fillmore Cent	\$12.40
251 Park Fund				\$1,744.40
261 Arts Fund				
Arts Fund	Program Services	HARMONY CHAMBER OF COMMERCE	Breakfat with Santa photo backdrop	\$863.39
Arts Fund	Program Services	MONSTER BASH, INC	Donation from Art's Board	\$1,000.00
Arts Fund	Wages & Salaries	HEMENWAY, EVA	Arts Board Meetings JAN - NOV 2024	\$125.00
Arts Fund	Wages & Salaries	HIMLIE, MICHAEL	Arts Board Meetings JAN - NOV 2024	\$175.00
Arts Fund	Wages & Salaries	HJELMELAND, BRIELLE	Arts Board Meetings from 10/2023	\$200.00
Arts Fund	Wages & Salaries	HUTCHINSON, SARAH	Arts Board Meeting Nov 2024	\$25.00
Arts Fund	Wages & Salaries	OMMEN, LU	Arts Board Meetings JAN - NOV 2024	\$175.00
Arts Fund	Wages & Salaries	SLINDEE, LORI	Arts Board Meetings JAN - NOV 2024	\$175.00
Arts Fund	Wages & Salaries	THILGES, ERICA	Arts Board Meetings JAN - NOV 2024	\$200.00
Arts Fund	Wages & Salaries	WHALEN, GRACIE	Arts Board Meeting Nov 2024	\$25.00
261 Arts Fund				\$2,963.39
401 Capital Projects Fund				
Capital Projects Fund	Other Equipment	MACQUEEN EMERGENCY GROUP	Spartan leaf vac	\$107,000.00
401 Capital Projects Fund				\$107,000.00
428 WWTP UV PROJECT				
WWTP UV PROJECT	Engineering Fees	STANTEC CONSULTING SERVICES, I	UV Disinfection - Design & Bidding Phase	\$34,383.75
428 WWTP UV PROJECT				\$34,383.75
601 Water Fund				
Water Fund	MN Water Testing Fee Due	MN DEPT OF HEALTH	Quarterly water connection fee	\$1,462.00
Water Fund	Software Service Fees	BANYON DATA SYSTEMS	Banyon software support	\$214.80
Water Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Water Admin - Workers Compensation Ins	\$16.86
Water Fund	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	Water Chlorine cylinder	\$10.00
Water Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Pumphouse 1, 2 & 3 electric utilities	\$993.28
Water Fund	Gas Utilities	MINNESOTA ENERGY	Pump house gas service 1	\$43.91

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
Water Fund	Gas Utilities	MINNESOTA ENERGY	Pump house gas service 2	\$39.54
Water Fund	Repair/Maint Other Improve	MAGUIRE IRON, INC.	Replace insulation - CS_OM14	\$13,000.00
Water Fund	Repair/Maint Other Improve	MAGUIRE IRON, INC.	Water tower CS_OM13 Final bill	\$8,400.00
Water Fund	Utility Maint Materials	SOLBERG WELDING	Water tower ladder cover	\$72.10
Water Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Water Ops - Workers Compensation Ins	\$316.47
601 Water Fund				<u>\$24,568.96</u>
602 Sewer Fund				
Sewer Fund	Software Service Fees	BANYON DATA SYSTEMS	Banyon software support	\$214.80
Sewer Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Sewer Admin - Workers Compensation Ins	\$16.86
Sewer Fund	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	WWTP Bionutralizer tab	\$3,771.00
Sewer Fund	Chemicals and Chem Products	HAWKINS WATER TREATMENT GROU	WWTP Chlorine cylinder	\$20.00
Sewer Fund	Contractual Services	ENVIRONMENTAL WATER SERVICES	WWTP operations and maintenance Dec	\$1,500.00
Sewer Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	WWTP, Lift Station 1 & 2 electric utilities	\$1,350.55
Sewer Fund	Gas Utilities	MINNESOTA ENERGY	WWTP gas service	\$277.83
Sewer Fund	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	WWTO sample dates 10/23, 30;11/6, 13	\$858.47
Sewer Fund	Laboratory & Testing Fees	UTILITY CONSULTANTS, INC	Sample dates 7/24,31;8/7, 14	\$858.47
Sewer Fund	Repair/Maint Machinery/Equip	QUALITY FLOW SYSTEMS, INC	Service check (3) LS	\$1,350.00
Sewer Fund	Repair/Maint Other Improve	TLC EXCAVATING	Sewer line repair 1st Ave NW, Gabby Lou's	\$2,400.00
Sewer Fund	Repair/Maint Other Improve	TLC EXCAVATING	Sewer line repair 1st Ave NW, Bee Balm	\$2,400.00
Sewer Fund	Repair/Maint Other Improve	TLC EXCAVATING	Sewer line repair 1st Ave NW, Torgeson O	\$1,800.00
Sewer Fund	Sewer Utilities	HARMONY PUBLIC UTILITIES	WWTP, Lift Station 1 & 2 sewer	\$3,049.66
Sewer Fund	Telephone	HARMONY TELEPHONE CO (MI BROA	Sewer Lifts/Dialers	\$281.32
Sewer Fund	Water Utilities	HARMONY PUBLIC UTILITIES	WWTP, Lift Station 1 & 2 water	\$2,015.69
Sewer Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Sewer Ops - Workers Compensation Ins	\$511.91
602 Sewer Fund				<u>\$22,676.56</u>
603 Solid Waste Fund				
Solid Waste Fund	Software Service Fees	BANYON DATA SYSTEMS	Banyon software support	\$214.80
Solid Waste Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Solid Waste Admin - Workers Compensatio	\$8.43
Solid Waste Fund	Motor Fuels/Lubricants	WEX BANK (SINCLAIR)	Corey's truck fuel	\$655.32
Solid Waste Fund	Other Equipment	ELAN FINANCIAL SERVICES	Tactacam Monthly tree dump cam service	\$13.00
Solid Waste Fund	Refuse/Garbage Disposal	RICHARDS SANITATION, LLC	November garbage & recycling service	\$8,107.16
Solid Waste Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Solid Waste Ops - Workers Compensation	\$41.44
603 Solid Waste Fund				<u>\$9,040.15</u>
604 Electric Fund				
Electric Fund	Electric Power for Resale	MI ENERGY COOPERATIVE	Power for Resale	\$54,675.06

**City of Harmony**  
**City Council Claims for Review**

December 10, 2024\*

Fund Descr	Object of Expense	Vendor	Comments	Amount
Electric Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Streetlights electric utilities	\$900.77
Electric Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Town clock electric utilities	\$14.16
Electric Fund	Electric Utilities	HARMONY PUBLIC UTILITIES	Electric car chargers electric utilities	\$34.51
Electric Fund	Motor Fuels/Lubricants	WEX BANK (SINCLAIR)	Brian's truck fuel	\$126.68
Electric Fund	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	Sept 2024 locates	\$31.05
Electric Fund	Repair/Maint Other Improve	GOPHER STATE ONE CALL, INC	Oct 2024 locates	\$35.10
Electric Fund	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	Replaced bad triplex SE side of town	\$495.00
Electric Fund	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	Wired CT & meter socket DG	\$800.00
Electric Fund	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	New service - Dollar General	\$28,312.91
Electric Fund	Repair/Maint Other Improve	MI ENERGY COOPERATIVE	Replaced split bolt connections	\$745.50
Electric Fund	Repair/Maint Other Improve	MOREM ELECTRIC, INC	Replaced triplex, R. Bishop	\$675.93
Electric Fund	Utility Maint Materials	METERING & TECHNOLOGY SOLUTIO	12 electric meters	\$2,375.76
Electric Fund	Utility Maint Materials	METERING & TECHNOLOGY SOLUTIO	12 Vision electric meters	\$2,375.76
Electric Fund	Utility Maint Materials	METERING & TECHNOLOGY SOLUTIO	Electric meters	\$299.00
Electric Fund	Utility Maint Materials	VISION METERING, LLC	Monthly Endsight fee - OCT 24	\$500.00
Electric Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Electric Ops - Workers Compensation Ins	\$116.91
Electric Fund	Software Service Fees	BANYON DATA SYSTEMS	Banyon software support	\$214.80
Electric Fund	Taxes, Licenses & Permits	MN DEPT OF COMMERCE	3rd Quarter assessment FY 2025	\$88.53
604 Electric Fund				\$92,817.43
605 Storm Water Fund				
Storm Water Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Storm Sewer Admin - Workers Compensati	\$8.43
Storm Water Fund	Equipment Parts	PRESTON AUTO PARTS	7 pin to 7 RV adpt - Leaf vac	\$46.99
Storm Water Fund	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	Storm Sewer - Workers Compensation Ins	\$13.82
605 Storm Water Fund				\$69.24
620 Economic Development Authority				
Economic Development	Advertising	KELLY PRINTING & SIGNS	EDA marketing signs	\$200.00
Economic Development	Legal Fees	NETHERCUT SCHIEBER ATTORNEYS	M. Thilges fees/expenses	\$393.00
Economic Development	Telephone	HARMONY TELEPHONE CO (MI BROA	EDA phone and internet	\$54.46
Economic Development	Worker s Comp Insurance Pre	LEAGUE OF MINNESOTA CITIES	EDA - Workers Compensation Ins	\$25.30
620 Economic Development Authority				\$672.76
				\$371,875.86

**\*Check Summary Register©**

November 2024

Name	Check Date	Check Amt	
<b>10101 1st Southeast Bank-G</b>			
987e WEX BANK	11/13/2024	\$714.34	Corey's Truck fuel
1002e MN DEPT OF REVENUE	11/15/2024	\$5,840.00	MN Sales Tax Due-General - rounding
69875 ANCOM TECHNICAL CENTER	11/12/2024	\$1,587.00	Submersible batteries
69876 AT&T MOBILITY	11/12/2024	\$83.11	Oct. Ambulance cell phone, hot spot
69877 BAKER & TAYLOR	11/12/2024	\$346.80	Movies on DVD
69878 BRUENING ROCK PRODUCTS, I	11/12/2024	\$233,005.82	24 Street proj, Stantec 193806650 pay request
69879 CALIBRATIONS AND CONTROLS,	11/12/2024	\$690.00	Semi annual verification of influent flow meter
69880 CANON FINANCIAL SERVICES, I	11/12/2024	\$44.00	Copier lease
69881 CENTRAL PENSION FUND	11/12/2024	\$396.00	Union pension fund
69882 CHUCK LARSON DUST CONTRO	11/12/2024	\$4,420.00	Annual dust control, 2600 feet
69883 CITY OF CALEDONIA	11/12/2024	\$3,450.00	EMT Refresher
69884 CONSOLIDATED ENERGY COMP	11/12/2024	\$1,699.01	110 gallons anti freeze
69885 CORE & MAIN, LP	11/12/2024	\$910.15	Valve box parts
69886 CULLIGAN	11/12/2024	\$64.40	Oct drinking water and dispenser rent, water bo
69887 DALCO	11/12/2024	\$2,951.54	VC toilet cleaner
69888 CARDMEMBER SERVICES	11/12/2024	\$2,984.58	Walmart - Halloween candy
69889 EMS Management & Consultant, I	11/12/2024	\$336.00	12 trips coded
69890 ENVIRONMENTAL WATER SERVI	11/12/2024	\$1,500.00	WWTP operations and maintenance Nov
69891 FILLMORE CENTRAL JUNIOR CL	11/12/2024	\$550.00	Water softener salt fundraiser
69892 FILLMORE COUNTY ATTORNEY	11/12/2024	\$30.00	Criminal legal fees ICR 24-006904
69893 FILLMORE COUNTY JOURNAL	11/12/2024	\$529.76	Public hearing notice
69894 FIRST SOUTHEAST BANK	11/12/2024	\$450.00	Harmony Dollars, Holiday Lights Contest
69895 G&T UNLIMITED	11/12/2024	\$1,000.00	84" Land plane, trade inbrush hog \$500
69896 HAMMELL EQUIPMENT	11/12/2024	\$46.00	Lock ease pin for leaf vac
69897 Diane Hanlon	11/12/2024	\$105.00	Election judge 7 hours
69898 HARMONY FOODS	11/12/2024	\$85.93	Folgers coffee
69899 HARMONY PUBLIC UTILITIES	11/12/2024	\$9,840.12	Streetlights electric utilities
69900 MiBroadband	11/12/2024	\$2,167.51	Desktop proceesor and installation
69901 HAWKINS, Inc.	11/12/2024	\$7,191.03	Chlorine cylinder WWTP
69902 HI-VIZ SAFETY	11/12/2024	\$4,058.00	Stop signs
69903 I.U.O.E. LOCAL 49 FRINGE BENE	11/12/2024	\$4,425.00	Union health insurance
69904 IRONSIDE TRAILER SALES	11/12/2024	\$234.95	Repaired wiring, replaced plug -Leaf Vac
69905 IUOE LOCAL #49	11/12/2024	\$105.00	Union dues
69906 KINGSLEY MERCANTILE	11/12/2024	\$1,305.00	CC - Hook-up gasr ro new stove
69907 KWIK TRIP,INC	11/12/2024	\$554.79	Ambulance fuel
69908 LAWNPRO	11/12/2024	\$1,112.12	arly spring crabgrass & fert - Selvig
69909 LEAGUE OF MINNESOTA CITIES	11/12/2024	\$494.00	Membership dues 9/1-12/31
69910 LEUTHOLDS	11/12/2024	\$515.00	FD uniforms
69911 LOFFLER Companies, Inc	11/12/2024	\$23.43	Copier maintenance fee
69912 METERING & TECHNOLOGY SOL	11/12/2024	\$3,521.47	Electric meters
69913 METRO SALES	11/12/2024	\$224.03	Contract base charge for Nov, Oct use
69914 MIENERGY COOPERATIVE	11/12/2024	\$57,464.45	Power for Resale
69915 MINNESOTA ENERGY	11/12/2024	\$382.95	WWTP gas
69916 MINUTEMAN PRESS	11/12/2024	\$30.86	Golf cart/ATV permit stickers
69917 MISSISSIPPI WELDERS SUPPLY	11/12/2024	\$26.70	Medical oxygen - Amb
69918 MN DEPT OF LABOR & INDUSTR	11/12/2024	\$20.00	UM pressure vessel, 26377 press. Vessel
69919 MONSTER BASH, INC	11/12/2024	\$500.00	Monster Bash meal
69920 MOREM ELECTRIC, INC	11/12/2024	\$2,225.02	Streetlight replacement 10/11/24
69921 LISA MORKEN	11/12/2024	\$73.00	Purchase a roll of stamps for City
69922 MORSE, STEPHANIE	11/12/2024	\$180.00	Voting at Harmony Place and Gundersen
69923 NCPERS Group Life Ins.	11/12/2024	\$16.00	Life insurance
69924 Nethercut Schieber Attorneys,	11/12/2024	\$0.00	City Council mtg, Planning & Zoning, assessm
69925 NEWEGG	11/12/2024	\$20.29	Scissor/knife sharpener
69926 NORBY TREE SERVICE LLC	11/12/2024	\$11,000.00	Removed trees, brush, stumps WWTP UV proj

**\*Check Summary Register©**

November 2024

Name	Check Date	Check Amt	
69927	NORTH CENTRAL INTERNATION	11/12/2024	\$3,683.53 Replaced vgt actuator, tested
69928	THE PENWORTHY COMPANY	11/12/2024	\$207.11 Holiday books for kids
69929	PLUNKETTS PEST CONTROL, IN	11/12/2024	\$85.20 Rodent control
69930	PRESTON AUTO PARTS	11/12/2024	\$697.83 WWTP -adj wrench set
69931	QUILL CORPORATION	11/12/2024	\$39.99 First aid kit refill
69932	REGO, PHIL	11/12/2024	\$500.00 Paint Your Pet instructor
69933	RICHARDS SANITATION, LLC	11/12/2024	\$8,107.16 October garbage & recycling service
69934	RIVERLAND COMMUNITY COLLE	11/12/2024	\$1,250.00 Grain bin rescue
69935	ROCHESTER SAND & GRAVEL	11/12/2024	\$3,448.96 2024 Street project, prep and patch
69936	RUN RIGHT POWER LLC	11/12/2024	\$52.66 Replaced bike tire tube
69937	SACK, MARY	11/12/2024	\$50.00 Reimburse drivers for LaCrosse river cruise
69938	SAFE STEP LLC	11/12/2024	\$1,666.72 Repair uneven sidewalk panels
69939	EILEEN SCHANSBERG	11/12/2024	\$105.00 Election judge
69940	SOUTHEASTERN LIBRARIES CO	11/12/2024	\$343.10 Basic services & tech support
69941	SMG WEB DESIGN	11/12/2024	\$1,000.00 Website hosting contract
69942	SOLBERG WELDING	11/12/2024	\$587.56 Cover for transformer
69943	Stantec Consulting Services, I	11/12/2024	\$20,893.38 UV Disinfection - Design & Bidding Phase
69944	STELPFLUG, ALISSA	11/12/2024	\$86.46 Mileage- Election training & work 10/24,30; 11/
69945	TESMER, KATHY	11/12/2024	\$105.00 Election judge 7 hours
69946	TLC EXCAVATING	11/12/2024	\$4,700.00 Found water shut off at Vet office
69947	TRI COUNTY FIREFIGHTER'S AS	11/12/2024	\$75.00 2024 dues
69948	TRI STATE AMBULANCE SERVIC	11/12/2024	\$250.00 Intercept fees. 24-17055
69949	USABLE LIFE	11/12/2024	\$72.70 101421301G Life insurance
69950	UTILITY CONSULTANTS, INC	11/12/2024	\$3,606.81 WWTP sample dates 8/21, 8/28, 9/4, 9/11
69951	UTILITY LOGIC	11/12/2024	\$2,324.39 Live tracer kit - water
69952	VISION METERING, LLC	11/12/2024	\$500.00 Monthly Endsight fee - SEPT 24
69953	WEX BANK	11/12/2024	\$0.00 Brian's truck fuel
69954	WINONA HEATING & VENTILATI	11/12/2024	\$3,169.00 WWTP roof preventative maintenance
69955	Community & Economic	11/14/2024	\$4,341.75 Admin SCDP grant
69956	KINGSLEY MERCANTILE	11/14/2024	\$28,945.00 35 1st AVE NW-Install new furnaces east & we
69957	PROBUILD LLC	11/14/2024	\$24,944.71 230 2nd St NE-furnace, water heater & AC
69958	SEMCAAC	11/14/2024	\$4,316.71 Semcac HELP-LEAD-BASED PAINT RISK AS
69959	AARON NEVALAINEN CONTRAC	11/18/2024	\$5,911.00 Bee Balm storefront repairs
69960	DIANE GUTTORMSON ESTATE	11/19/2024	\$3.05 Over-estimated final D. Guttormson estate bill
69961	Nethercut Schieber Attorneys,	11/19/2024	\$3,127.00 City Council mtg, Planning & Zoning, assessm
500779e	Monthly ACH	11/29/2024	\$31,101.70
<b>Total Checks</b>			<b>\$531,828.64</b>

# City of Harmony

## \*Cash Balances

Cash Account: 10101

December 2024

Fund	2024 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
<b>10101 - 1st Southeast Bank-G</b>								
101 - General Fund	(\$1,572,427.02)	\$1,579,605.16	(\$1,508,714.95)		(\$67,815.35)	\$85,635.14	(\$1,483,717.02)	In Balance
201 - DTED Revolving Loan Program	\$170,825.12	\$46,096.91	(\$65,121.00)		\$5,828.81		\$157,629.84	In Balance
202 - CDBG Rehab Loan Program	\$16,799.39	\$457,041.67	(\$492,041.77)		\$180.90		(\$18,019.81)	In Balance
211 - Library Fund	\$28,596.83	\$96,184.54	(\$33,922.09)		\$329.52	(\$89,194.18)	\$1,994.62	In Balance
222 - Fire Fund	\$123,537.93	\$76,388.80	(\$56,911.13)		\$6,590.18	(\$17,543.29)	\$132,062.49	In Balance
223 - Ambulance Fund	\$206,498.67	\$210,686.58	(\$71,806.21)		\$7,172.77	(\$102,395.47)	\$250,156.34	In Balance
251 - Park Fund	\$50,345.02	\$52,803.44	(\$42,600.72)	\$0.00	\$1,523.35	(\$25,387.92)	\$36,683.17	In Balance
261 - Arts Fund	\$15,396.68	\$5,027.50	(\$8,365.39)		\$440.13		\$12,498.92	In Balance
312 - GO Bonds, Series 2002B	\$0.00				\$0.00		\$0.00	In Balance
314 - G.O. Impr Bonds, 2010A-3rdStSW	\$0.27						\$0.27	In Balance
315 - G.O. Tax Abate Refund 2013A-CC	\$37,943.65	\$8,669.37	(\$16,352.00)		\$1,104.53		\$31,365.55	In Balance
316 - GO Tax Abatement Bonds 13B-H	(\$0.15)						(\$0.15)	In Balance
317 - GO Impr Bond-2014A-1st Ave SW	\$4,531.12				\$143.35		\$4,674.47	In Balance
318 - G.O. Bond 2021 (refi)	\$221,334.63	\$52,096.48	(\$219,768.00)		\$601.75		\$54,264.86	In Balance
319 - 2020 Street GO BOND	\$388,923.23	\$59,712.32	(\$230,404.75)		\$4,878.97		\$223,109.77	In Balance
320 - Dairyland/Wickett Const.	\$0.00				\$0.00		\$0.00	In Balance
321 - 21-A MiEnergy loan	(\$10,631.50)		(\$37,629.25)		\$0.00		(\$48,260.75)	In Balance
401 - Capital Projects Fund	\$324,897.52	\$55,003.20	(\$121,000.00)		\$11,242.21		\$270,142.93	In Balance
405 - TIF District #1	\$0.07						\$0.07	In Balance
410 - Trailhead Project	\$140.92				\$4.46		\$145.38	In Balance
418 - TIF District #5 (Antique Mall)	\$0.00				\$0.00		\$0.00	In Balance
419 - Third St SW Project	\$0.00				\$0.00		\$0.00	In Balance
420 - TIF District #6 (HECO)	(\$49.89)		(\$50.00)				(\$99.89)	In Balance
421 - First Ave SW Project	(\$0.10)						(\$0.10)	In Balance
422 - Well No 3 Project	\$0.00				\$0.00		\$0.00	In Balance
423 - 2017 Street & Utility Project	\$0.46				\$0.00		\$0.46	In Balance
424 - 2020 Street Project	(\$0.40)						(\$0.40)	In Balance
425 - Dairyland TIF 1-7	\$65,865.09	\$24,748.39			\$2,410.42		\$93,023.90	In Balance
426 - TIF 1-8 Oconnor	(\$0.36)				\$0.00		(\$0.36)	In Balance
427 - 2024 Street Project	\$0.00	\$1,109,824.91	(\$1,401,165.31)		(\$12,941.85)		(\$304,282.25)	In Balance
428 - WWTP UV PROJECT	\$0.00		(\$76,312.88)		(\$9,747.95)		(\$86,060.83)	In Balance
429 - Trail Extension 2024	\$0.00		(\$25,296.05)				(\$25,296.05)	In Balance
601 - Water Fund	\$374,958.89	\$270,045.32	(\$371,140.55)		\$10,246.61	(\$73,528.22)	\$210,582.05	In Balance
602 - Sewer Fund	(\$33,928.72)	\$296,375.93	(\$390,254.21)		(\$0.53)	(\$78,536.64)	(\$206,344.17)	In Balance
603 - Solid Waste Fund	\$43,759.99	\$114,991.86	(\$122,082.22)		\$1,061.49	(\$15,776.18)	\$21,954.94	In Balance
604 - Electric Fund	\$941,214.93	\$1,074,384.18	(\$1,090,233.61)		\$30,355.55	(\$33,648.59)	\$922,072.46	In Balance
605 - Storm Water Fund	\$85,917.37	\$36,798.12	(\$2,239.76)		\$3,184.82	(\$8,129.45)	\$115,531.10	In Balance
620 - Economic Development Authority	\$137,447.71	\$108,746.30	(\$166,000.49)		\$3,205.86	(\$2,345.94)	\$81,053.44	In Balance

# City of Harmony

## \*Cash Balances

Cash Account: 10101

December 2024

Fund	2024 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
621 - Heritage Grove	\$0.00						\$0.00	In Balance
851 - Sanderson Memorial Trust Fund	\$0.00						\$0.00	In Balance
902 - Long Term Debt Account Group	\$0.37						\$0.37	In Balance
<b>10411 - 4M</b>								
101 - General Fund	\$1,514,907.11	\$75,865.52					\$1,590,772.63	In Balance
318 - G.O. Bond 2021 (refi)	\$0.00	\$108,443.50		\$0.00			\$108,443.50	In Balance
604 - Electric Fund	\$0.00						\$0.00	In Balance
	<u>\$3,136,804.83</u>	<u>\$5,919,540.00</u>	<u>(\$6,549,412.34)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$360,850.74)</u>	<u>\$2,146,081.75</u>	

**City of Harmony**  
**\*Budget YTD Rev-Exp©**

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Current Period: December 2024

	2024 YTD Budget	2024 YTD Amt	December MTD Amt	2024 YTD Balance	% of Budget
<b>Fund 101 General Fund</b>					
<b>Revenues</b>	\$865,100.00	\$1,559,928.35	\$150.00	-\$694,828.35	180.32%
<b>Expenditures</b>	\$776,270.00	\$738,640.35	\$20,204.70	\$37,629.65	95.15%
<b>Gain/(Loss)</b>	<b>\$88,830.00</b>	<b>\$821,288.00</b>	<b>(\$20,054.70)</b>	<b>(\$732,458.00)</b>	<b>924.56%</b>
<b>Revenue</b>					
	\$31,615.00	\$0.00	\$0.00	\$31,615.00	0.00%
<b>Assessments</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Charges for Service</b>	\$10,270.00	\$11,890.12	\$150.00	(\$1,620.12)	115.78%
<b>Fines</b>	\$875.00	\$539.94	\$0.00	\$335.06	61.71%
<b>Grants</b>	\$45,597.00	\$0.00	\$0.00	\$45,597.00	0.00%
<b>Intergovernmental</b>	\$18,000.00	\$22,302.13	\$0.00	(\$4,302.13)	123.90%
<b>LGA</b>	\$379,993.00	\$210,258.00	\$0.00	\$169,735.00	55.33%
<b>License &amp; Permits</b>	\$6,500.00	\$6,822.70	\$0.00	(\$322.70)	104.96%
<b>Miscellaneous</b>	\$6,250.00	\$44,874.57	\$0.00	(\$38,624.57)	717.99%
<b>Taxes</b>	\$356,000.00	\$263,240.89	\$0.00	\$92,759.11	73.94%
<b>Transfers</b>	\$10,000.00	\$1,000,000.00	\$0.00	(\$990,000.00)	10000.00%
<b>Total Revenue</b>	<b>\$865,100.00</b>	<b>\$1,559,928.35</b>	<b>\$150.00</b>	<b>(\$694,828.35)</b>	<b>180.32%</b>
<b>Expenditure</b>					
<b>Administration</b>	\$130,100.00	\$182,595.13	\$2,094.86	(\$52,495.13)	140.35%
<b>Animal Control</b>	\$2,365.00	\$1,189.19	\$17.31	\$1,175.81	50.28%
<b>Civil Defense</b>	\$3,150.00	\$1,320.87	\$41.50	\$1,829.13	41.93%
<b>Community Center</b>	\$120,485.00	\$108,513.54	\$2,449.64	\$11,971.46	90.06%
<b>Community Development</b>	\$18,015.00	\$88,080.25	\$0.00	(\$70,065.25)	488.93%
<b>Community Events</b>	\$11,500.00	\$19,339.02	\$87.19	(\$7,839.02)	168.17%
<b>Council</b>	\$9,830.00	\$3,746.01	\$741.92	\$6,083.99	38.11%
<b>Elections</b>	\$2,200.00	\$358.40	\$114.28	\$1,841.60	16.29%
<b>Financial Administration</b>	\$20,450.00	\$18,992.93	\$214.80	\$1,457.07	92.87%
<b>Fire Department</b>	\$24,500.00	\$0.00	\$0.00	\$24,500.00	0.00%
<b>Ice &amp; Snow Removal</b>	\$46,965.00	\$23,182.82	\$815.42	\$23,782.18	49.36%
<b>Legal Services</b>	\$9,500.00	\$6,329.00	\$492.00	\$3,171.00	66.62%
<b>Other Financing Uses</b>	\$83,500.00	\$0.00	\$0.00	\$83,500.00	0.00%
<b>Personnel Administration</b>	\$3,350.00	\$2,445.48	\$472.49	\$904.52	73.00%
<b>Planning and Zoning</b>	\$1,650.00	\$10,047.84	\$1,715.00	(\$8,397.84)	608.96%



**City of Harmony**  
**\*Budget YTD Rev-Exp©**

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Current Period: December 2024

	2024 YTD Budget	2024 YTD Amt	December MTD Amt	2024 YTD Balance	% of Budget
<b>Police Department</b>	\$126,170.00	\$158,707.69	\$41.46	(\$32,537.69)	125.79%
<b>Public Works Buildings</b>	\$29,970.00	\$25,161.91	\$640.88	\$4,808.09	83.96%
<b>Streets</b>	\$82,925.00	\$56,217.41	\$9,590.72	\$26,707.59	67.79%
<b>Tourism Programs</b>	\$5,000.00	\$2,830.63	\$79.11	\$2,169.37	56.61%
<b>Unallocated Expenditures</b>	\$7,600.00	\$2,412.00	\$0.00	\$5,188.00	31.74%
<b>Visitor Center</b>	\$37,045.00	\$27,170.23	\$596.12	\$9,874.77	73.34%
<b>Total Expenditure</b>	(\$776,270.00)	(\$738,640.35)	(\$20,204.70)	(\$37,629.65)	95.15%
<b>Total Fund 101 General Fund</b>	\$88,830.00	\$821,288.00	(\$20,054.70)	(\$732,458.00)	924.56%



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Hometown solutions.*

[mmua.org](http://mmua.org)

October 21, 2024

Dear Valued Member,

It is that time of year when we reach out regarding our programs and services—in this case the Safety Management program—to confirm your participation for the upcoming year. We very much appreciate the opportunity to partner with you and hope to continue to serve you for many years to come.

If you attended our in-person review meeting in the spring or participated in our Zoom listening session last month you may recall that each year the MMUA Board of Directors reviews and approves MMUA's fees. For 2025, the Board has approved a 3.5% increase which is roughly commensurate with the inflation rate.

Last year you signed an updated Safety Management Service Agreement (copy included). That agreement remains in effect and will automatically renew on December 31. Following the issuance of that agreement, we heard from some members who noted the agreement did not offer a clear exit clause at any point other than at the end of each year. To address this unintentional oversight, we have prepared an Addendum to the agreement which is included in this email. Please sign and return the Addendum no later than December 15.

Now is a good time to review the level (tier) of service you are enrolled in, as noted in your agreement. If you wish to change tiers or add additional days within a tier, please let us know as soon as possible so that we can make the necessary adjustments to both billing and service by January 1, 2025.

For your convenience, we have also included a copy of your certificate of insurance. If your insurance binder has expired, please send us a copy of your current certificate naming MMUA as a certificate holder (see the box in the lower left corner).

One final item to note, our office has moved. Our new address as of October 14 is:  
600 Highway 169 South, Suite 701, St. Louis Park, MN 55426-1200.

As always, we appreciate your prompt response. Please contact us if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Mike Willetts".

Mike Willetts  
Director of Training and Safety  
Cell: 612-802-8474  
[mwilletts@mmua.org](mailto:mwilletts@mmua.org)

A handwritten signature in black ink that reads "Karleen Kos".

Karleen Kos  
Chief Executive Officer  
Direct: 763-746-0701  
[kkos@mmua.org](mailto:kkos@mmua.org)

600 Highway 169 South, Ste 701 | St. Louis Park, MN 55426

Phone 763.551.1230 Toll-Free 800.422.0119

[mmua.org](http://mmua.org)



First Amendment to the Services Agreement
for Safety Management Services
provided by the Minnesota Municipal Utilities Association

This First Amendment (the "First Amendment") to the Services Agreement between the Minnesota Municipal Utilities Association ("MMUA") and City of Harmony (each a "Party" and collectively, the "Parties") dated 9/15/2023 concerning Safety Management Services (the "Agreement") is effective as of January 1, 2025.

Recitals

The Parties desire to enter into this First Amendment to modify the term/renewal/amendment provision in the Agreement.

NOW, THEREFORE, the Parties agree as follows:

- 1. Unless otherwise defined in this First Amendment, the capitalized terms in the First Amendment shall have the meaning provided in the Agreement.
2. Part II, Section 1 of the Agreement is amended by inserting the language below at the end of the second sentence as follows:
a. ; provided however, that either Party may provide written notice to the other Party to terminate the Agreement at least sixty (60) days in advance at any time.
3. All other provisions in the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment has been signed by a duly authorized representative on behalf of the Parties hereto, all on the date first above written.

City of Harmony

Minnesota Municipal Utilities Association

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

PO # \_\_\_\_\_



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Hometown strengths.  
Hometown solutions.*

**mmua.org**

## MMUA Safety Management Program Classic Environmental, Health, and Safety (EHS) Options

The following options are available to participants with MMUA's Tier 2 contract or Tier 3 contract. These options are also available as on site on demand (OSOD) programming:

1. Accident investigation
2. Aerial lifts
3. Asbestos hazards in the workplace
4. AWAIR
5. Back safety and lifting
6. Bloodborne pathogens
7. Commercial driver's license rules and regulations
8. Compressed gases
9. Confined space entry and rescue
10. Contractor safety
11. De-escalation strategies
12. Dog bites and distractions
13. Driving safety
14. Drug and alcohol awareness
15. Electrical safety
16. Emergency action plan
17. Ergonomics
18. Excavation and trenching
19. Facility safety audit—mock OSHA inspection with report
20. Fall protection
21. Fire extinguisher training
22. Forklift qualified operator
23. Harmful infectious agents
24. Hazard identification/analysis/control
25. Hazardous materials
26. Hearing protection and conservation
27. Heat and cold stress
28. Job briefings and tailgate meetings
29. Job hazard analysis
30. Ladder safety
31. Load securement strategies
32. Lock out/tag out (hazardous energy control)
33. Machine guarding
34. Managing an OSHA inspection
35. Mobile phone hazards
36. New employee orientation
37. Noise exposure and testing
38. Office safety
39. Park and playground safety
40. Personal protective equipment
41. Reasonable suspicion for supervisors
42. Respiratory protection
43. Right to know (hazard communication)
44. Safety awareness at home
45. Safety culture and behaviors
46. Safety grant development and support
47. Scaffolding/scissor lifts
48. Seasonal employee training
49. Slips, trips, and falls
50. Spill prevention, control, and countermeasure
51. Summer and vacation safety
52. Supervisor training
53. Temporary work zone traffic control
54. Tool safety
55. Tow ropes and hazards
56. Walking and working surfaces
57. Welding and hot work permitting
58. Winter driving safety
59. Winter safety
60. Workplace violence and stress
61. Worksite safety audit—mock OSHA inspection with report

## MMUA Safety Management Program Technical Options

The following options are available to participants with MMUA's Tier 3 contract. These options are also available as on site on demand (OSOD) programming:

1. Introduction to arc flash hazards—electric, water, wastewater
2. Chainsaw safety
3. Chlorine gas and process safety management
4. Competent person
5. Crane and derrick qualified operator
6. Rescue—pole top and ariel lift device
7. Rigging and related equipment
8. Skid steer qualified operator
9. Tree trimming and felling
10. Trenching and excavation
11. Wheel loader qualified operator



MMUA Safety Management Program Tiers

FY25 (January 1–December 31)

Population	Grouping	Tier 1 COMPLIANCE PROGRAM			Tier 2 COMPETENCE PROGRAM				Tier 3 COMPREHENSIVE SERVICES PROGRAM						
		Cost per extra standard day		Cost per extra specialty day	Cost per extra ad hoc day								Cost per extra ad hoc day		
1 day every other month (6 days/year)					1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)		4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)		
0-1000	S-1	\$ 12,039	\$ 785	\$ 1,050	\$ 13,528	\$ 16,735	\$ 19,300	\$ 785	\$ 21,864	\$ 24,843	\$ 27,441	\$ 30,060	\$ 32,668	\$ 785	
1001-3000	S-2	\$ 13,751	\$ 785	\$ 1,050	\$ 15,453	\$ 20,582	\$ 24,429	\$ 785	\$ 28,276	\$ 32,668	\$ 36,580	\$ 40,492	\$ 44,405	\$ 785	
3001-5000	M-1	\$ 13,751	\$ 785	\$ 1,050	\$ 15,453	\$ 23,147	\$ 28,276	\$ 785	\$ 32,123	\$ 36,580	\$ 40,492	\$ 44,405	\$ 48,317	\$ 785	
5001-7000	M-2	\$ 14,892	\$ 785	\$ 1,050	\$ 16,735	\$ 25,711	\$ 32,123	\$ 785	\$ 38,535	\$ 45,709	\$ 52,229	\$ 58,750	\$ 65,270	\$ 785	
7001-17000	L-1	\$ 17,174	\$ 945	\$ 1,315	\$ 19,300	\$ 28,276	\$ 34,688	\$ 945	\$ 41,100	\$ 48,317	\$ 54,837	\$ 61,358	\$ 67,878	\$ 945	
17001-23000	L-2	\$ 18,315	\$ 945	\$ 1,315	\$ 20,582	\$ 28,276	\$ 38,535	\$ 945	\$ 48,794	\$ 57,771	\$ 66,747	\$ 77,006	\$ 83,418	\$ 945	
23001-26000	L-3	\$ 19,456	\$ 1,210	\$ 1,575	\$ 21,864	\$ 33,406	\$ 41,741	\$ 1,210	\$ 50,076	\$ 59,053	\$ 68,030	\$ 78,288	\$ 84,700	\$ 1,210	
26001-29000	L-4	\$ 20,598	\$ 1,210	\$ 1,575	\$ 23,147	\$ 35,970	\$ 45,588	\$ 1,210	\$ 55,206	\$ 64,182	\$ 74,441	\$ 84,700	\$ 94,959	\$ 1,210	
Over 29000	L-5	\$ 21,738	\$ 1,210	\$ 1,575	\$ 24,429	\$ 38,535	\$ 48,794	\$ 1,210	\$ 59,053	\$ 69,312	\$ 79,571	\$ 89,830	\$ 100,089	\$ 1,210	
		3.5% increase from '23–24	Includes training, recordkeeping, and mock audits	Includes accident investigations and OSHA inspection support	3.5% increase from '23–24	3.5% increase from '23–24	3.5% increase from '23–24	Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge	3.5% increase from '23–24					Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at no extra charge	

Note: Safety Management Program participants in all tiers receive mutual aid assistance at no extra charge. Participation in a tier does not guarantee or imply full/specific degree of safety compliance, competency, or comprehension.

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Alissa Stelpflug</b>	Meeting Date: <b>December 10th, 2024</b>	Agenda Item No. <b>5a</b>
Agenda Section: <b>New Business</b>	Item: <b>Street Assessment Policy</b>	
<b>BACKGROUND:</b> David Kiehne would like to discuss his assessment footage and the current Street Assessment Policy we have.		
<b>ATTACHMENTS:</b> Street Assessment Policy		
<b>COUNCIL ACTION REQUESTED:</b>		

11/18/2024

David & Diane Kiehne

220 5<sup>th</sup> St NE: Parcel ID 15.018.030

We were notified by mail that we were being assessed \$2,798.19 for improvements to Fifth Street and Second Avenue. The letter contains no details explaining what the assessment is for. After contacting the city administrator, we learned that the assessment is based on 66 ft of street frontage for access.

At the Hearing for the street assessments in the City of Harmony, for Area 1, (4<sup>th</sup> St) Area 2 (5<sup>th</sup> st) and Area 3, (alley by original water tower) held on November 12, 2024, we filed an appeal request for our property at 220 Fifth St NE.

Fifth street (originally named East Street) per the recorded plat of Aabergs Addition to the Village of Harmony, Recorded May 10, 1894. 5<sup>th</sup> street, is platted as a 40 foot right of way, dedicated to the public. It extends east from Highway 52 to the west line of Out Lot 6 in the SW  $\frac{1}{4}$  of SW  $\frac{1}{4}$  of Section 14 T 101N R 10W, in City outlots, our westerly property boundary.

The city policy for assessment, Section IV, Lot assessment Guidelines, states:

“Minimum/Maximum- The street improvement will be assessed on a front foot basis for the footage abutting the street surface, with a 60-foot minimum and a 150-foot maximum applying.” We have no front footage along any part of the improvement area.

“Access to a street will at a minimum generate a 60-foot frontage for the parcel.

Our property line footage abutting the street is 40 feet of Street right of way. Our property is approximately 200 feet from the improvement area.

We understand the assessment is for access to 5<sup>th</sup> Street, not for work on any part of the street that joins our property line. Because there were no improvements east of the corner of 2<sup>nd</sup> Avenue and 5<sup>th</sup> Street along Lot 1 of Aaberg’s Add., the portion of street that we join, we request that our assessment be adjusted to 40 feet of frontage as per the City Fee Ownership area, to match the platted Right of Way width of 5<sup>th</sup> street.

David Kiehne





1000

Geoffrey Dunsiger

and for further description of the SW corner and of the general quarter above described.

On this 10th day of May A.D. 1891 by Slaben and Emily of the county of York and State of Missouri do hereby certify to be genuine heretofore and coming after the abstracts and original right of this former person, down premises 2000

S. Olson  
Emily Dunsiger

State of Missouri

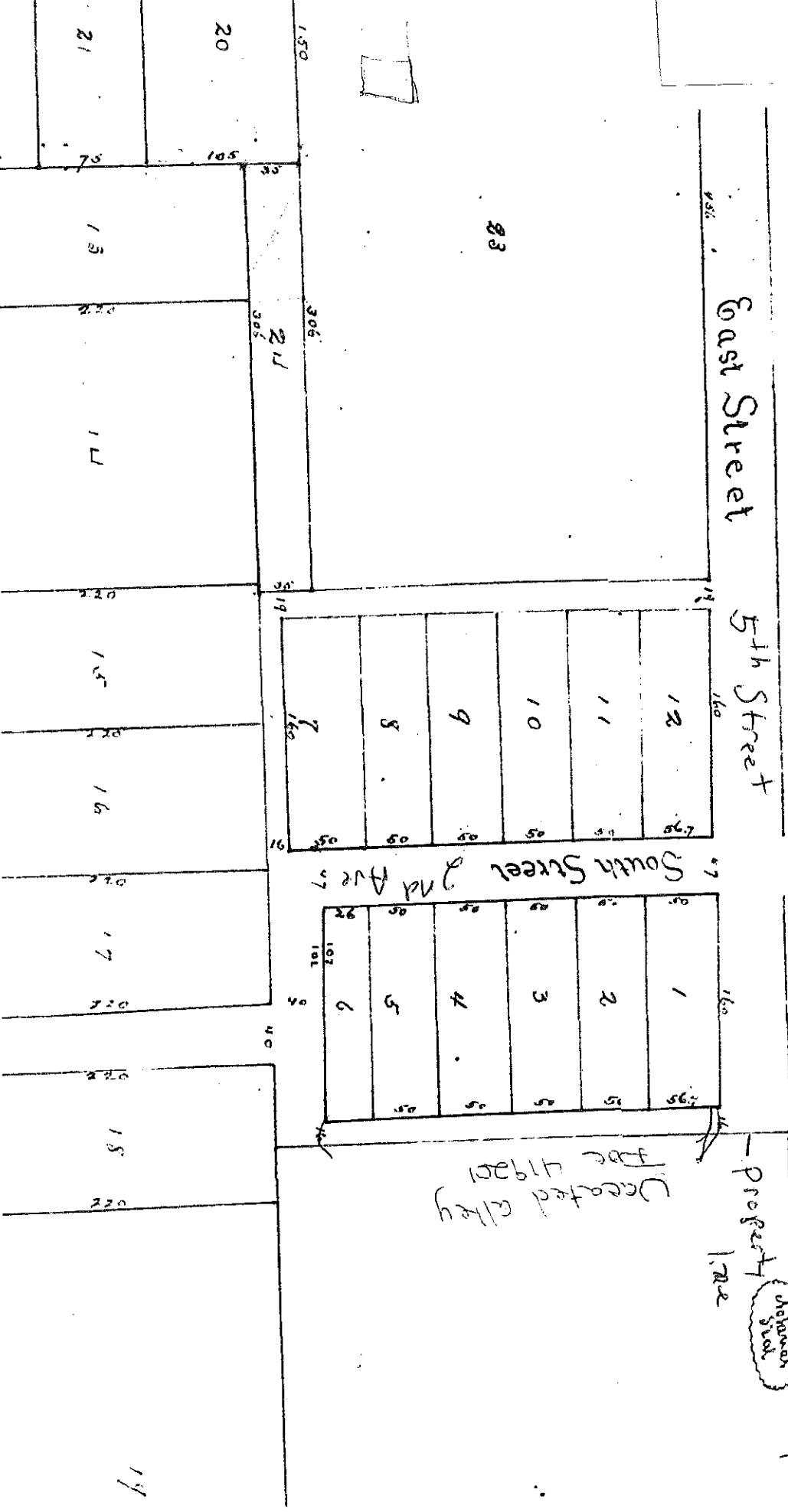
State of Missouri }  
County of York } On this 10th day of May A.D. 1891 before me the undersigned Justice of the Peace for said County personally appeared and his wife Emily Dunsiger to me known to be the same in and who presented the foregoing instrument and acknowledged to me that he and she executed the same and desired me to certify the same.

Project 1222

Historical street

Self Doc

Unlocated alley  
for 419201



To: Honorable Mayor and Council  
City of Harmony

From: Brett Grabau  
Rochester

Project/File: 193806650

Date: December 3, 2024

---

**Reference: David Kiehne Assessment**

As you are all aware, Mr. Kiehne spoke in objection to his assessment at our Hearing on November 12<sup>th</sup>, and did file an objection in writing prior to the closing of that hearing. By doing this, he gives himself the option to appeal his assessment in court should he choose to do so prior to the 30 day window closing on December 12<sup>th</sup>. Since the hearing, Alissa and I have talked to Mr. Kiehne about his reasoning behind his objection, and it is my understanding that he does not intend to file in court.

Mr. Kiehne is under the belief that he only holds 40-lineal feet of frontage adjacent to 5<sup>th</sup> Street NE and believes that he should only be assessed for that 40-lineal feet. As you know, per the City of Harmony Assessment Policy, a street assessment at minimum will garner an assessable footage of 60-lineal feet. In reviewing the County documents, it is our understanding that he holds a frontage adjacent to 5<sup>th</sup> Street NE of 66-lineal feet, which is what was approved within the assessment roll following the Assessment Hearing.

Mr. Kiehne has provided a written objection along with a copy of the Aabergs Addition plat that is adjacent to his property in an attempt to show that he has 40-lineal feet of frontage. This plat does not prove or disprove his claim of 40-feet of frontage. His lot is not a platted lot but instead an adjacent meets and bounds parcel. The Aabergs Addition Plat also does not show that 5<sup>th</sup> Street (East Street) is a platted right-of-way with a 40-foot width.

Although it is possible that he adjacent property is less than the 66-feet that he is being assessed for, I believe it to be more than 40-feet as well.

The Council has a couple of options allowed to them and they are discussed below:

- Council can approve an adjustment to the assessment role prior to submittal to the County and adjust his footage down to his request of 40-feet. I do not recommend doing this as it would go against the City Assessment Policy of a minimum frontage assessment of 60-lineal feet.
- Council can approve an adjustment to the assessment role prior to submittal to the County and adjust his footage down to the minimum assessment of 60-feet. This is a decision for the Council to make. As I stated above, I do believe that he has more than the 40-feet that he is claiming and the platting that he provided shows no proof of his claim. Although the County GIS shows 66-feet, and that is the standard ROW width, it is possible that this ROW is narrower than the standard. If you choose to make any adjustment, this would be my only recommendation.
- Council can choose to leave the adopted assessment role as is without changes.

Reference: David Kiehne Assessment

Again, I would only recommend the second and third options above, and unless the Council has enough reason to believe that he has less than the 66-lineal feet of frontage, I believe that the assessment role should stand as adopted.

Please feel free to contact me directly if you have any questions or concerns.

Regards,

**Stantec Consulting Services Inc.**



---

**Brett Grabau** PE  
Senior Civil Engineer  
Phone: (507) 529-6030  
Mobile: 507-259-8666  
brett.grabau@stantec.com

Attachment: David and Diane Kiehne Letter

# CITY OF HARMONY

## STREET AND UTILITY ASSESSMENT POLICY

Adopted: December 10, 2013

Revised: January 14, 2014

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## INTRODUCTION

The special assessment is a device employed primarily by municipal governments as a means to finance specific improvements desired by, or for, a neighborhood or area. The theory behind the special assessment is simple: Only those who directly benefit from an improvement should pay for it. Courts have long upheld the right of cities to levy special assessments, provided that care and diligence have been utilized.

Special assessments have three distinct characteristics:

1. They are a compulsory levy used to finance a particular public improvement program.
2. The levy is charged only against those particular parcels of property deemed to receive some special benefit from the program.
3. The amount of the charge bears some relationship to the value of the benefits received: (a) the rate of assessment must be uniform and equal upon all property receiving special benefits; (b) The assessment must be confined to the property specially benefited; and (c) the amount of the assessment must not exceed the special benefits.

Special assessments are imposed only on real estate. Special assessments are never levied against personal or movable property. In theory, special assessments are frequently regarded as more equitable than property taxes because those who pay them obtain some direct benefit from the improvements undertaken.

Special assessments have three important applications:

1. Special assessments can be utilized for financing new improvements, particularly when new tracts of land are being converted to urban use. In this application special assessments are frequently used to pay for the grading and surfacing of streets, installation of utility lines, construction of curb and gutters, and the construction of sidewalks.
2. Special assessments may also be used to underwrite the cost of major maintenance programs. Large scale repairs and maintenance operations on streets, sidewalks, sewers and similar facilities can, and often should, be financed with special assessments.

3. A significant use of special assessments is in the redevelopment of existing neighborhoods. When residential areas are confronted with progressive deterioration, the reconstruction of streets and utilities can be accomplished through the use of special assessments. Even the development of neighborhood parks and playgrounds can be accomplished through special assessments.

Special assessments for the payment of certain kinds of public improvements commonly prevail and are generally sustained by the courts under the exercise of the power of taxation. **The local assessment is authorized by Minnesota Statutes, Chapter 429, commonly referred to as "The Local Improvement Code"**. This statute outlines the procedure for assessments. This procedure is dealt with in detail elsewhere in this manual.

In view of the foregoing, it has been deemed desirable to set forth the general assessment methods and policies practiced in the City of Harmony. It is emphasized that the following summarization is general in nature, and that certain circumstances may justify deviations from stated policy.

## **PURPOSE**

This document sets forth the methods and policies relating to local street improvements and special assessments practiced in the City of Harmony. It is emphasized that this document has been prepared based on circumstances and factors known today. Without the opportunity to apply these policies to a wide variety of projects such as commercial, industrial, multiple family, etc., it is recognized that modifications may be necessary from time to time to ensure equitable treatment of affected properties and the taxpayers in general. These adjustments could take the form of City Council discretionary adjustments or formal amendments.

It is the intent and purpose of this policy to create a permanent program to manage, finance, and implement the reconstruction or rehabilitation of the streets within the City of Harmony. This policy is intended to equip the City to adequately plan for the major capital costs that will ultimately occur as the City's existing streets age and deteriorate. It is also the intent of this policy to create a financing and payment system that will be fair and equitable to all property owners within the City during the future years as it becomes necessary to reconstruct or rehabilitate the City's street system.

No street improvement project shall be initiated under this policy until all underground utilities that are or will be located within the street area have been inspected and determined to be adequate, or have been repaired and rehabilitated to a condition that will provide a projected useful life of the utility in excess of the anticipated useful life of the new or rehabilitated street. In addition, all future underground utility systems that will be required for the ultimate development and service of the project area must be installed prior to the implementation of street improvements under this policy.

The City Council shall also review proposed street projects relative to the need for sidewalks/trails/bike paths when the project proposed is within a residential area and involves a collector or arterial street.



## DEFINITIONS OF TERMS

1. Access Street – Residential street that carries low volume residential traffic. Provides for direct access to residential properties. Minimum construction width is 28 feet from face-of-curb to face-of-curb. General construction width is 32 feet.
2. Collector Street – A street which carries a comparatively higher traffic loading than experienced on an access Street. Minimum construction width is 32 feet from face-of-curb to face-of-curb. General construction width is 36 feet. This street will typically be constructed to 9-ton standards.
3. Corner Lot – A lot with frontages on two streets which intersect to each other.
4. Preventative Maintenance – Work that involves a level of effort less than that involved in reconstruction or rehabilitation, the extent of which is to extend the life of the existing improvement. Preventative maintenance will included but not be limited to crack filling, patching, and seal coating.
5. Project Costs – The cost of all necessary construction work required to accomplish the improvement. Project costs include construction costs, plus engineering, legal, administrative, financing, capitalized interest, easement acquisition, and contingency costs.
6. Reconstruction – A project whereby many or all meaningful elements of an existing street are being removed and replaced. This would include curb and gutter, sidewalks, bituminous or concrete pavement, granular base and items appurtenant to these elements.
7. Rehabilitation – A project in which curb and gutter, sidewalks, bituminous or concrete pavement, granular base or items appurtenant to these elements is modified or supplemented in-place, to restore the serviceability of the existing street (i.e. bituminous overlays, cold-in-place recycling, etc.
8. Rural Street – Any street that has no curb and gutter. Rural streets generally are without storm sewer and fail to meet current City design standards.
9. Urban Street – A street that has curb and gutter. Urban streets incorporate the use of storm sewers and meet City design standards.
10. 12”/4” Urban Section – The basic street design section used by the City for urban, residential streets. It consists of geotextile fabric, twelve inches (12”) of class 5 aggregate base and four inches (4”) of bituminous surfacing material, concrete curb

and gutter, as well as all incidentals normally associated with a street reconstruction project.

## **SECTION 1 - GENERAL ASSESSMENT POLICIES**

The following statements designate the official policies of the City of Harmony as they pertain to special assessments and public improvements.

1. Initiation of Public Improvements Projects:

Public improvements may be initiated by the Council when, in its judgment, such action is required for the best interests of the City. The City Council can, without petition, initiate the improvement with a four/fifths vote of the Council.

Public improvements may also be initiated by petition of affected property owners, provided such petitions contains the signatures of at least thirty –five percent (35%) of the affected property owners. Petitions will be received by the City Administrator and acted upon by special consent of the City Council.

When projects are initiated by petition, the costs of doing engineering feasibility studies and associated project consideration costs may be borne by the property owner(s) so petitioning. A deposit may be required of the petitioners prior to commencement of the study to cover the costs of same if construction does not proceed. If the project proceeds through construction and assessment, those costs will be considered project costs and any deposit made would be credited accordingly to the depositors.

2. Improvement Hearing:

After a petition is filed and its adequacy determined, or the Council initiates the project, the City Engineer is directed to study and report as to the feasibility of the improvement. If, after reviewing the feasibility report, the Council feels the project is feasible, a public improvement hearing is scheduled, notice published, and persons benefited by the project notified in writing in accordance with applicable State Statutes.

If after the improvement hearing, at which all persons are heard, the Council feels that the project is feasible, the Council may authorize the preparation of plans and specifications. Upon receipt and acceptance of those plans, the Council will authorize the advertisement for bids for the construction of the project. Following award of a contract, construction of the improvement will commence.

3. Basis of Street Assessment

- A. Front Foot Basis: Generally, assessments will be against the benefiting property on a front foot basis subject to modifications necessary to provide for a minimum and maximum assessment for residential lots.
- B. Single Frontage Project: When an improvement takes place along a street with entirely single frontage on one side (frontage road), the City will assess 40% of the project costs, subject to the appropriate formulas. The other 60% of the project costs attributable to the side of the street without developable frontage shall be borne by the City. In the event the application of this formula results in an assesment that is lower than the “norm” based on comparisons with other improvements, the City reserves the right to adjust the assessment in order to create a more equitable situation.
- C. Per Lot Assessment: The City reserves the right at its sole discretion to utilize a “per lot” assessment methodology when it appears to result in more equitable treatment of affected properties with similar characteristics in a project area. A “per lot” assessment will calculate assessable costs in the same manner as the “front foot” method. This amount will then be divided by the number of assessable lots within a project area to yield the assessment rate per lot. The ability to subdivide a parcel consistent with city zoning regulations will result in corresponding number of “per lot” assessable units.

4. Preliminary Appraisal:

The City may, when it determines appropriate, consult with a qualified appraiser to prepare a preliminary appraisal. The purpose of this appraisal is to assist the City in determining whether the proposed improvement will result in an increase in market value of the property which equals or exceeds the assessment levied against the property.

5. Maintenance: The City shall perform routine and regular preventative maintenance to the extent practical on all streets in the City, until such time as the street has aged or deteriorated to the extent that such maintenance is no longer cost effective.

When the City has determined a street has surpassed its useful life, no additional preventative maintenance shall be performed. The only work performed will be the minimum amount necessary to keep the street reasonably safe for vehicular traffic.

Preventative maintenance in the form of crack filing, seal coating, and pot hole filling shall be funded by the City. On deteriorated streets the City may chose to construct bituminous overlays. These improvements are intended to temporarily

provide a uniform pavement surface. Such improvements shall be financed 40% through assessment to the benefitting properties. The remaining 60% of the project costs shall be paid for by the City.

6. Street Assessments:

A. Upgraded Rural Streets: It is the City's desire to upgrade rural street sections where possible. Therefore, when a rural street is scheduled for an improvement, upgrading to urban design will be the objective unless otherwise determined by the City Council. In making such determination, the City Council may consider a petition from property owners to perpetuate a rural street.

B. Rehabilitated/Reconstructed Rural Streets: The costs of rural streets that are rehabilitated or are reconstructed as a rural section shall be financed 40% through assessment to the benefitting properties. The remaining 60% of the project costs shall be paid for by the City.

C. Reconstructed Urban Streets: When an urban street is reconstructed, 40% of the project costs shall be assessed to the benefitting property owners based upon a standard width urban section roadway, not to exceed 32' in width (non-industrial) with geotextile fabric, 12" of aggregate base, and 4" of bituminous surfacing. The City pays the remaining 60% plus any street oversizing costs.

7. Utility Assessments:

Storm Sewer. Storm sewer improvements are an integral part of urban street design as long lasting streets cannot be constructed without addressing surface water runoff. The City will pay 100% of the costs associated with storm sewer improvements for street reconstruction projects and should utilize funds from the storm sewer utility when available.

Water Main. The Public Utility will evaluate the condition of existing water main facilities prior to the reconstruction of streets. It is the desire of the City to upgrade the water distribution system to modern day standards. In doing so, generally, existing 4" diameter water mains will be replaced with 6" or 8" diameter mains.

The Public Utility will pay for 100% of the costs of lateral water main improvements.

Sanitary Sewer. The Public Utility will evaluate the condition of existing sanitary sewer facilities prior to the reconstruction of overlying streets. It is the desire of the City to replace sanitary sewer that is structurally unsound.

The City will pay 100% of the costs associated with sanitary sewer replacement.

Sanitary Sewer and Water Main Services. Sanitary sewer services and water main services found to be in disrepair will be replaced by the City in conjunction with project sanitary sewer and water main improvements. Services will be replaced from the lateral to the right of way line.

Costs associated with sanitary sewer service replacement will be assessed 100% to the benefitting property owner.

Costs associated with water service replacement will be assessed 100% to the benefitting property owner.

8. Service Life of Improvements:

Public improvements are judged to have normal usable life expectancies. For the purpose of this City, this life expectancy shall be as follows:

A. Surface Improvements:

- a. Grading and Graveling - no limit
- b. Bituminous Street Improvements without Curb and Gutter - 10 years
- c. Urban section bituminous street improvements in accordance with City Standards – 20 years
- d. Concrete paved streets - 30 years
- e. Sidewalks - 20 years
- f. Concrete Curb and Gutter - 30 years

B. Subsurface Improvements:

- a. Sanitary Sewer - 40 years
- b. Water Main - 40 years
- c. Storm Sewers - 40 years
- d. Sump pump lines – 40 years

9. Renewal or Replacement of Existing Usable Facilities:

Whenever an existing public street or utility is determined to be in need of replacement or renewal, and provided the existing public street or utility still has a usable life expectancy as determined in Item 8 above, the council may choose, at its option, to assess a proportionate share of the costs based on the percentage of the remaining life of the street or utility.

10. Conversion of Non-residential Lots into Residential Lots:

In the event that a conversion of commercial, industrial, or otherwise non-residential lots, into residential lots, is needed for assessment purposes, the following conversion table will be used:

Apartments, 0-1 bedroom	2/3 unit
Apartments, 2-3 bedrooms	1 unit
Dormitory unit	1/2 unit
Hotel and Motel units	1/2 unit
Mobil Home Lot	1 unit
Townhouse/Condominium unit	1 unit
Industrial/Comercial	1 unit per 15,000 square feet

11. Determination of "Project Costs":

The "project costs" of an improvement shall be deemed to include the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing, and other contingent costs.

12. Reserve Policy:

In most instances, it shall be the policy of the City to immediately assess all properties within the district served by the improvement since it is considered that the other properties do receive immediate benefit since improvement is available to receive connections which may be initiated by petition of property owners. Such determinations shall be made on a case by case basis.

The cost of providing any reserve (service that will be needed later but must be put in now for economical reasons) may be carried by the City until the time the benefit properties need the service. At that time the City shall assess the cost of the services plus carrying charges to the benefit properties on a reasonable and fair basis. However, in most cases the City should discourage "leap frogging" in the extension of City services.

13. Disbursement of Financial Assistance:

If the City receives financial assistance from any source or organization to defray a portion of the cost of an improvement, such aid shall be used to reduce the share of the project cost which would be met from general city funds. County State Aid (CSA) funds will not be credited to offset assessments as they will be utilized in a revenue pool fund to offset total reconstruction program costs.

14. Assessability of Public and Tax-Exempt Properties:

City-owned properties, including municipal buildings, buildings, building sites, parks and playgrounds, but not including public streets and alleys, shall be regarded as being assessable on the same basis as if it was privately owned. Other tax-exempt properties, such as schools, churches, cemeteries, county, and state owned lands, shall be regarded as assessable on the same basis as if such property was privately owned with the exception of minimum and maximum lot frontages. This is in accordance with Minnesota Statute 429.061, subdivision 4.

15. Inequitable Distribution of Assessments:

Where the project cost of an improvement is not entirely attributable to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property for the area would result in an inequitable distribution of special assessments, the City, reserves the option to forgive such costs which, in the judgment of the City Council, represents the excess cost not directly attributable to the area served.

16. Aid to Developers:

It is the intention of the City Council to aid developers in any way possible in the development of housing or industry. Such aid, however, can only be granted within the confines of the City's finances and expertise. The commitment of municipal monies is a serious responsibility, and is not to be taken without due deliberation. To the extent that the financing tools at the City's disposal (tax-increment, industrial development revenue bonds, assessment bonds, etc.) can be of help, they shall be used in a manner consistent with the City's overall goals and objectives. For this reason, the type of help granted to developers may vary from time to time, depending on the options available to the City at the time. Such variations are not to be construed as either favoritism or discrimination, nor does the use of one method one time set a precedence for the use of that method all of the time.

It is suggested that any developers interested in a project for the City contact the City Administrator.

17. Industrial or Commercial Improvement Projects:

Due to the particular needs of every business, the assessments of a public improvements project for improvement projects for industrial and commercial property needs shall be handled on a case by case basis.

18. Development of a Subdivision:

If an improvement is constructed within a subdivision, the assessable costs of the improvement shall be assessed against properties within the subdivision served, with the exception that in a residential area, the "City cost" shall be equal to the increased cost for constructing a street to arterial or collector design standards in lieu of construction to residential design standards. Provided also, that in commercial or industrial subdivisions, the increased cost of constructing a street to arterial design standards in lieu of construction to collector design standards required to serve such subdivision may be assumed as "City costs".

In cases where the City Council determines that the assessable cost would be more equitably distributed (including those instances where agreement can be reached between the City and the Developer of a subdivision), the assessable unit may be the "lot". That is, on a uniform per lot basis.

19. Sidewalk and Driveway Approaches:

It is the desire of the City to install sidewalks along higher traffic areas to promote pedestrian safety. Sidewalks may also be installed along access streets where it is determined to be in the public's best interest at the discretion of the City Council.

Along roadway corridors where the City Council deems it appropriate to install sidewalks for public's safety, costs associated with the sidewalks shall be 100% borne by city. Driveway approaches, should they be required, shall be included as part of the street reconstruction costs.

There will be no assessment for an existing sidewalk which is in good condition that is not replaced in conjunction with a street improvement project. There will be an assessment for a sidewalk which is in good condition and which is replaced for the sole purpose of correcting grade. It shall be the responsibility of the property owner to keep sidewalk facilities free from ice and snow and the growth of grasses between or over the area.

20. Drain Tile / Sump Connections: The City will evaluate the placement of drain tile and sump pump connection boxes in conjunction with street reconstruction projects. Where necessary, it is the desire of the City to provide a sump pump connection box within the right of way to provide developed residential property within the City a connection port for sump pump discharge.

21. Assessment Rate Determination: The assessment rate is determined by dividing the *potential assessed cost* by the adjusted front footage. The *potential assessed cost* is the project cost less the City's portion of costs as outlined in Items 5 and 6 of Section 1 – General Assessment Policies. *The actual assessed cost* is



determined by multiplying the assessable footage by the assessment rate. The difference between the *potential assessed cost* and the *actual assessed cost* is the *assessment adjustment*, which is to be a “City cost”.

## SECTION II - PAYMENT PROCESS

1. Total Payment - After the special assessment hearing, property owners are given thirty (30) days to pay the City Administrator the total amount assessed, with no interest charge on this thirty day period.

2. Partial Prepayment - After the adoption of the assessment role by the City Council, the owner of any property specially assessed in the proceeding may, prior to the certification of the assessment or the first installment to the County Auditor, pay to the City Administrator any portion of the assessment not less than \$100.00. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of the assessment.

3. Annual Installments - Special assessments may be made payable in equal annual installments including principal and interest, each in the amount annually required to pay the principal over such period with interest at such rate as the resolution determines, not exceeding the maximum period and rate as regulated by State Law. In this event, no prepayment shall be accepted without payment of all installments due to and including December 31st of the year of prepayments and the original principal amount reduced only by the amounts of principal included in such installments, computed on an annual amortization basis.

4. Interest rate - The interest rate on assessments shall be set by the City Council, but shall not exceed the maximum set by State Law.

5. Assessment Term - Generally, for most street and utility improvement projects, the City of Harmony will utilize a term of 10 years for repayment of assessments. For lower cost public improvements such as gravel alleyway improvements and sidewalk improvement projects where assessment rates are relatively lower, the City will consider a 5 year repayment term. For large scale, high cost public improvements, the council may consider a longer term than the typical 10 year term. The repayment term should never exceed the expected life of the improvements.

## **SECTION III - DEFERMENT PROCESS**

### 1. Deferment for Eligible Agricultural Land

The Minnesota Agriculture Property Tax Law (M.S.A. 273.111), commonly referred to as the "Green Acres Law", was basically designed for the preservation of agricultural land should it be annexed by a municipality. This law delineates and states that real estate consisting of ten acres or more shall be entitled to a deferment of assessments under this section only if it is actively and exclusively devoted to agricultural use as defined in Subdivision 3 and 6 of this law.

The payment of special assessments and the interest thereon shall be deferred as long as the property meets the conditions contained in Subdivision 3 of the law.

When such property is sold or no longer qualifies under Subdivision 3, all deferred special assessments plus interest shall be payable within ninety (90) days. Penalty shall not be levied on any such special assessments if timely paid. If not paid within such 90 days, the County Auditor shall include such deferred special assessments plus a ten (10) percent penalty on the tax list for the current year.

### 2. Deferment for Unimproved Property

The City may defer the assessments for improvements with respect to property which is not directly and immediately affected by the improvement for which the assessment is levied. If applicable, at such time as extensions or connections regarding the improvement directly benefit such unimproved property, the City may require payment of the deferred assessments as well as those relating to the connection or extension.

In a case such as this, the property owner may, at the discretion of the City Council be given the option of having a deferred assessment placed against a "subdividable" piece of property or executing a recordable deed restriction which would prohibit the further subdivision of the parcel in question in return for the elimination of a potential assessment against the splittable portion.

Any such deferral shall be subject to such other items and conditions including accrual of interest, and shall be subject to termination, all as determined by City Council.

### 3. Deferment for Eligible Senior Citizens

Pursuant to Minnesota Statutes 435.195, the City Council may defer the payment of any special assessment for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make payments.

The deferment shall be granted upon certification by the owner on a form prescribed by the County Assessor and submitted to the City Administrator to establish the qualification of the owner for such a deferment. The application shall be made within ninety (90) days after the adoption of the assessment roll by the Council and shall be renewed each following year upon the filing of a similar application not later than September 30th. The Council shall either grant or deny the deferment, and, if it grants the deferment, it may require the payment of interest due each year. If the Council grants the deferment, the City Administrator shall notify the County Auditor and County Assessor who shall, in accordance with Minnesota Statutes, Section 435.194, record a notice of the deferment with the Registrar of Deeds setting forth the amount of the assessment.

The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following events:

- (1) The death of the owner when there is no spouse who is eligible for the deferment;
- (2) The sale, transfer, or subdivision of all or any part of the property;
- (3) Loss of homestead status on the property;
- (4) Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or

Upon the occurrence of one of the events specified above, the Council shall terminate the deferment. Thereupon, the City Administrator shall notify the County Assessor and the County Auditor of the termination, including the amounts accumulated on unpaid installments plus applicable interest which shall become due and payable.

## SECTION IV - LOT FRONTAGE GUIDELINES

A lot shall only be assessed for its frontage as determined in accordance with the rules set forth below:

1. **Minimum / Maximum.** The street improvements will be assessed on a front footage basis for the footage abutting the street surface, with a 60- foot minimum and a 150-foot maximum applying. In the event a lot exceeds 150 feet in width and can be subdivided, pursuant to zoning and subdivision requirements and existing site conditions, the property will be assessed on the basis for each individual lot which could be created. Access to a street will, at a minimum, generate a 60-foot frontage for assessment purposes. (See Appendix B)
2. **Odd-Shaped and Rectangular Lots.** For odd-shaped lots (such as exist on cul-de-sacs, triangular intersections, curved streets) or rectangular lots, or a lot where an improvement does not extend across the entire frontage of a parcel (such as an “L” intersection), the adjusted front footage is computed by dividing the square footage (area) of the lot by 10,000 square feet to determine the equivalent number of 75 front footage units in the parcel. The equivalent unit figure multiplied by 75 feet will give the adjusted front footage. Minimums and maximums set forth in Item 1 above will apply in this case. (See Appendix C and Appendix D).
3. **Approximately Rectangular Lots.** For a lot which is approximately rectangular, the adjusted front footage is computed by averaging the front and rear sides of the lot. If the lot is deeper than 150 feet, the width at the 150-foot depth is used for the rear line dimension. This method is used only where the divergence between the front and rear lot lines is ten (10) feet or less. Where divergence is greater than (10) feet, the “odd shaped lot” formula should be applied. Minimums and maximums set forth in Item 1 above apply. (See Appendix E)
4. **Interior Lot.** Interior lots benefiting by an improvement shall be assessed at 100% of the front footage subject to the minimum and maximums set forth in Item 1 above.
5. **Corner Lots.** Frontage for corner lots is to be determined by City Staff utilizing factors such as street address, orientation of the home and of neighboring houses, lot configuration, previous assessments and driveway access in order that the affected parcel will be treated in an equitable manner with other properties to be assessed as a result of a project, unless stated otherwise in this policy.

A. **Corner lots bordered by two City streets.** Corner lots having a City street on both sides shall be assessed at 100% of the front footage if the improvement is of the front street and at 20% of the side footage if the improvement is of the side footage if the improvement is of the side street, except that any footage on the side deemed

subdividable pursuant to zoning and subdivision code requirements will be assessed at 100%. The 20% factor is to be applied only to the point of the potential lot split. (See Appendix F)

B. Corner lots bordered by a non-city street on one side and a City street on the other side. (See Appendix G)

1. If the house fronts on the City street, with frontage determined by street address, then the property will be assessed for 100% of the affected frontage subject to the minimum and maximums in Item 1 above.
2. If the house fronts on a non-city street being improved, then the City street frontage (side yard) shall be assessed at 20% of the actual footage, except that any footage on that side deemed subdividable pursuant to zoning and subdivision code requirements will be assessed at 100% of the actual footage subject to the minimums and maximums.
3. See General Policies Item 13. *Disbursement of Financial Assistance* for assessment of improvements of non-City street.

C. If a non-City street becomes a City street, previous assessments to a parcel will be considered to ensure equitable apportionment of special assessments.

6. Streets Front and Back. If a lot faces on one street and backs onto another, it shall be assessed 100% of the front footage if the improvement is in the front and at 20% of the rear footage if the improvement is to the rear street; except that any footage to the rear deemed subdividable pursuant to zoning and subdivision requirements will be assessed at 100% of the footage. This provision is subject to the minimums and maximums set forth in Item 1 above. (See Appendix A)
7. Triple Frontage Lots. For a lot which has streets on three sides of its boundaries, street address frontage will be assessed at 100%, with one side assessed at 20% (same as a corner lot), and the third side will not be assessed. (See Appendix A)

## **SECTION V - APPEALS PROCEDURE**

Minnesota Statutes, Chapter 429, have made provisions for the appeal or petitions and assessments inconjunciton with the special assessments proceedings. The procedures to be followed are as follows:

### Appeal from Determination of Legality of Petition (M.S.A. 429.036)

Any person, being aggrieved by this determination of the petition presented by affected property to the Council, may appeal to the district court of Fillmore County by serving the City Administrator of the municipality, within 30 days after the adoption and publication of the resolution, a notice of appeal briefly stating the grounds of appeal and giving a bond in the penal sum of \$250.00, in which the municipality shall be named as obligee, to be approved by the City Administrator, conditiond that the appellant will duly prosecute the appeal, pay all costs and disbursements which may be judged against him, and abide by the order of the court. The City Administrator shall furnish the appellant a certified copy of the petition, or any part thereof, on being paid by appellant of the proper charges therefor. The appellant shall be placed upon the calendar of the next general term commencing more than thirty (30) days after the dated of serving the notice and filing the bond and shall be tried as are other appeals in such cases. Unless reversed upon the appeal, the determination of the governing body as to the sufficiency of the petition shall be final and conclusive.

### Appeal from the Legality of the Assessments (M.S.A. 429.081)

Within thirty (30) days after the adoption of the assessment roll, any person aggrieved, who is not precluded by failure to so object prior to or at the assessment hearing, or whose failure to so object is due to a reasonable cause, may appeal to the district court by serving a notice upon the Mayor or City Administrator. The notice shall be filed with the Administrator of the district court within ten (10) days after its service. The City Administrator shall furnish appellant a certified copy of objections filed in the assessment proceedings, the assessment roll or part complained of, and all papers necessary to present the appeal. The appeal shall be placed upon the calendar or the next general term commencing more than five (5) days after the date of serving the notice and shall be tried as other appeals in such cases. The court shall either affirm the assessment or set it aside and order a reassessment as provided in section 429.071, subdivision 2. If appellant does not prevail upon the appeal, the costs incurred shall be taxed by the court and judgement entered therefor. All objections to the assessment shall be deemed waived unless presented on such appeal. This section provides the exclusive method of appeal from a special assessment levied pursuant to Chapter 429.

**Resolution No. 24-16**

**A RESOLUTION CERTIFYING UTILITY REPAIR AND ASSESSMENT  
TO BE COLLECTED WITH TAXES PAYABLE BEGINNING IN 2025**

WHEREAS, repairs to the sewer lateral (connection from city sewer main to the building) are the property owner's sole financial responsibility; and

WHEREAS, the City of Harmony provides utility and administrative services to property for a fee; and

WHEREAS, City utility policy provides for assessment of utility repairs by placing the cost of such repairs as a special assessment upon the subject real estate.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Harmony, Fillmore County, Minnesota, that the City hereby certifies that the accounts herein listed are for utility repair services and payment is allowed to be assessed to each respective property for collection over 15 years at the rate of 5% per annum.

BE IT FURTHER RESOLVED, that the City hereby requests the Auditor of the County of Fillmore to place the amounts listed as special assessments on the tax rolls beginning for taxes payable in 2025.

The foregoing resolution was introduced and moved for adoption by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_.

Voting for the Resolution:  
Voting Against the Resolution:  
Abstained from Voting:  
Absent:

Motion carried and resolution adopted this 10<sup>th</sup> day of December 2024.

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

ATTEST:

\_\_\_\_\_  
Alissa Stelpflug, Administrator/City Clerk



<b>Owner</b>	<b>Parcel ID</b>	<b>Address</b>	<b>Amount</b>
Bryan L. Ostby & Lisa J. Ostby	15.0333.000	70 Main Ave N, Harmony	\$2,900.00
SRH, LLC	15.0137.000	65 Main Ave N, Harmony	\$4,975.00
Everybody Eats, LLC	15.0136.000	57 Main Ave N, Harmony	\$4,975.00

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Alissa Stelpflug</b>	Meeting Date: <b>November 10<sup>th</sup>, 2024</b>	Agenda Item No. <b>5c</b>
Agenda Section: <b>New Business</b>	Item: <b>Harmony Fire Relief Association Raise request</b>	
<b>BACKGROUND:</b> Harmony Fire Relief Association would like to discuss raise request		
<b>ATTACHMENTS:</b>		
<b>COUNCIL ACTION REQUESTED:</b>		

**OFFICE OF THE STATE AUDITOR**

**Financial Projections**

	2024	2025
Total Active Member Liabilities	388,567	416,970
Total Deferred Member Liabilities	40,804	41,960
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. 429,371	B. 458,930
Normal Cost (Cell B minus Cell A)		C. 29,559

**Projection of Net Assets for Year Ending December 31, 2024**

Special Fund Assets at December 31, 2023 (FIRE-23 Form ending assets) 1

Projected Income for 2024

Fire State Aid (2023 fire state aid of \$17,189 may be increased by up to 3.5%)	D.	17,791
Supplemental State Aid (actual 2023 supplemental state aid)	E.	3,113
Municipal / Independent Fire Dept. Contributions	F.	9,500
Interest / Dividends	G.	3,031
Appreciation / (Depreciation)	H.	32,612
Member Dues	I.	
Other Revenues	J.	
Total Projected Income for 2024 (Add Lines D through J)	2	66,047

Projected Expenses for 2024

Service Pensions (fill in individual pension amounts below) K.

Names:

NONE

\$ Amounts:


Other Benefits L.   
 Administrative Expenses M.

Total Projected Expenses for 2024 (Add Lines K through M) 3

Projected Net Assets at December 31, 2024 (Add Lines 1 and 2, subtract Line 3) 4

**Projection of Surplus or (Deficit) as of December 31, 2024**

Projected Assets (Line 4)	5	611,042
2024 Accrued Liability (Page 4, cell A)	6	429,371
Surplus or (Deficit) (Line 5 minus Line 6)	7	181,671

## Financial Project Notes

Projection should equal the 2023 Supplemental State Aid. The Department of Revenue reported to us that the amount was \$3,113. Must be at least amount required per SC-23 Form.

Consult broker or investment advisor, if applicable, for assistance with investment projections.

Only include an amount on this line if deposited into the Special Fund.

Only include an amount on this line if deposited into the Special Fund.

Only include members who have already been paid during 2024 or are projected to be paid during the 2024 calendar year.

Enter Service Pension Amount.

This page is being provided as an optional tool that a relief association may use as a resource to estimate the impact that benefit level changes or investment rate of return changes could have on the relief association's funded status. This page is not required to be completed; the Schedule Form can be submitted without completing this page.

If you choose to complete this page, please be aware that the calculated information, including the surplus or deficit and required contribution amounts, are rough estimates, only. This tool should not be relied upon in lieu of individualized services provided by a relief association's auditor, actuary, or financial advisor.

The instructions on how to use this page are found on the Home tab of this spreadsheet. If a deferred member receives deferred interest, the member's individual balance is assumed to increase by 5% each year. The fire state aid amount is assumed to increase by 3.5% each year.

The supplemental state aid amount is assumed to be the same amount each year. Projected administrative expenses (in Line 22) is assumed to increase by 3.5% each year.

Form SC-24

**OFFICE OF THE STATE AUDITOR**  
Benefit Level Projections

**2024 Benefit Increase Projections**

2024 Benefit Level: 1A. \$ 1,150  
2024 Rate of Return: 2A. 6.54%

**2025 Benefit Increase Projections**

2025 Benefit Level: 1B. \$ 1,300  
2025 Rate of Return: 2B. -20.00%

**2026 Benefit Increase Projections**

2026 Benefit Level: 1C. \$ 1,300  
2026 Rate of Return: 2C. -20.00%

**Projection of Liabilities for Year End**

	2024	2025
Total Active Member Liabilities	388,567	416,970
Total Deferred Member Liabilities	40,804	41,960
Total Unpaid Installments	0	0
Less: Projected Payouts	0	0
Grand Total Special Fund Liability	3A. 429,371	4A. 458,930
Normal Cost (Line 4 minus Line 3)		5A. 29,559

	2025	2026
Total Active Member Liabilities	471,357	503,967
Total Deferred Member Liabilities	41,960	43,174
Total Unpaid Installments	0	0
Less: Projected Payouts	0	0
Grand Total Special Fund Liability	3B. 513,317	4B. 547,141
Normal Cost (Line 4 minus Line 3)		5B. 33,824

	2026	2027
Total Active Member Liabilities	503,967	535,902
Total Deferred Member Liabilities	43,174	44,449
Total Unpaid Installments	0	0
Less: Projected Payouts	0	0
Grand Total Special Fund Liability	3C. 547,141	4C. 580,351
Normal Cost (Line 4 minus Line 3)		5C. 33,210

**Projection of Net Assets for Year End**

Special Fund Assets on January 1 (Prior Year FIRE Form Ending Net Assets) 6A. 544,995      6B. 611,042      6C. 519,861

**Projected Income**

Fire State Aid (fire state aid of \$17,189 may be increased by up to 3.5%)	7A. 17,791	7B. 18,414	7C. 19,058
Supplemental State Aid (actual supplemental state aid)	8A. 3,113	8B. 3,113	8C. 3,113
Municipal / Independent Fire Dept. Contributions	9A. 9,500	9B. 9,500	9C. 9,500
Investment Earnings (Line 2 multiplied by Line 6)	10A. 35,643	10B. (122,208)	10C. (103,972)
Member Dues	11A. 0	11B. 0	11C. 0
Other Revenues	12A. 0	12B. 0	12C. 0
Total Projected Income	13A. 66,047	13B. (91,181)	13C. (72,301)

**Projected Expenses**

Total Service Pensions and Benefit Payments	14A. 0	14B. 0	14C. 0
Administrative Expenses	15A. 0	15B. 0	15C. 0
Total Projected Expenses	16A. 0	16B. 0	16C. 0
Projected Net Assets at Year End	17A. 611,042	17B. 519,861	17C. 447,560

**Projection of Surplus or (Deficit) as of Year End**

Projected Assets (Line 17)	18A. 611,042	18B. 519,861	18C. 447,560
Accrued Liability Less Projection Payouts	19A. 429,371	19B. 513,317	19C. 547,141
Surplus or (Deficit) (Line 18 minus Line 19)	20A. 181,671	20B. 6,544	20C. (99,581)

Year Incurred	Deficit Information - Original		2024 Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2023	Original Amount	Amount Retired as of 12/31/2024	Amount Left to Retire 1/1/2025
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022	0	0			
2023	0	0			
2024					
2025					
2026					
<b>Totals</b>	0	0	0	0	0

Year Incurred	2025 Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2025	Amount Left to Retire 1/1/2026
2015			
2016			
2017			
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			
<b>Totals</b>	0	0	0

Year Incurred	2026 Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2026	Amount Left to Retire 1/1/2027
2015			
2016			
2017			
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			
<b>Totals</b>	99,581	0	99,581

Normal Cost	21A. 29,559
Projected Administrative Expense Enter Prior Year Admin Exp here:	22A. 2,900
Amortization of Deficit (Total of Original Amount column x 0.10)	23A. 0
10% of Surplus	24A. 18,167
Fire and Supplemental State Aid	25A. 20,904
Member Dues	26A. 0
5% of Projected Assets at Year End	27A. 30,552
Required Contribution (Add Lines 21, 22 and 23, subtract Lines 24, 25, 26 and 27. If negative, zero is displayed.)	28A. 0

Normal Cost	21B. 33,824
Projected Administrative Expense Enter Prior Year Admin Exp here:	22B. 3,002
Amortization of Deficit (Total of Original Amount column x 0.10)	23B. 0
10% of Surplus	24B. 654
Fire and Supplemental State Aid	25B. 21,527
Member Dues	26B. 0
5% of Projected Assets at Year End	27B. 25,993
Required Contribution (Add Lines 21, 22 and 23, subtract Lines 24, 25, 26 and 27. If negative, zero is displayed.)	28B. 0

Normal Cost	21C. 33,210
Projected Administrative Expense Enter Prior Year Admin Exp here:	22C. 3,107
Amortization of Deficit (Total of Original Amount column x 0.10)	23C. 9,958
10% of Surplus	24C. 0
Fire and Supplemental State Aid	25C. 22,171
Member Dues	26C. 0
5% of Projected Assets at Year End	27C. 22,378
Required Contribution (Add Lines 21, 22 and 23, subtract Lines 24, 25, 26 and 27. If negative, zero is displayed.)	28C. 1,835

# Harmony Fire



## Portfolio Summary As Of 6/30/2024

	Current Month	Fiscal Year To Date
Beginning Value	\$400,820.88	\$374,588.69
Contributions	\$0.00	\$0.00
Other Additions	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Other Withdrawals	\$0.00	\$0.00
Accruals	\$299.59	\$1,805.87
Expenses	\$0.00	(\$16.80)
Gain/(Loss)	\$7,869.44	\$32,612.15
Ending Value	\$408,989.91	\$408,989.91

*USED for projection  
5/24*

### Portfolio Details

	Begin Balance	Contributions	Withdrawals	Accruals	Expenses	Gain/(Loss)	End Balance
<b>Balanced Fund</b>							
Month To Date	\$130,327.83	\$0.00	\$0.00	\$0.00	\$0.00	\$2,892.09	\$133,219.92
Fiscal Year To Date	\$123,232.93	\$0.00	\$0.00	\$0.00	\$0.00	\$9,986.99	\$133,219.92
Ending Units: 959.4642		Ending Price: 138.848246		% of Portfolio: 32.57%		Cost Basis: \$61,000.00	
<b>Money Market Fund</b>							
Month To Date	\$65,910.33	\$0.00	\$0.00	\$299.59	\$0.00	\$0.00	\$66,209.92
Fiscal Year To Date	\$64,420.85	\$0.00	\$0.00	\$1,805.87	-\$16.80	\$0.00	\$66,209.92
Ending Units: 65,910.3300		Ending Price: 1.000000		% of Portfolio: 16.19%		Cost Basis: \$65,910.33	
<b>U.S. Equity Actively Managed Fund</b>							
Month To Date	\$361.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.45	\$372.45
Fiscal Year To Date	\$325.55	\$0.00	\$0.00	\$0.00	\$0.00	\$46.90	\$372.45
Ending Units: 2.4219		Ending Price: 153.784912		% of Portfolio: 0.09%		Cost Basis: \$124.34	

**Client Contact:**  
Shirley Baribeau  
Ph: (651) 296-6875

Contributions + Other Additions + Other Income in the Portfolio Summary = Contributions in the Portfolio Detail section of the report  
Withdrawals + Other Withdrawals in the Portfolio Summary = Withdrawals in the Portfolio Detail section of the report. If you have any questions or comments regarding the new statement format please contact Shirley Baribeau at 651-296-6875

# Harmony Fire



## Portfolio Summary As Of 10/31/2024

	Current Month	Fiscal Year To Date
Beginning Value	\$430,580.36	\$374,588.69
Contributions	\$0.00	\$0.00
Other Additions	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Other Withdrawals	\$0.00	\$0.00
Accruals	\$289.69	\$3,011.32
Expenses	(\$11.41)	(\$42.50)
Gain/(Loss)	(\$5,049.99)	\$48,251.14
Ending Value	\$425,808.65	\$425,808.65

### Portfolio Details

	Begin Balance	Contributions	Withdrawals	Accruals	Expenses	Gain/(Loss)	End Balance
<b>Balanced Fund</b>							
Month To Date	\$140,772.01	\$0.00	\$0.00	\$0.00	-\$11.41	-\$1,793.94	\$138,966.66
Fiscal Year To Date	\$123,232.93	\$0.00	\$0.00	\$0.00	-\$11.41	\$15,745.14	\$138,966.66
	Ending Units: 959,3862	Ending Price: 144.849547	% of Portfolio: 32.64%			Cost Basis: \$60,995.04	
<b>Money Market Account</b>							
Month To Date	\$67,111.39	\$0.00	\$0.00	\$289.69	\$0.00	\$0.00	\$67,401.08
Fiscal Year To Date	\$64,420.85	\$0.00	\$0.00	\$3,011.32	-\$31.09	\$0.00	\$67,401.08
	Ending Units: 67,111.3900	Ending Price: 1.000000	% of Portfolio: 15.83%			Cost Basis: \$67,111.39	
<b>U.S. Equity Actively Managed Fund</b>							
Month To Date	\$395.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$2.80	\$392.29
Fiscal Year To Date	\$325.55	\$0.00	\$0.00	\$0.00	\$0.00	\$66.74	\$392.29
	Ending Units: 2.4219	Ending Price: 161.974612	% of Portfolio: 0.09%			Cost Basis: \$124.34	

#### Client Contact:

Shirley Barbeau  
Ph: (651) 296-8875

Contributors + Other Additions + Other Income in the Portfolio Summary = Contributions in the Portfolio Detail section of the report  
Withdrawals + Other Withdrawals in the Portfolio Summary = Withdrawals in the Portfolio Detail section of the report. If you have any questions or comments regarding the new statement format please contact Shirley Barbeau at 651-296-8875

## Alissa Stelpflug

---

**From:** James C. Skaalen <jskaalen@fsebg.com>  
**Sent:** Friday, December 6, 2024 3:11 PM  
**To:** Alissa Stelpflug  
**Subject:** RE: HFRA Request for Council

Hello Alissa,

All of the information below is correct and we would like to proceed.  
I do not know the amount deposited for 2024 yet but as soon as I do, I will get that information to you.

If you need anything else from me, please let me know and I will be happy to assist.

Thank you!



**James C Skaalen**  
Vice President  
Deposit Operations Officer  
Personal Banker  
PO Box 429 \* 3 Main Ave N  
Harmony MN 55939  
507.886.6922 \* 877.886.6922

<https://www.firstsoutheastbank.com>

*"Quality Service with a Personal Touch"*

---

**From:** Alissa Stelpflug <alissa@harmonymn.gov>  
**Sent:** Friday, December 6, 2024 2:16 PM  
**To:** James C. Skaalen <jskaalen@fsebg.com>  
**Subject:** HFRA Request for Council

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

James,

Can you please confirm that the HFRA would like for the City to proceed forward with this request as we have done in the past.

At this time HFRA would like to submit a request for the 2024 budgeted amount of \$9,500 city contribution to the Special fund (Pension) of the Harmony Firefighters' Relief Association.

We are also requesting that you send us, The State Fire Aid and supplemental payments that you received for 2023. We have been informed those amounts totaled \$22,302.13 (\$2,000 retirement, \$17,189.18 State Aid, and \$3,112.95 supplemental). When the state fire aid is received from the State of MN for 2024, can you please deposit or transfer that amount as well.



These funds should be deposited or transferred to our HFRA Special Fund account #248524 at First Southeast Bank.

Please review this and confirm with me, if you would like for me to proceed with this.

\*\*James do you know how much will be deposited for 2024??

Alissa Stelpflug

Administrator/City Clerk, City of Harmony

PO Box 488

225 3<sup>rd</sup> Avenue SW

Harmony, MN 55939

507.886.8122 | [alissa@harmonymn.gov](mailto:alissa@harmonymn.gov) | [cityoffice@harmonymn.gov](mailto:cityoffice@harmonymn.gov)



*Please note the new City of Harmony email, [cityoffice@harmonymn.gov](mailto:cityoffice@harmonymn.gov). Please save this new email address in your contacts and use it for all future communications.*

**Resolution 24-17**

**A RESOLUTION CERTIFYING THE PROPERTY TAX LEVY TO THE COUNTY  
AUDITOR IN 2024 FOR TAXES PAYABLE IN 2025**

BE IT RESOLVED, by the council of the City of Harmony, Fillmore County, Minnesota that the following sums, be and hereby are, proposed to be levied upon the taxable property in the City of Harmony, County of Fillmore, State of Minnesota, in the year 2024, for taxes payable in 2025, for the following purposes:

LEVY PURPOSE	LEVY
General Fund	383,567
Library Fund	104,262
Fire Fund	46,350
Parks Fund	91,217
Arts Fund	9,000
Economic Development Authority Fund	120,488
General Obligation Improvement Bonds, Series 2021C-Variou Streets	80,782
General Obligation Improvement Bonds, Series 2020A	71,000
General Obligation Improvement Bonds, Series 2024	51,170
<b>Total Tax Capacity Levies</b>	<b>957,836</b>

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

Voting for the Resolution:  
Voting Against the Resolution:  
Abstained from Voting:  
Absent:

Motion carried and resolution adopted this 10<sup>th</sup> day of December 2024.

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

ATTEST:

\_\_\_\_\_  
Alissa Stelpflug, Administrator/City Clerk

Resolution No. 24-18

**RESOLUTION DESIGNATING POLLING PLACE**

WHEREAS, State Statute 204B.16 requires the governing body of each municipality to designate a polling place for each election precinct for the following calendar year; and

WHEREAS, that designated site for the following calendar year is not a change unless there is an emergency situation causing the location to change, or the polling place has become unavailable; and

WHEREAS, the site designation will be made each year regardless if there is an election scheduled for the next year or not; and

WHEREAS, the purpose of the annual designation is to ensure that voters are not confused as to their polling place and so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day,

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Harmony, Fillmore County, Minnesota, that the City hereby designates the Harmony Community Center at 225 3<sup>rd</sup> Ave SW as the polling place for the City of Harmony for the years 2025 and 2026.

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

Voting for the Resolution:  
Voting Against the Resolution:  
Abstained from Voting:  
Absent:

Motion carried and resolution adopted this 10<sup>th</sup> day of December 2024.

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

ATTEST:

\_\_\_\_\_  
Alissa Stelpflug, Administrator/City Clerk

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Alissa Stelpflug</b>	Meeting Date: <b>November 10<sup>th</sup>, 2024</b>	Agenda Item No. <b>5f</b>
Agenda Section: <b>New Business</b>	Item: <b>Accounting Service Proposals</b>	
<b>BACKGROUND:</b>		
<b>ATTACHMENTS:</b> Wasn't able to attach Proposal due to Privacy restrictions.		
<b>COUNCIL ACTION REQUESTED:</b> Review Proposal from Smith Schafer – They are proposing a 3-Year Contract. First year being (2024 - \$45,000), (2025 - \$47,500) & (2026 - \$50,000) - Approve the 3 year contract with Smith Schafer.		

**Resolution No. 24-19**

**A RESOLUTION MODIFYING A SCHEDULE OF FEES AND CHARGES FOR  
VARIOUS SERVICES FOR THE CITY OF HARMONY, MINNESOTA**

WHEREAS, the City Council of the City of Harmony has adopted the Minnesota Basic Code as it has been amended and supplemented to be its city code and that the code permits the city to adopt and modify by resolution a schedule of fees and charges for various services,

NOW THEREFORE the City Council of the CITY OF HARMONY, MINNESOTA, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this resolution. All citations below are to various sections of the city code unless otherwise indicated.

(See Attached Schedule)

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

Voting for the Resolution:  
Voting against the Resolution:  
Abstained from Voting:  
Absent from Voting:

Motion carried and resolution adopted this 10th day of December 2024.

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

ATTEST:

\_\_\_\_\_  
Alissa Stelpflug, Administrator/City Clerk

**CITY OF HARMONY  
Utility Rates  
2025 Rates**

	Current Rate	Proposed Rate	Change \$	Change %
<b>WATER</b>				
W-1 <u>General Water Service</u>				
Base Charge	14.00	14.25	0.25	1.79%
Usage/gallon	0.00600	0.00612	0.00012	2.00%
W-2 <u>Unmetered Water Service</u>				
All Customers	41.00	41.00	-	0.00%
W3 Disconnection/Turn On Fee	50.00	50.00	-	0.00%
W-4a Seasonal Turn On Fee	25.00	25.00	-	0.00%
W-5 Water Meter Testing Fee	100.00	100.00	-	0.00%
W-6 Water Meter (1st Meter Free)	250.00	250.00	-	0.00%
W-7 <u>Bulk Water</u>				
Base Charge	75.00	75.00	-	0.00%
Usage/gallon	0.00578	0.00578	-	0.00%
Delivery \$25 per person				
<b>SEWER</b>				
S-1 <u>General Sanitary Sewer Service</u>				
Base Charge	25.00	27.00	2.00	8.00%
Usage/gallon	0.00907	0.01007	0.00100	11.03%
S-2 <u>Unmetered Sewer Service</u>				
All Customers	63.00	63.00	-	0.00%
S-3 Extra Connections (per connection)	10.00	10.00	-	0.00%
<b>SOLID WASTE</b>				
SW-2 <u>Recycling</u>	6.10	6.30	0.20	3.28%
SW-1 <u>Refuse</u>	13.75	14.20	0.45	3.27%
<b>STORM SEWER</b>				
SS-1 <u>Storm Sewer (started June 2009)</u>				
Residential Customers	5.00	6.00	1.00	20.00%
Commercial & Industrial Customers	9.00	10.00	1.00	11.11%
School, Church, & Large Customer	11.50	12.50	1.00	8.70%

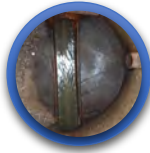
Assessment for delinquent bills will add a \$50 administrative cost.

	Current Rate	Proposed Rate	Change \$	Change %
<b>ELECTRIC</b>				
E-1 <u>Residential Electric Service</u>				
Base Charge	9.00	9.00	-	0.00%
Usage/kWh (6/15/25-9/15/25)	0.13545	0.13545	-	0.00%
Usage/kWh (1/1/25-6/15/25 & 9/15/25-12/31/25)	0.11277	0.11277	-	0.00%
E-3 <u>Dual Fuel Service</u>				
Base Charge	5.50	5.50	-	0.00%
Summer/kWh	0.10248	0.10248	-	0.00%
Winter/kWh	0.07854	0.07854	-	0.00%
E-2 <u>Commercial Electric Service (1-Phase)</u>				
Base Charge	12.75	12.75	-	0.00%
Usage/kWh (6/15/19-9/15/19)	0.12978	0.12978	-	0.00%
Usage/kWh (1/1/19-6/15/19 & 9/15/19-12/31/19)	0.10710	0.10710	-	0.00%
E-12 <u>Commercial Electric Service (3-Phase)</u>				
Base Charge	15.25	15.25	-	0.00%
Usage/kWh (6/15/19-9/15/19)	0.12978	0.12978	-	0.00%
Usage/kWh (1/1/19-6/15/19 & 9/15/19-12/31/19)	0.10710	0.10710	-	0.00%
E-9 <u>Large Customer Service</u>				
Base Charge	70.00	70.00	-	0.00%
Demand/kW	10.00	10.00	-	0.00%
Usage/kWh (6/15/19-9/15/19)	0.08547	0.08547	-	0.00%
Usage/kWh (1/1/19-6/15/19 & 9/15/19-12/31/19)	0.06825	0.06825	-	0.00%
E-5 <u>Private Outdoor Lighting</u>				
Monthly	8.00	8.00	-	0.00%
E-7 <u>Municipal Outdoor Lighting</u>				
Usage/kWh (6/15/19-9/15/19)	0.11141	0.11141	-	0.00%
Usage/kWh (1/1/19-6/15/19 & 9/15/19-12/31/19)	0.08915	0.08915	-	0.00%
E-8 <u>Municipal Pumping</u>				
Base Charge	13.00	13.00	-	0.00%
Usage/kWh (6/15/19-9/15/19)	0.11141	0.11141	-	0.00%
Usage/kWh (1/1/19-6/15/19 & 9/15/19-12/31/19)	0.08490	0.08490	-	0.00%
E-9 Disconnection/Turn On Fee	50.00	50.00	-	
E-9a Seasonal Turn On Fee	25.00	25.00	-	
E-11 Electric Meter (1st Meter Free)	75.00	75.00	-	

# Environmental Water Services



Operations &  
Maintenance



Water & Wastewater  
Services

## City Of Harmony

### Monthly Council Report

Report for the Month of November 2024

- 1.) Completed DMR no limit exceedances.
- 2.) Completed rounds, checks and process control.
- 3.) Conducted MLSS checks.
- 4.) Checked biological activity under microscope.
- 5.) Covered rounds for Corey on weekend.
- 6.) Reviewed Harmony annual compliance letter made corrections.
- 7.) Reviewed permit modification made recommendations to draft.
- 8.) Reviewed pumping and biosolids removal with Corey
- 9.) Conducted rounds and checks as required while Corey was out.
- 10.) Reviewed lab reports.

**CITY OF HARMONY  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Alissa Stelpflug</b>	Meeting Date: <b>December 10, 2024</b>	Agenda Item No. <b>6b</b>
Agenda Section: <b>New Business</b>	Item: <b>Downtown Revitalization Grant 2025</b>	
<b>BACKGROUND:</b> Eddie Swartzentruber applied for the Downtown Revitalization Grant, requesting \$40,000 to be applied toward tuck pointing of 108 & 114 Main Ave N, in addition to other sources of funds that would be applied to complete tuckpointing of the South, East, and North sides of the building. The West side was completed in 2024 with \$10,000 of assistance from the downtown revitalization program. The EDA received one other application for the program, but believed awarding the grant to Eddie created bigger impact in the downtown area.		
<b>ATTACHMENTS:</b>		
<b>COUNCIL ACTION REQUESTED:</b> Recommendation from the EDA board to award \$40,000 to Eddie Swartzentruber for his building tuck pointing and brick replacement contingent of him completing all brick work on the North, South, and East sides of the building, with any balance to be paid through personal investment or other grant sources.		



## Harmony EDA Minutes

December 5, 2024  
7:30 AM

Community Center  
Council Room

Present: Kerry Kingsley, Steve Donney, Greg Schieber, and Michael Himlie (virtual)

Also Present: Erica Thilges, Aaron Bishop, Amy Bishop, Allan Dahl, Eddie Swartzentruber, Becky Meyers, Mason Weedman, and Alissa Stelpflug City Administrator

Not Present: Meghan Gill, Stuart Morem

The regular meeting was called to order at 7:34 AM by Kerry Kingsley.

### **Minutes**

The board reviewed the minutes of the November 7<sup>th</sup>, 2024 meeting. Motion by Schieber, second by Donney to approve the minutes as presented. Motion carried unanimously.

### **Financial Reports & Claims**

The loan portfolio was reviewed. Administrator Stelpflug will double-check on payments made to the RED ledger, since nothing was added yet for December. No motion made.

### **TBD Vintage update**

Kingsley read off notes from Gill:

“Monica Thilges is closing on the Wheelers property on the 11th so her RLF loan will be paid out and active shortly.”

Erica Thilges updated council that they will be closing on the purchase agreement soon. The loan paperwork was drafted a couple of months ago. They are on schedule and hoping to open by March 2025. The mall’s name has been decided: Star Dust Retro Rival.

### **Industrial Park Prices**

Kingsley read off notes from Gill:

“Per Mike Bubany, the current industrial park prices do not reflect future infrastructure costs since that would burden existing taxpayers. The idea is to have the cost be offset by future developers, but that is risky to rely on since we can’t guarantee when the other lots for sale will be filled.”

The pricing of the industrial lots was discussed regarding whether or not it included the street assessment in the price. Down the road 2<sup>nd</sup> Ave NE will need to be extended if another lot is purchased north of the lot Niagara Builders is looking to purchase. If that street is extended to the north we need to know if the lot price includes the assessment that would typically get billed to the potential Niagara Builders lot. Donney felt that Chris Giesen would have the answer to this

question. Administrator Stelpflug will reach out to Chris Giesen for more direction on these property amounts.

### **Niagara Builders update**

Kingsley read off notes from Gill:

“According to Mike Bubany, “the property Yoder would like to purchase is still in the TIF District so we'd be good to do what we had done for Miners Underground. We are still within our 5 year window to cut deals so that is good. What I cannot promise is if we'll get 9 collections from this project (the max allowed by law). It will probably only be 6 or 7.”

This is something we will have to keep in mind, similar to Miners Underground, when considering what cash price we will offer for the lot that will still be lucrative for the EDA.

It is about a ~\$10,500 tax estimate the county gave andrew for a yearly *total*. We should consider a different upfront cash price point than what we did for the Miners. Sounds like we would only get about 6-7 collections of that price point. For lower risk, taking the \$5,500 estimation per year for 6 years, We would be looking at around a \$70,000 price point for the property, including roughly \$3,000 in attorney fees to set up a purchase and development agreements.”

Discussion was held regarding the Loan pricing for Niagara Builders. A motion to offer lot to Andy Yoder for \$67,000 contingent on that his taxes are \$10,500 or more. Dependent on Yoder acceptance, a public hearing will need to be added to the agenda for January EDA meeting and have a public notice posted.

### **Downtown Revitalization Grant**

Eddie Swartzentruber updated council that the \$10,000 award for last year's Downtown Revitalization Grant went towards tuck pointing on the West side of his building. He discussed with council the work still needing to be done to the building. He is hoping to receive a loan from CEDA for \$32,000 to fix up the East side of the building. If he gets the \$40,000 from the 2024 Downtown Revitalization Grant he would like to do the South side as well. Schieber recommended for Swartzentruber to take advantage of the Small Cities Development Program (SCDP) and maybe use the EDA's grant on top of the other grants. Meyers said that she did something similar to this, only her repairs were both completely separate from one another. She also mentioned that she needed to get 2 different quotes to submit.

Mason Weedman explained to council that he would like to get a new store front and windows updated. He applied for a grant through the Historical Society and is currently waiting to hear back. Weedman also expressed that he feels that Swartzentruber's repairs are more crucial than his at this time and is willing to wait another year to receive the funding and let Swartzentruber receive the whole amount of \$40,000.

A motion was made by Kingsley to award the entire \$40,000 to Eddie Swartzentruber contingent on him repairing the entire building. This would include the East, South and North sides. The Motion was seconded by Donney. Motion carried unanimously.

### **Semi Annual Development Agreement Compliance Review**

Bishops were invited to attend to update the EDA on their Downtown Revitalization Grant received in 2022. Aaron and Amy Bishop updated council on how the building repairs are coming along.

- The tin ceilings have been dry ice blasted. They are choosing not to paint the ceilings
- Main level wood and floors have been sanded
- The front window seal is still needing repair
- They have been in contact with Decorah Window and Mobile Glass for the front window
- Main level door needs repair
- They need to finish plastering the upstairs
- They still have 2 kitchens and 2 bathrooms yet to finish

This has been quite an extensive task due to the age of the building and the character that remains and can be preserved. Bishops noted that they are doing this themselves with the help of Youtube tutorials. They are hoping to open September 2025 but would like to have both upstairs apartments done at the same time.

### **Chamber of Commerce Report**

Erica Thilges expressed her concern regarding the contract they were asked to write up between the Harmony Area Chamber and the City of Harmony. She felt that this shouldn't have been something that the Chamber was asked to put together in the first place. When the agreement was brought to City Council, a certain Council Member had issues with this agreement. She felt it was a starting point and they were willing to discuss provisions needing to be made, but instead felt like she was being attacked and ridiculed for it.

Thilges explained to the EDA Council that she received a 20 minute lecture from this City Council Member instead of any provisions that needed to be made. Thilges expressed how important tourism is to Harmony and their businesses. Schieber expressed how proud of Thilges he was for how she handled the conversation with professionalism, and felt it was animosity towards the Chamber and not her personally. Meyers stated how she was appalled with how Thilges was treated publicly about the agreement. She personally feels that the Council doesn't approve of tourism, and questioned what it will take "to get people to understand the big picture". Donney apologized for not speaking up during this 20 minute lecture and is also apologizing on behalf of the Council.

During the City Council meeting on November 10<sup>th</sup> it was decided that the Building Maintenance Committee would meet and provide a revised agreement back to the Chamber prior to the December EDA meeting. Thilges expressed that she still hasn't seen anything yet. Administrator

Stelpflug will reach out to the Building Committee to see where they are at with the revisions and make sure they get sent to the Chamber and Historic Society prior to their December meetings. This way the Chamber and Historical Society can express their concerns or approval prior to the City Council Meeting in January.

### **Bike Trail Project Update**

Kingsley read off notes from Gill:

“Alissa and I met with our two main points of contact about Phase II and other DNR projects if they arise. We took a ride on the trail and discussed what will be happening moving forward:

Phase II construction is set to begin in Spring 2025, the work being done by Fitzgerald as noted in the last EDA meeting.

The DNR is in full contact with the property owners surrounding. If anyone reaches out to us about the path, we can point them to the representatives with the DNR as it is established that that's their responsibility.

IF there arises an issue with the budget, Alissa and I will be informed by our contacts, but there is no concern as of now.”

Administrator Stelpflug stated the bike trail signs are in and her and Brian Michel are working with the DNR on the placement of those signs.

### **Updated Home Rebate Signs**

Gill ordered new home rebate signs with an updated web address per Administrator Stelpflug.

There was no other business.

Hearing no objections, Kingsley adjourned the meeting. The meeting adjourned at 9:21 AM.

The next regular meeting is scheduled for January 2, 2025 at 7:30 AM at the Community Center.

# FILLMORE COUNTY SHERIFF



## Office of the FILLMORE COUNTY SHERIFF

JOHN DEGEORGE Sheriff  
LANCE BOYUM Chief Deputy  
901 Houston St. NW  
PRESTON, MN 55965-1080

Tel: 507-765-3874  
Emergency Dial 911  
Fax: 507-765-2703

Date: December 4, 2024  
To: Harmony City Council  
From: Leif Erickson, Deputy Sheriff  
John DeGeorge, Fillmore County Sheriff  
Re: November 2024 Monthly Council Report

**Calls for Service / Patrol Activity:**

Reported Date	Title	Street Name
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<a href="#">Reported Date</a>	<a href="#">Title</a>	<a href="#">St Name</a>
2024-11-01	Ambulance	1st Ave
2024-11-01	Animal Complaint	Main Ave
2024-11-02	Ambulance	1st Ave
2024-11-05	Special Events	MAIN AVE
2024-11-05	Ambulance	3rd Ave
2024-11-05	MAARC	MAIN AVE
2024-11-05	Assist	MAIN AVE N
2024-11-05	Fires	1st Ave
2024-11-05	Fires	1st Ave
2024-11-06	Welfare Check	2nd Ave
2024-11-08	Information	3rd Ave
2024-11-08	Ambulance	2nd Ave
2024-11-09	Ambulance	2ND AVE
2024-11-09	Ambulance	MAIN AVE
2024-11-10	Death	2nd AVE
2024-11-12	House Watch	CENTER ST
2024-11-17	Ambulance	MAIN AVE

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2024-11-17	Suspicious Activity	1st AVE
2024-11-18	Funeral Escort	MAIN AVE
2024-11-19	Suspicious Activity	CENTER ST
2024-11-22	Mental Health	1st Ave
2024-11-23	911 Hang Up	2ND AVE
2024-11-27	Traffic	Main St
2024-11-28	911 Hang Up	MAIN AVE