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January 22, 2018

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, January 22, 2018 at 6:00 p.m.

The meeting was called to order by President Woodruff.

Members present, Councilors: Glaser, McQuade, Norberg, Swanson,
Jussila, Erickson, Woodruff.

Others present: Administrator Walker
Finance Director Pietila
City Clerk Nordean
City Attorney Overom

Additions or changes to the agenda. President Woodruff recommended the addition of the following item under the Consent Agenda: Consider authorizing the purchase of a Ditch Witch FX50 vacuum excavating trailer from Ditch Witch of Minnesota through the National Joint Powers Agreement for an amount of \$73,661.84.

Motion by Swanson and McQuade approving the agenda with the addition recommended by President Woodruff. Carried.

Appearances:

THHS DECA Students, Ashleigh Swanson, Alex Erickson and Makenna Coan, were present and received a proclamation for Civility Day in Two Harbors which was presented by Mayor Swanson.

Marlys Wisch, Amy Swensen and Sue Hilliard, Lake County Sex Trafficking Awareness Task Force were present and received a Proclamation for Sex Trafficking Awareness Month in Two Harbors which was presented by Mayor Swanson.

Krystin Foster, Lake County Highway Engineer, was present and addressed the Council providing a brief overview of the proposal to revoke and establish the designation of certain County State-Aid Highways within the City.

Administrative Reports:

Administrator Walker reported that the City will have additional space in the Capital Days Brochure and asked Councilors to contact him with suggestions for content, he noted that the initial Governor's Bonding list does not include the City's proposed waterfront project, and requested that Councilors consider dates for a Council priority work-session.

Edna G. Commission:

Council President Woodruff reported on a recent meeting of the Edna G. Commission where members discussed recent conversations with representatives from the Army Corps of Engineers regarding suggested methods for removing the tug from the water and their assistance was offered. The group also discussed the creation of an Edna G. website, and the establishment of a non-profit.

Recreation Board:

Council Vice-President Erickson reported that the last meeting of the Recreation Board, which was canceled due to the lack of a quorum. She noted that the Adult Activity Nights will start on Tuesdays and Thursdays in March at a cost of \$40. Anyone interested in participating should stop by City Hall to register.

Trees & Trails Commission:

Councilor McQuade reported on a recent meeting of the Trees & Trails Commission where the group discussed installation of a street light at the intersection of CSAH 26 and Antonich Drive, the Tree City designation, and reviewed the City's trail plan.

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 McQuade that the following consent agenda items:

1. Approving minutes from the January 8, 2018 regular City Council meeting.
2. **RESOLUTION NO. 1-19-18 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$_____.**
3. Approving payroll for the first half of January, 2018 in the amount of \$_____.
4. Approving a request from Beacons of Hope and Arete Outdoor Ministry for permission to use the outdoor skating rink and warming shack behind the arena on Wednesdays from 5:30-8 p.m.
5. **RESOLUTION NO. 1-20-18 CERTIFYING CERTAIN UNPAID UTILITY CHARGES TO THE COUNTY AUDITOR AS ASSESSMENTS.**

6. RESOLUTION NO. 1-21-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$3,135 FOR ENGINEERING SERVICES FOR THE WASTE WATER TREATMENT FACILITY PLAN.
7. RESOLUTION NO. 1-22-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$13,797 FOR ENGINEERING SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.
8. RESOLUTION NO. 1-23-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,737.50 FOR GENERAL CITY ENGINEERING SERVICES.
9. RESOLUTION NO. 1-24-18 AUTHORIZING PAYMENT TO BILL'S DIESEL REPAIR, INC. IN THE AMOUNT OF \$2,491 FOR REPAIRS TO A CITY FIRE TRUCK.
10. RESOLUTION NO. 1-25-18 AUTHORIZING PAYMENT TO ZURCHER TECHNOLOGIES IN THE AMOUNT OF \$13,654 FOR INITIAL PAYMENT PER CONTRACT FOR THE POLICE DEPARTMENT'S NEW RECORDS MANAGEMENT SYSTEM.
11. RESOLUTION NO. 1-26-18 ACCEPTING THE PROPOSAL OF TOTAL REGISTER SYSTEMS FOR AN UPGRADED POINT OF SALE SYSTEM FOR THE LIQUOR STORE IN THE AMOUNT OF \$9,884.56.
12. RESOLUTION NO. 1-27-18 ACCEPTING THE QUOTE OF NORTHLAND BUSINESS SYSTEMS IN THE AMOUNT OF \$18,942.50 FOR THE PURCHASE OF A VIDEO/AUDIO RECORDING SYSTEM FOR THE POLICE DEPARTMENT.
13. RESOLUTION NO. 1-28-18 AUTHORIZING THE PURCHASE OF 400 2S SELF-READ ELECTRICAL METERS FROM BORDER STATES ELECTRIC FOR AN AMOUNT OF \$18,000.
14. RESOLUTION NO. 1-29-18 ACCEPTING THE QUOTE OF HIGHLAND BEAUTY FLOORS FOR THE PURCHASE AND INSTALLATION OF CARPET AND TILE AT CITY HALL.
15. RESOLUTION NO. 1-30-18 APPROVING THE ANNUAL SERVICE CONTRACT WITH LIGHTHOUSE POWER SYSTEMS IN THE AMOUNT OF \$3,115 FOR GENERATORS AT THE WATER AND WASTEWATER TREATMENT FACILITIES.

16. **RESOLUTION NO. 1-31-18 AUTHORIZING RENEWAL OF THE BI-ANNUAL HVAC AND CONTROLS PREVENTATIVE MAINTENANCE AGREEMENT WITH UHL FOR THE LIBRARY FOR AN AMOUNT OF \$4,213.**
17. **RESOLUTION NO. 1-32-18 APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH ARDC TO PROVIDE PLANNING SERVICES THROUGH MAY 31, 2018 FOR AN AMOUNT OF \$12,900.**
18. Designating certain Library items as discarded equipment.
19. Designating a 2000 GMC Digger Derrick as discarded equipment and authorizing an advertisement for bids for it.
20. Approving the request of the Gas, Water and Sewer Superintendent to attend the 2018 NACE Two Cities Section Pipeline Corrosion Control Seminar in Prior Lake.
21. Approving the request of the Wastewater Treatment Plant Superintendent to allow Brad MacFarlane to attend the MRWA Annual Conference in St. Cloud.
22. Authorizing staff to solicit Requests for Qualifications for engineering and architect services for the Richard B. Helgeson Municipal Airport.
23. **RESOLUTION NO. 1-33-18 AUTHORIZING THE PURCHASE OF A DITCH WITCH FX50 VACUUM EXCAVATING TRAILER FROM DITCH WITCH OF MINNESOTA THROUGH THE NATIONAL JOINT POWERS AGREEMENT FOR AN AMOUNT OF \$73,661.84.**

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

New Business:

Motion by Swanson and Jussila that **RESOLUTION NO. 1-34-18 AUTHORIZING AN AD FOR BIDS FOR THE MAIN LIFT STATION IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Norberg referring to the Public Affairs Committee, requests from the Heritage Days Committee for their 2018 event. Carried.

Motion by Swanson and Jussila that **RESOLUTION NO. 1-35-18 APPROVING A RESOLUTION OF CONCURRENCE REVOKING AND ESTABLISHING**

COUNTY STATE-AID HIGHWAYS (CSAHS) be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Norberg and Jussila that **RESOLUTION NO. 1-36-18 SUPPORTING THE MAINTENANCE OF LOCAL LICENSE BUREAUS** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Swanson and McQuade that **RESOLUTION NO. 1-37-18 RECEIVING THE FEASIBILITY REPORT FOR THE 2018 STREET AND ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Swanson and McQuade that **RESOLUTION NO. 1-38-18 AUTHORIZING COMPENSATION FOR COUNCILOR GLASER TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, PUBLIC WORKS COMMITTEE, PERSONNEL COMMITTEE, PUBLIC AFFAIRS, POLICY AND COMMUNICATIONS COMMITTEE, AND THE PLANNING COMMISSION** be adopted as read. Carried by the following vote: Yeas: McQuade, Norberg, Swanson, Jussila, Erickson, Woodruff. 6. Abstain: Glaser. 1.

Motion by Erickson and Swanson that **RESOLUTION NO. 1-39-18 AUTHORIZING COMPENSATION FOR COUNCILOR MCQUADE TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, PUBLIC UTILITIES COMMITTEE, PUBLIC SAFETY COMMITTEE, NORTH SHORE MANAGEMENT BOARD AND TREES & TRAILS COMMISSION** be adopted as read. Carried by the following vote: Yeas: Glaser, Norberg, Swanson, Jussila, Erickson, Woodruff. 6. Abstain: McQuade. 1.

Motion by Swanson and Glaser that **RESOLUTION NO. 1-40-18 AUTHORIZING COMPENSATION FOR COUNCILOR ERICKSON TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, FINANCE AND BUDGET COMMITTEE, PERSONNEL COMMITTEE, PUBLIC AFFAIRS, POLICY AND COMMUNICATIONS COMMITTEE, RECREATION BOARD, THEDA AND LIBRARY BOARD** be adopted as read. Carried by the following vote: Yeas: Glaser, McQuade, Norberg, Swanson, Jussila, Woodruff. 6. Abstain: Erickson. 1.

Motion by Erickson and Jussila that **RESOLUTION NO. 1-41-18 AUTHORIZING COMPENSATION FOR MAYOR SWANSON TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, FINANCE AND BUDGET COMMITTEE, PERSONNEL COMMITTEE AND PUBLIC ARTS AND BEAUTIFICATION COMMISSION** be adopted as read. Carried by the following vote: Yeas: Glaser, McQuade, Norberg, Jussila, Erickson, Woodruff. 6. Abstain: Swanson. 1.

Motion by Swanson and McQuade that **RESOLUTION NO. 1-42-18 AUTHORIZING COMPENSATION FOR COUNCILOR JUSSILA TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, PUBLIC WORKS COMMITTEE, PUBLIC UTILITIES COMMITTEE, PUBLIC SAFETY COMMITTEE AND AIRPORT COMMISSION** be adopted as read. Carried by the following vote: Yeas: Glaser, McQuade, Norberg, Swanson, Erickson, Woodruff. Abstain: Jussila. 1.

Motion by Erickson and Swanson that **RESOLUTION NO. 1-43-18 AUTHORIZING COMPENSATION FOR COUNCILOR NORBERG TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, PUBLIC UTILITIES COMMITTEE, FINANCE AND BUDGET COMMITTEE, AND PUBLIC SAFETY COMMITTEE** be adopted as read. Carried by the following vote: Yeas: Glaser, McQuade, Swanson, Jussila, Erickson, Woodruff. 6. Abstain: Norberg. 1.

Motion by Erickson and Jussila that **RESOLUTION NO. 1-44-18 AUTHORIZING COMPENSATION FOR COUNCILOR WOODRUFF TO ATTEND MEETINGS OF: THE CIP COMMITTEE, CABLE TV COMMISSION, WATERFRONT DEVELOPMENT COMMITTEE, PUBLIC WORKS COMMITTEE, PUBLIC AFFAIRS, POLICY AND COMMUNICATIONS COMMITTEE, EDNA G. COMMISSION, HRA, TWO HARBORS VISITOR'S BUREAU AND NORTH SHORE MANAGEMENT BOARD** be adopted as read. Carried by the following vote: Yeas: Glaser, McQuade, Norberg, Swanson, Jussila, Erickson, 6. Abstain: Woodruff. 1.

Announcements:

Mayor Swanson reminded everyone of the Human Trafficking Awareness Trafficking event scheduled for January 23, 2018 at the Community Center. He also reported on the recent Housing Summit and invited anyone interested to attend the Arts & Beautification Commission meeting scheduled for 5 p.m. on Thursday, January 25th, at City Hall, where Drew Digby will be present to discuss the economic impact of art.

Councilor Erickson reminded the public of the upcoming public hearing regarding the 2018 Street and Alley Improvement Project and proposed assessments.

Motion by Erickson and McQuade that the meeting adjourn. Carried.

Miles Woodruff, City Council President

Patricia D. Nordean, City Clerk
