

**HARRIS CITY COUNCIL**  
**REGULAR MEETING MINUTES**

**June 11, 2018**

**I. Call to order**

Mayor Miller called to order the regular meeting of the Harris City Council at 7:00 p.m.

**II. Pledge of Allegiance**

Everyone joined in the Pledge of Allegiance.

**III. Roll Call**

Deputy City Clerk Sculley conducted roll call. The following members were present: Mayor Miller, Councilmember Rossini, Councilmember Sculley, Councilmember Williams and Councilmember Payne. Deputy City Clerk Sculley advised that a quorum of the council was present.

**IV. Consent Agenda**

Councilmember Rossini made the motion to approve the May 14, 2018 regular meeting minutes and the Accounts Payable. Councilmember Williams seconded the motion. Mayor Miller, Councilmember Sculley, Councilmember Williams and Councilmember Rossini were in favor, Councilmember Payne abstained, motion carried.

**V. Public Comment**

**VI. Regular Agenda**

- **Dennis Oberloh - 2017 Audit**
  - Dennis Oberloh attended tonight's meeting and went over the 2017 Audit with the council. Dennis stated that the city's financial position is continuing to get stronger.
  
- **Annual Animal Permit - David Maack**
  - David Maack submitted his annual animal permit. Maack has applied to have goats, chickens, horses and pigs. The city hasn't received any complaints in the past regarding his previous permits. Councilmember Rossini made the motion to approve David Maack's annual animal permit. Councilmember Payne seconded the motion. Councilmember Rossini, Williams, Payne and Sculley voted in favor, Mayor Miller abstained from the vote. Motion carried.

- **Confidentiality Agreement Approval**

- Deputy City Clerk Sculley asked the council to consider passing a Confidentiality Agreement. Last month Councilmember Rossini requested that he would like review the Confidentiality Agreement and address it again at this month's meeting. Councilmember Sculley and Payne stated that they believe this agreement is beneficial to have in place. Councilmember Sculley made the motion to implement the Confidentiality Agreement for all city employees to sign, current and future. Councilmember Payne seconded the motion. All in favor, motion carried.

- **Paving quotes for railroad upgrade - 442nd**

- Councilmember Sculley made the motion to have Prefer Paving complete the paving requirements on 442nd Street following the railroad upgrade project. Councilmember Williams seconded the motion. All in favor, motion carried.

- **Road Review discussion - gravel needs**

- Mayor Miller asked Alan Teich about a soft boil on Evergreen. Teich recommends not doing anything with it at this time but will keep an eye on it next year. Alan will grade the road and it should be ok for this year. If it is a problem next year, they may place rock at this location.
- Based on the city's current budget and the results of the annual road review the council will put gravel in the following locations:
  - 3 loads on Grand Ave North of County Road 30,
  - 10 loads on 443rd and 444th Ave
  - 3 loads on Golden Ave
  - 4 loads on 420th Street
  - 10 loads on 475th Street off of County Road 9
  - 39 loads will be put on 480th Street. The city shares maintenance of this road with Nessel Township. Nessel will be paying half of the cost for the gravel. This is contingent on the approval from Nessel Township.

Councilmember Rossini made the motion to put bids out for a total of 69 loads of gravel totaling 1,242 yards. Councilmember Williams seconded the motion. All in favor, motion carried.

- **Culverts**

- Councilmember Sculley made the motion to approve the bid from C & H Construction to carefully remove the old culvert on Grand Ave, install a new culvert, and haul 3 loads of class 5 totaling \$675.00. Councilmember Williams seconded the motion. All in favor, motion carried.

## VII. Staff Reports

### • **Fire Dept**

#### ○ **Minutes from May 21, 2018 meeting**

- Mayor Miller had a few questions regarding the May 21, 2018 Fire Department meeting minutes. First Mayor Miller asked when Fire Fighter Chris Collins came off probation. Chief Gregoire said that he has been for a while but it wasn't reflected in the minutes. Chief Gregoire stated that soon all of the new Fire Fighters will be off probation and the review process is in the works. Mayor Miller also noticed that the Fire Department minutes didn't say when the meeting adjourned. Mayor Miller asked Chief Gregoire what the SCBA leadership position was. Chief Gregoire stated that this person would be checking to make sure this task is completed.

#### ○ **Pumper Repairs**

- Both Pumpers still need repairs. It possibly may be cheaper if the oil from Public Works can be used instead of purchasing new oil. Councilmember Williams made the motion to approve Kirvida fixing the White Pumper for \$784.00 and Kirvida fixing the Yellow Pumper for \$882.00. Councilmember Sculley seconded the motion. All in favor, motion carried.

#### ○ **Road Closing Procedures**

- The Fire Department will be staging both a Grass Rig and the Yellow Tanker on the west side of the railroad tracks on 442nd Street in case of an emergency while the railroad crossing is getting upgrades on June 12, 2018. On June 13, 2018, Chisago County will be closing down County Road 59. Chief Gregoire is concerned that neither the city nor the fire department was notified of this road closing. This could cause a response time delay for the Fire Department when responding to a call. City Clerk / Treasurer Balfany stated that she would send an email requesting that the city be notified of any road closings so our Fire Department can be aware.

#### ○ **Department Updates**

- Chief Gregoire stated that all of the new Fire Department members completed Fire Fighter 1 and 2 / Hazmat. Gregoire discussed how well they are all doing and acknowledged their time and dedication. EMR School will be coming up next.
- Chief Gregoire is requesting travel reimbursement for three of the new fire department members who went to Stacy Lent for schooling. City Clerk /

Treasurer Balfany and Mayor Miller stated that they couldn't remember ever paying for Firefighter 1 and 2 mileage in the past. Chief Gregoire stated that everyone should have been given travel reimbursement if they filled out the paperwork and the Chief brought it to council. Chief Gregoire stated that it is in the departments SOP's to cover mileage for training. Mayor Miller stated that budgeting would have to change for next year to accommodate this. Councilmember Rossini asked how much more mileage should the city be expecting this year for fire department members. Gregoire didn't have that information with him to be able to accurately answer this. Councilmember Sculley stated that the city should pay to reimburse the three fire department members but in the future need to accommodate this in the budget. The Fire Department should keep carpooling in mind for future reimbursement requests. Councilmember Sculley made the motion to compensate the three fire department members who requested travel reimbursement. Councilmember Payne seconded the motion. All in favor, motion carried. Deputy City Clerk asked for clarification regarding previous members who were not reimbursed mileage. Chief Gregoire stated that all forms are available to fire department members over at the Fire Hall and members need to be responsible for filling out the appropriate forms and following through with their Chief to make sure it gets taken care of.

- Chief Gregoire is requesting a new seat for the Red Tender 4102. This is an air seat and has been a problem for many years. Chief Gregoire said that they have been using this truck to do pool fills and believes it has more than earned a new seat. Councilmember Sculley made the motion to pre approve up to \$600.00 for a new seat. Councilmember Williams seconded the motion. All in favor, motion carried.

Chief Gregoire is asking for clarification regarding the egress windows at 43856 Ginger. Gregoire believes the windows are too small but stated that this isn't something that he can go and enforce. Gregoire recommends the Planning Commission reach out to Chisago County and follow the codes they have in place. Councilmember Rossini said that they were just reaching out to Chief Gregoire to see what his thoughts were regarding the safety of this residence since it is a rental property.

- Mayor Miller asked Chief Gregoire if the material at the Fire Department that was requested get cleaned up at the last council meeting got done. Chief Gregoire stated he wasn't sure and he will check with the departments Training Officer. Mayor Miller said that she is concerned because it looks like pallets possibly were burned and gravel was pushed over the material. Chief Gregoire stated that the training happened in January and the fire was put out with snow. Chief Gregoire said that if the material was not picked up the next day and we got snow, Public Works could have plowed over it. Mayor Miller said if the material was recently seen, it couldn't have happened over the winter. Chief Gregoire said that this is an issue and that the Fire Department needs to have a specific location where training is done, preferably a fenced in location. Chief Gregoire said that they can

go over and clean it up again and look for nails. Mayor Miller said that it was already taken care of.

- On June 10, the Harris Fire Department participated in a burn with the North Branch Fire Department. They did many level 1 and 2 burns. Chief Gregoire stated that this training was an eye opener for the new Fire Department members and was a great training opportunity.
  - Councilmember Rossini asked if the Fire Department is still looking for new members. Chief Gregoire said that they are always looking but will be pushing harder in August because school for new Firefighters begins in September. Chief Gregoire will be working on updating policies so new fire department members are aware of the commitment required.
  - The department is preparing for many parades coming up soon. Fire Department members will be at the Threshing Show and Hay Days later this summer.
- **City Engineer Chuck Schwartz**
    - City Clerk / Treasurer Balfany sent out 10 Request for Development Proposals. The RFP's are due back to the city by June 28, 2018.
  - **Planning Commission -John Rossini**
    - The Planning Commission is looking for some clarification as to why Chisago County Sheriff's Office is unable to see the city's ordinances. This seems as if it is possibly a software issue. The Planning Commission is requesting a representative from the Sheriff's Office attend the next City Council meeting. Someone from the office will reach out to the Sheriff's Office.
    - Councilmember Sculley asked if the city has a city planner. City Clerk / Treasurer Balfany said the last time the city used MSA Professional Services. Balfany said before the city hires a planner, the city should work on updating the Harris City Code. This is a priority for the city since the ordinance book has not been updated since 2008.
  - **People Service - written report**
    - George Valvoda with People Service informed the city that the computer at the Water Treatment Plant that was last replaced in 2007 is beginning to have issues. Councilmember Williams made the motion to approve a new computer system for the Water Treatment Plant from Total Control Systems. Councilmember Payne seconded the motion. All in favor, motion carried.
  - **Public Works - Alan Teich and George Valvoda - written reports**

- Alan Teich is requesting two sets of cutting edges for the patrol truck. Teich would also like to get two of the 3ft edges so they are easier to change. Teich will get prices for the cutting edges along with the price of bolts. Teich will get prices for both the 6ft edge and the two 3ft edges. Once he gets prices to office staff, they will send the information out to the council.
- Councilmember Rossini asked Teich if the ball field could be kept up more often. Mayor Miller said that she noticed many ball fields are full of weeds.
- Councilmember Sculley asked if Teich could put times on his monthly report so they are aware of how long things take.
- **City Clerk/Treasurer - Marlys Balfany - written report**
  - It was brought to the city's attention that Coldwell Banker is advertising that 43890 Ginger Ave has 3 bedrooms upstairs. This is against the city's ordinance. Since this property has been vacant for more than 6 months, it can no longer go back to a legal non-conforming use. One of the City Clerks will contact Coldwell Banker and the owner of this property and remind them of the city's ordinance.
  - The City of Harris will be closed on June 14 and 18. November's City Council meeting will be November 19. City Clerk / Treasurer Balfany will be gone on July 9.
  - City Clerk / Treasurer Balfany contacted the railroad regarding the culvert issues on 470th Street. The railroad representative said the culvert is free flowing. He also stated that the homeowner on the west side of the tracks needs to clean out the debris.
  - Councilmember Rossini requested advice from other Councilmembers regarding the continued issues at 6525 439th Street. Councilmember Sculley stated the city needs to continue addressing the complaints that the city receives by contacting law enforcement, sending letters to the property owner and continuing to work with the city's attorney. Councilmember Sculley told Councilmember Rossini it is important to focus on the city's ordinances and enforcing them. Specifically looking at the number of cars on this property and the junk outside. Chisago County's Zoning Department was going to site this property for solid waste violations. The City of Harris follows Chisago County's solid waste ordinance.
- **Deputy Clerks report - Abbey Sculley - written report**
  - Deputy City Clerk Sculley wanted to clarify that she may be working later than 5pm, days the office is closed, or on weekends to get necessary tasks completed. The Councilmembers stated they didn't have any issues with this.
  - The Councilmembers said they didn't have any issues if the city staff removed the fake flower pot in the office.

- The Railroad tie debris was cleaned up.
- **Office Assistant - Vanessa Smith - written report**

VIII. **Mayor and Council Reports**

Mayor Miller asked Councilmember Payne if he attended the East Central Cable Commission meeting. Payne said he was unable to attend.

IX. **Adjourn**

Councilmember Sculley made a motion to adjourn the meeting. Mayor Miller seconded the motion. All in favor, motion carried. There being no further business, Mayor Miller adjourned the meeting at 9:11 pm.

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Deputy City Clerk Abbey Sculley

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Mayor Diane Miller

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Date Approved

APPROVED