

\* \* \* \* \*

August 13, 2018

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, August 13, 2018 at 6:00 p.m.

The meeting was called to order by President Woodruff.

Members present, Councilors:                      Glaser, Swanson, Jussila, Erickson,  
Woodruff. 5.

Members absent, Councilors:                      McQuade, Norberg. 2.

Others present:                                      Finance Director Pietila  
City Clerk Nordean  
Acting City Attorney Olson

President Woodruff recommended the following changes to the agenda: removing Consent Agenda Item No. 21. "Adopting position descriptions for the Water/Wastewater Operations Specialist, Water/Wastewater Operations Specialist – Water Lead, and Water/Wastewater Operations Specialist – Wastewater Lead" and New Business Item No.5. "Authorizing and directing the Mayor and City Clerk to execute and deliver a lease with obligation to construct and option to own."

Motion by Jussila and Glaser approving the agenda with changes as recommended by President Woodruff. Carried.

**Public Affairs Committee:**

Councilor Glaser reported on a recent meeting of the Public Affairs Committee where the group discussed hiring practices and policies, and a proposed policy regarding donations.

**Public Arts Commission:**

Mayor Swanson reported on a recent meeting of the Public Arts Commission where they discussed removal of junk vehicles, a proposal to establish a star yard program for the City, and the Spikeman project.

**Planning Commission:**

Councilor Glaser reported on items discussed at a recent meeting of the Planning Commission, including a review of the trails plan and a public hearing on a variance request.

**Utilities Committee:**

Councilor Jussila reported that at their last meeting, the Utilities Committee discussed joining NEMMPA, and participating in Kinect Energy's Municipal Intervention Group as

well as the proposed purchase of a dissolved oxygen probe for the Wastewater Treatment Plant.

**Consent Agenda:**

President Woodruff announced that items listed on the consent agenda are routine in nature and typically do not require discussion. If there is an item on the consent agenda that a council member, staff member or member of the public feels warrants discussion, they may request that it be removed from the consent agenda and dealt with individually under New Business. Motion by Erickson and Swanson that the following consent agenda items:

1. Approving the minutes from July 23, 2018 regular City Council meeting.
2. **RESOLUTION NO. 8-217-18 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$1,982,691.00.**
3. Approving payroll for the second half of July, 2018 in the amount of \$208,846.54.
4. **RESOLUTION NO. 8-218-18 APPOINTING JOHN WEIDNER AS A MEMBER OF THE LIBRARY BOARD.**
5. **RESOLUTION NO. 8-219-18 APPROVING THE MASSAGE THERAPY LICENSE RENEWAL APPLICATIONS FOR CHRISTINA SCHROEDER AND CARI WRIGHT.**
6. Approving an extension of the drawing date for the Chamber of Commerce's raffle, from August 13 to October 17, 2018.
7. Approving the MN Lawful Gambling Application for Exempt Permit for Voyageur Snowmobile Club of Two Harbors to conduct a raffle.
8. **RESOLUTION NO. 8-220-18 AUTHORIZING AND DIRECTING MAYOR AND CITY CLERK TO EXECUTE AND DELIVER AN AGREEMENT WITH LAKEVIEW MEMORIAL HOSPITAL, INC.**
9. A communication from Mediacom providing notification of their intention to adjust rates.
10. A memorandum from ARDC providing budget and tax levy information for 2019.
11. **RESOLUTION NO. 8-221-18 AUTHORIZING THE PURCHASE OF NEW LIGHTS AND POLES FROM WESCO FOR AN AMOUNT**

**OF \$6,127.60 AS PART OF THE 2018 AND 2019 STREET IMPROVEMENT PROJECTS.**

12. **RESOLUTION NO. 8-222-18 ACCEPTING THE PROPOSAL OF DONOVAN CONSTRUCTION FOR LABOR AND MATERIALS TO REPLACE TWO POWER POLES.**
13. **RESOLUTION NO. 8-223-18 APPROVING PAY APPLICATION NO. 3 FROM SHANK CONSTRUCTORS, INC. FOR THE TWO HARBORS MAIN LIFT STATION PROJECT FOR A TOTAL OF \$231,427.**
14. **RESOLUTION NO. 8-224-18 APPROVING THE CITY OF TWO HARBORS CITY HALL MINNESOTA GOVERNMENT DATA PRACTICES ACT PROCEDURES.**
15. **RESOLUTION NO. 8-225-18 APPROVING THE CITY OF TWO HARBORS POLICE DEPARTMENT MINNESOTA GOVERNMENT DATA PRACTICES ACT PROCEDURES.**
16. **RESOLUTION NO. 8-226-18 APPROVING THE AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND AEOA FOR THE MN ENERGY ASSISTANCE PROGRAM FOR FEDERAL FISCAL YEAR 2019.**
17. **RESOLUTION NO. 8-227-18 ADOPTING THE CITY OF TWO HARBORS EMPLOYEE RECRUITMENT AND SELECTION POLICY.**
18. **RESOLUTION NO. 8-228-18 APPROVING THE LIST OF EDNA G. MAINTENANCE TASKS TO BE COMPLETED BY VOLUNTEERS AS RECOMMENDED BY THE EDNA G. COMMISSION.**
19. **RESOLUTION NO. 8-229-18 ACCEPTING THE RECOMMENDATION OF THE UTILITIES COMMITTEE TO AUTHORIZE THE CITY'S PARTICIPATION IN KINECT ENERGY'S MUNICIPAL INTERVENTION GROUP.**
20. **RESOLUTION NO. 8-230-18 AUTHORIZING THE CITY'S MEMBERSHIP IN THE NORTHEASTERN MINNESOTA MUNICIPAL POWER AGENCY.**
21. Approving the request of the Administrator to attend APA Minnesota 2018 Upper Midwest Regional Planning Conference in Rochester.

22. A 2018 Street & Alley Improvement Project Status Update from Bolton & Menk.

Be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

***New Business:***

Motion by Jussila and Erickson that **RESOLUTION NO. 8-231-18 ACCEPTING THE RECOMMENDATION OF THE UTILITIES COMMITTEE TO ACCEPT THE PROPOSAL OF HACH FOR THE PURCHASE OF A DISSOLVED OXYGEN PROBE FOR AN AMOUNT OF \$3,729.80 AND THE PROPOSAL OF IN-CONTROL FOR INSTRUMENTATION FOR THE DISSOLVED OXYGEN PROBE FOR AN AMOUNT OF \$4,010 FOR THE WASTEWATER TREATMENT PLANT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Erickson and Swanson that **RESOLUTION NO. 8-232-18 ACCEPTING THE PROPOSAL OF BOLTON & MENK TO PROVIDE SITE SURVEY, GEOTECHNICAL EVALUATION AND WETLAND DELINEATION ENGINEERING SERVICES FOR THE PROPOSED WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT FOR A PROJECT COST NOT TO EXCEED \$49,500** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Glaser and Swanson that **RESOLUTION NO. 8-233-18 APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE PROVIDING OF SAID PLANS AND SPECIFICATIONS TO LAKE BANK TO PROCEED WITH QUOTES AND CONSTRUCTION FOR HIDDEN SPRINGS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Jussila that **RESOLUTION NO. 8-234-18 AUTHORIZING AND ORDERING BOLTON & MENK TO PREPARE A FEASIBILITY REPORT FOR THE 2019 STREET IMPROVEMENT PROJECT BE ADOPTED AS READ AND ADDING EIGHT AVENUE BETWEEN FOURTH AND FIFTH STREETS TO THE LIST OF STREETS TO BE INCLUDED IN THE REPORT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Erickson and Glaser that **RESOLUTION NO. 8-235-18 ACCEPTING THE RESIGNATION OF FRANK MCQUADE, DECLARING A VACANCY AND SEEKING APPLICATIONS FOR THE APPOINTMENT OF A PERSON TO FILL THE VACANCY** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

President Woodruff expressed appreciation to Councilor McQuade for all he has done during his time served.

**Announcements:**

Mayor Swanson expressed gratitude to the Chamber of Commerce for an amazing job on the Chamber Golf Event, and appreciation to those who helped with and attended the recent Party in the Park. He thanked Bolton & Menk for their work on the Street Improvement Project and expressed pride and appreciation to the staff, City Council and Joe Rhein for their efforts on the project.

Councilor Erickson reminded the group that there will be no City Recreation Board meeting in August.

Motion by Jussila and Glaser that the meeting adjourn. Carried.

---

Miles Woodruff, City Council President

---

Patricia D. Nordean, City Clerk