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December 11, 2018

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Tuesday, December 11, 2018 at 6:00 p.m.

The meeting was called to order by President Woodruff.

Members present, Councilors: Glaser, Redden, Swanson, Woodruff. 4.

Members absent, Councilors: Norberg, Jussila, Erickson. 3.

Others present: Administrator Walker
 Finance Director Pietila
 City Clerk Nordean
 City Attorney Overom
 Water & Wastewater Treatment Plant Superintendent, Heikkila

Motion by Swanson and Glaser adjourning the regular meeting and convening a public hearing for the purpose of presenting information on the Amended Wastewater Treatment Facility Plan for the Two Harbors Wastewater Treatment Facility. Carried.

At 6:02 p.m. Councilor Erickson arrived at the meeting.

Appearances:

Brian Guldán, Bolton & Menk was present and addressed the hearing regarding the Amended Wastewater Treatment Facility Plan including the condition of and treatment process used at the existing Wastewater Treatment Facility, alternatives for improvements to the facility, proposed costs for those alternatives and potential funding sources.

Plant Superintendent, Luke Heikkila, was present and addressed the hearing reviewing the age of each part of the existing plant some of which is still in place from 1957. He also discussed the need for more efficient operations, new biosolids treatment, increased pumping and final clarifier capacity, long-term planning and preparation for potential MPCA regulations.

Guldán recommended that the Council move forward with the engineering for Alternative 3, the Extended Aeration Plan in order to meet deadlines for applications for funding assistance.

Heikkila reported that he and the staff from the Wastewater Treatment Plant have endorsed the plan 100 percent and encouraged the Council to move forward with engineering for the project.

Councilor Redden reported that he recently had the opportunity to tour the plant and spoke in favor of the proposal to authorize the engineering for the project.

Susie Rosette, 1225 Eighth Avenue, was present and addressed the hearing expressing appreciation to Mr. Heikkila for his hard work on the project and at the plant.

President Woodruff asked if there was anyone present who wished to speak in favor of or against the proposed Amended Wastewater Treatment Facility Plan. There was no one present wishing to address the hearing.

Motion by Glaser and Redden adjourning the hearing and reconvening the regular City Council meeting. Carried.

President Woodruff recommended the following additions and changes to the agenda: 1. Amending Consent Agenda Item No. 13 to Accepting a proposal from Mainstreet Designs, Inc. in the amount of \$3,440 for the purchase of custom banners for street light poles and 2. Adding Item No. 27 to the Consent Agenda as follows: Authorizing the execution of a Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition.

Motion by Swanson and Erickson approving the agenda with amendments as proposed by President Woodruff. Carried.

Public Arts & Beautification Commission:

Mayor Swanson reported on a special meeting of the Public Arts & Beautification Commission where the group voted to recommend the acceptance of a proposal from Mainstreet Designs for the purchase of banners for street light poles.

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 Swanson and Redden that the following consent agenda items:

1. Approving minutes from December 4 regular and December 5, 2018 special City Council meetings.
2. **RESOLUTION NO. 12-350-18 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$4,727,654.67.**
3. Approving payroll for the second half of November, 2018 in the amount of \$198,745.81.

4. Library Report dated December 6, 2018.
5. A letter from Theresa Sunde of Mediacom, providing notification of rate adjustments.
6. A letter from Joan Burke, 235 First Avenue, regarding Liquor Store snow removal in relation to her property at 622 Seventh Avenue.
7. **RESOLUTION NO. 12-351-18 ADOPTING THE CITY OF TWO HARBORS ELECTRONIC FUNDS TRANSFER POLICY.**
8. **RESOLUTION NO. 12-352-18 ADOPTING THE CITY OF TWO HARBORS POLICIES AND PROCEDURES FOR FEDERAL AWARDS ADMINISTRATION.**
9. **RESOLUTION NO. 12-353-18 APPROVING THE UPDATED CANCELLATION POLICY FOR THE BURLINGTON BAY CAMPGROUND.**
10. **RESOLUTION NO. 12-354-18 DECLARING CERTAIN LIBRARY MATERIALS AS DISCARDED EQUIPMENT AND AUTHORIZING THEIR DISPOSAL.**
11. **RESOLUTION NO. 12-355-18 APPROVING THE SETTLEMENT WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST ON THE MAIN LIFT STATION FLOODING CLAIM IN THE AMOUNT OF \$216,000.**
12. **RESOLUTION NO. 12-356-18 CERTIFYING ASSESSMENTS TO THE LAKE COUNTY AUDITOR AGAINST CERTAIN PROPERTIES LOCATED WITHIN THE CITY FOR UNPAID LAWN MOWING CHARGES.**
13. **RESOLUTION NO. 12-357-18 APPROVING MEDIACOM TWO HARBORS CABLE SYSTEM NEEDS ASSESSMENT REPORT FOR CITY OF TWO HARBORS FRANCHISE RENEWAL PROCEEDINGS WITH MEDIACOM.**
14. **RESOLUTION NO. 12-358-18 ACCEPTING A PROPOSAL FROM MAINSTREET DESIGNS, INC. IN THE AMOUNT OF \$3,440 FOR THE PURCHASE OF CUSTOM BANNERS FOR STREET LIGHT POLES.**
15. **RESOLUTION NO. 12-359-18 AUTHORIZING PAYMENT TO SHANK CONSTRUCTORS, INC. IN THE AMOUNT OF \$364,996**

FOR PAY REQUEST NO. 7 FOR THE MAIN LIFT STATION PROJECT.

16. **RESOLUTION NO. 12-360-18 AUTHORIZING PAYMENT TO AMERICAN ENGINEERING TESTING, INC. IN THE AMOUNT OF \$1,262.15 FOR PROFESSIONAL SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.**
17. **RESOLUTION NO. 12-361-18 AUTHORIZING PAYMENT TO STANTEC IN THE AMOUNT OF \$4,860.04 FOR PROFESSIONAL SERVICES FOR THE EDNA G. TUGBOAT.**
18. **RESOLUTION NO. 12-362-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$41,222 FOR PROFESSIONAL SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.**
19. **RESOLUTION NO. 12-363-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$22,945, FOR PROFESSIONAL SERVICE FOR THE 2019 STREET & ALLEY IMPROVEMENT PROJECT.**
20. **RESOLUTION NO. 12-364-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,463.50 FOR PROFESSIONAL SERVICES FOR THE PAVEMENT MANAGEMENT PLAN.**
21. Approving the request of Fresh Market, LLC, to host a vendor market in Van Hoven Park on certain dates in 2019 and authorizing administration and the City Attorney to draft any necessary documents required for the event.
22. **RESOLUTION NO. 12-365-18 ACCEPTING THE RECOMMENDATION OF THE FIRE DEPARTMENT TO HIRE ETHAN CASSIDY, CASEY FITZPATRICK AND JESSE NORDEAN AS VOLUNTEER FIREFIGHTERS PENDING STANDARD HIRING REQUIREMENTS.**
23. **RESOLUTION NO. 12-366-18 APPROVING RENEWAL OF CIGARETTE LICENSES FOR MINERS INCORPORATED, KRIST OIL COMPANY, KWIK TRIP, INC., HOLIDAY STORES INC. #24 AND #362, CITY OF TWO HARBORS AND MINIT MART, LLC, FOR 2019.**

24. Approving the request of the Gas, Water & Sewer Superintendent to allow he and Tim Larson to attend the 2019 NACE Two Cities Section Pipeline Corrosion Control Seminar in Prior Lake.
25. Approving the request of Patty Nordean to carry over up to three vacation days in addition to the five allowed by contract.
26. Approving the request of Two Harbors Lodge #1463 to be open on Sundays, January 13 and 20 and February 3, 2019.
27. **RESOLUTION NO. 12-367-18 AUTHORIZING THE EXECUTION OF A MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION.**

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

New Business:

Motion by Erickson and Swanson that **RESOLUTION NO. 12-368-18 ESTABLISHING THE PROPERTY TAX LEVY FOR TAXES PAYABLE IN THE YEAR 2019 IN THE CITY OF TWO HARBORS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Erickson that **RESOLUTION NO. 12-369-18 ADOPTING THE 2019 BUDGET FOR THE CITY OF TWO HARBORS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Glaser and Swanson calling a special meeting for 6:00 p.m. on Monday, January 7, 2019, for the purpose of swearing in newly elected officials, conducting the organizational meeting for the City Council and receiving the feasibility report for the 2019 Street & Alley Improvement Project. Carried.

Motion by Swanson and Glaser that **RESOLUTION NO. 12-370-18 CALLING FOR A PUBLIC HEARING FOR 6 P.M. OR AS SOON THEREAFTER AS POSSIBLE ON MONDAY, JANUARY 14, 2019, TO CONSIDER ORDERING THE IMPROVEMENT OF THE FOLLOWING: EIGHTH AVENUE BETWEEN FOURTH AND FIFTH STREETS; EIGHTH AVENUE BETWEEN SIXTH AND SEVENTH STREETS; EIGHTH AVENUE FROM NINTH STREET TO ITS WEST END; NINTH AVENUE FROM FIFTEENTH STREET TO ITS EAST END; ALLEY NORTH OF SECOND AVENUE BETWEEN SECOND AND THIRD STREETS; ALLEY NORTH OF SECOND AVENUE BETWEEN THIRD AND FOURTH STREETS; ALLEY NORTH OF SEVENTH AVENUE BETWEEN EIGHTH AND NINTH STREETS; ALLEY NORTH OF EIGHTH AVENUE BETWEEN EIGHTH AND NINTH STREETS; TWO HARBORS, MINNESOTA, PURSUANT TO MN STATUTE 429.011 TO 429.111** 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. 12-371-18 APPROVING A REAL PROPERTY DECLARATION FOR THE MAIN LIFT STATION SUBSTANTIALLY IN ITS FORM** be adopted as read. Carried by a unanimous ye a vote of all members present on roll call.

Motion by Glaser and Redden that **RESOLUTION NO. 12-372-18 APPROVING THE CITY OF TWO HARBORS CITY AMENDED WASTEWATER TREATMENT FACILITY PLAN AND AUTHORIZING AND DIRECTING SUBMITTAL OF THE PLAN TO THE MINNESOTA POLLUTION CONTROL AGENCY FOR REVIEW AND APPROVAL** be adopted as read. Carried by a unanimous ye a vote of all members present on roll call.

Motion by Glaser and Swanson that **RESOLUTION NO. 12-373-18 AUTHORIZING BOLTON & MENK TO MOVE FORWARD WITH THE CREATION OF PLANS AND SPECIFICATIONS FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT** be adopted as read.

Announcements:

Mayor Swanson announced that the City has been selected to receive a grant from IRRRB in the amount of \$300,000 for the Performing Arts Center Project. He expressed appreciation to the staff and members of Friends of the Bandshell Committee who were involved in making application for this grant.

He also thanked the North Shore Rotary Club and all the folks involved in this year's Light up the Park event and extended holiday greetings to everyone.

Council President Woodruff wished the City employees and community members a Merry Christmas and Happy Holidays.

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

Miles Woodruff, City Council President

Patricia D. Nordean, City Clerk