

**Harris City Council
Regular Meeting Minutes
Monday, November 13, 2023**

- I. **Call to Order:** Mayor Carlson called the meeting to order at 7:00 pm.
- II. **Pledge of Allegiance:** Everyone joined in the Pledge of Allegiance.
- III. **Roll Call:** City Clerk Shannon Geier conducted roll call. Present were Mayor Randy Carlson, Councilmember Diane Miller, Councilmember Al Siedow, and Councilmember Garret Pearson. Councilmember David Maack was absent. City Clerk Geier announced a quorum was present.
- IV. **Consent Agenda:** Siedow made a motion to approve the October 16, 2023, Regular Meeting Minutes, October 16th, 23rd, and 30th Special Meeting Minutes, and Accounts Payable. Pearson seconded the motion. All in favor, motion carried.
- V. **Public Comment:** None.
- VI. **Regular Agenda:**
 - A. **Fire Department –**
 - Fire Chief Drew Chapeau: Written report. Chapeau noted that the Fire Department has received all the FEMA grant items that were ordered. However, he has made sure that the invoices for the compressor and fill station will not be processed with the manufacturer until December 26th to keep in line with what was discussed for payments. Treasurer Riesing questioned if the compressor and fill station will be ordered on Dec. 26. Chapeau clarified that the product was received but will not be invoiced until Dec. 26. Siedow made a motion to appoint Kyle Inks as Training Captain effective 10/11/23. Miller seconded the motion. All in favor, motion carried. Miller made a motion to accept the resignation of Matt Norman. Pearson seconded the motion. All in favor, motion carried. Siedow made a motion to approve the hire of Tim Berts to the Fire Department. Miller seconded the motion. All in favor, motion carried. Siedow made a motion to approve the hire of Javier Diaz to the Fire Department. Pearson seconded the motion. All in favor, motion carried. Geier pointed out that all hires are contingent upon the background check.
 - Chief 2 Gabi Streater: Written report. Streater requested a workshop meeting to discuss items such as capping members, org chart, and policy 2.2 position discussion review. It will be scheduled for January or February 2024. Streater stated the Fire Relief is purchasing regular jackets for the fire department and EMR classes will be next year.
 - B. **Budget and Spending limit/Treasurer's Report –** Written report. City Treasurer Sue Riesing expounded on the concerns about deficit spending, particularly by the fire department. The city spends a considerable amount recruiting and training firefighters. Yet, the quarterly statistics show only a small group of firefighters attend most of the fire and rescue calls. We need to consider availability before

hiring, consider what level of service we can financially provide, and how large our roster needs to be. Another issue we have is the purchase order policy. Recently, we received an invoice for over \$15k. There was no p.o. so it was not included in the budgeting process. To pay this invoice will use the remaining FD PPE set aside money. These PPE funds were previously earmarked to cover our portion of the new SCBA gear. It is my job to report these issues and concerns to the Council. I would like to ensure the continued success of the Fire Department in a way that is fiscally manageable for the city. I am very uncomfortable with the fact that we've already received all the SCBA gear. I was under the impression that part of the order containing the Compressor was supposed to be placed after we receive the Public Safety money in late December. I specifically explained to the Fire Chief and Council that we couldn't place the order until after the safety funds were received. If goods are received, they are considered city property and funds are committed which means we are now unable to use intended Public Safety funds since they are prohibited for past expenses. We have worked with an increased purchasing limit of \$2,000 for about a year with mixed results. I am requesting to decrease the limit to \$500 for all nonemergency purchases for better control over budget and expense tracking for each department. Pearson made a motion to reduce the departmental purchasing limit to \$500. Siedow seconded the motion. All in favor, motion carried. Riesing requested changing office hours while Shannon is gone from Dec. 11th through Dec. 22nd to allow flexibility to work around bad weather days. The door will be posted with a sign to contact the office to set up an appointment, if needed. Pearson made a motion to approve the request. Siedow seconded the motion. All in favor, motion carried.

- C. **Water Main leak on Gates Ave** – Carlson made a motion to approve payment of \$4,970 for repair of the Gates Avenue water main leak by Jones Construction. Pearson seconded the motion. All in favor, motion carried.
- D. **Local Road Improvement Resolutions** –
Amended Resolution 2023-25: Miller made a motion to approve Amended Resolution 2023-25, a resolution seeking the support of Chisago County to act as project sponsor should the City of Harris be selected to receive Local Road Improvement Program funds. Carlson seconded the motion. All in favor, motion carried. The actual roads to be included will be determined once the specifications and costs for the project are updated. Resolution 2023-28: Siedow made a motion to approve Resolution 2023-28, a resolution declaring city council support for submittal of the Local Road Improvement Program application. Pearson seconded the motion. All in favor, motion carried. The actual roads to be included will be determined once the specifications and costs for the project are updated.
- E. **2023-30 Resolution for Delinquent Utility bills with exhibit A** – Miller made a motion to approve Resolution 2023-30, a resolution certifying delinquent utility bills. Siedow seconded the motion. All in favor, motion carried.

- F. **2023-31 Resolution for Polling Place** – Siedow made a motion to approve Resolution 2023-31, a resolution designating a polling place. Pearson seconded the motion. All in favor, motion carried.
- G. **2023-07 Ordinance Solar Moratorium** – Pearson made a motion to approve Ordinance 2023-07, an interim ordinance establishing a moratorium on the approval and siting of commercial solar projects. Siedow seconded the motion. Motion carried 3-0, Carlson abstained because he was contacted by a vendor for a potential site.
- H. **Voting operations, Technology & Election Resources account agreement Chisago County** – Pearson made a motion to approve the agreement for Chisago County to retain the Harris Voter Account funds and expend the allocated amount to authorized purposes on behalf of the Municipality. Siedow seconded the motion All in favor, motion carried.
- I. **Fee schedule changes for 2024** – Informational. Geier asked the council to look over the current fees and proposed changes and advise office staff if they have any other suggested changes.
- J. **PeopleService Contract letter** – The contract for PeopleService to provide Operations and Maintenance of the water and wastewater treatment facilities is set to expire on February 28, 2024. Siedow made a motion to approve renewal of the contract. Motion died for lack of a second. The Council decided to put out a Request For Proposals. Miller made a motion to hire MSA to process the RFP if the cost does not exceed \$2,000. Siedow seconded the motion. All in favor, motion carried.
- K. **Carol Raymond chicken Permit** – Miller made a motion to approve the animal permit for Carol Raymond. Siedow seconded the motion. All in favor, motion carried.
- L. **Neighborhood Plumbing** – Pearson made a motion to approve repair of the WWTP downstairs air exchanger by Neighborhood at a cost of \$1880.47. Siedow seconded the motion. All in favor, motion carried.
- M. **AVI Renewal Contract** – The contract for City Hall Technology updates from AVI Systems, Inc. is due for dates 12/17/23 - 12/16/24 at a cost of \$2,400. The Council did not renew.
- N. **ROW – Telcom 6181 480th St.** – Carlson made a motion to approve the right-of-way permit for Telcom Construction for buried service wire at 6181 480th St. in Harris. Miller seconded the motion. All in favor, motion carried.
- O. **Meeting Schedule for 2024;** and
- P. **Holiday Schedule for 2024** – Pearson made a motion to approve the meeting schedule and holiday schedule for 2024. Siedow seconded the motion. All in favor, motion carried.

VII. Staff/Department Reports:

- A. **Public Works** – Written report. Teich advised the council that the new dump truck is getting a D.O.T. inspection and is scheduled to have the doors lettered.
- B. **Planning Commission** – Written report.
- C. **Parks and Recreation** – Written report. Siedow asked the council to consider options for the shelter at Firemen’s Park; should it be repaired, moved, removed, or sold. If not repaired, the \$5,000 set-aside for that purpose should be held over to repair something else that is needed in another park.
- D. **PeopleService Report** – Written report.
- E. **Clerk’s Report** – Written report. Pearson made a motion to cancel the December 2023 meetings for Park & Rec Committee and Planning Commission. Miller seconded the motion. All in favor, motion carried. Siedow made a motion to approve cleaning one WWTP tank with payment from PeopleService maintenance fund. Pearson seconded the motion. All in favor, motion carried.
- F. **Chisago County Sheriff 3rd Quarter Newsletter** – Written report.
- G. **Mayor and Council Reports** – Written Mayor report. Pearson made a motion to sell the L8000 dump truck, with \$1,000 reserve, and 3500 Chev (old 1-ton), with no reserve, at the Heidelberg equipment auction on November 25. Siedow seconded the motion. All in favor, motion carried. There were no council reports.

VIII. **Adjourn:** Miller made a motion to adjourn. Siedow seconded the motion. All in favor, motion carried. There being no further business, Mayor Carlson adjourned the meeting at 9:08 pm.

City Clerk – Shannon Geier

Randy Carlson - Mayor

Date Approved