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May 13, 2019

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, May 13, 2019, at 6:00 p.m.

The meeting was called to order by President Glaser.

Members present, Councilors: Redden, Rennwald, Swanson, Jussila, Erickson, Glaser. 6.

Members absent, Councilor: Woodruff. 1.

Others present: Administrator Walker  
City Clerk, Nordean  
City Attorney, Overom.

Motion by Erickson and Redden approving the agenda with the following changes: Delete Consent Agenda Items No. 39 and 40. Carried.

**Administrator Report:**

Administrator Walker reported on a meeting held earlier in the day with City staff and Bolton & Menk representatives regarding the 2020 and future CIP Projects.

**Airport Commission:**

Councilor Jussila reported on the April 24, 2019 meeting of the Airport Commission where discussions were held regarding drainage issues with recent blacktop improvements, the upcoming Jet-A Fuel Tank Project, hangar doors and the new T-Hangar Project.

**Charter Commission:**

Council President Glaser reported on two recent meetings of the Charter Commission where they have been reviewing chapters of the Charter and are now through Chapter 6. They are requesting that the Council consider budgeting funds for a review of the City Charter by the League of MN Cities.

**Public Arts & Beautification Commission:**

Mayor Swanson reported on a recent meeting of the Public Arts s& Beautification Commission where they discussed the upcoming Recycle Day Event.

*Trees & Trails Commission:*

Councilor Rennwald reported on the April 29, 2019 meeting of the Trees & Trails Commission where discussions focused on trail maintenance, the ski trail, a pump track, wetlands, zoning, the Arbor Day Tree Planting and wayfinding signs.

*Finance Committee:*

Vice President Erickson reported on the April 29, 2019 meeting of the Finance Committee where the group reviewed the budget and Capital Improvement Fund and equipment purchases, bonding and the upcoming audit.

*Utilities Committee:*

Councilor Jussila reported on the April 29, 2019 meeting of the Utilities Committee where they discussed two water leak issues, proposed amendments to the utility account application form, and Luke Peterson, MN Power was present and presented the City with a new sign for the solar car charging station and reviewed electrical charge calculations.

*Library Board:*

Councilor Rennwald reported on the May 7, 2019 meeting of the Library Board where the group authorized establishment of an endowment fund for the Library, discussed quotes for the air conditioning repairs, a proposed new logo and policies for lending and fines.

*North Shore Management Board:*

Councilor Rennwald reported on a recent meeting of the North Shore Management Board where discussions were held regarding erosion management, shoreline rentals and an upcoming Mountain Bike Trail Association fundraiser to be held on May 18.

Motion by Rennwald and Jussila that the following consent agenda items:

1. Approving minutes from the April 22, 2019 City Council meeting.
2. **RESOLUTION NO. 5-155-19 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON MAY 14, 2019, IN THE AMOUNT OF \$2,594,173.26.**
3. Approving payroll for the second half of April, 2019, in the amount of \$208,302.75.
4. Accepting the notice of retirement of Gary Fabini, effective May 31, 2019, with regret, and authorizing a letter of appreciation for his service.
5. Accepting a notice of resignation of Amy Fabini, effective May 20, 2019, with regret, and authorizing a letter of appreciation for her service.

6. Accepting a notice of resignation from Anthony Christensen, effective May 16, 2019, with regret and authorizing a letter of appreciation for his service.
7. Library Report dated May 8, 2019.
8. A letter from Barbara Hayden, Director of St. Louis County Planning and Community Development Department, Re: continuation of the Northeast MN HOME Consortium Joint Powers Agreement.
9. **RESOLUTION NO. 5-156-19 AUTHORIZING CHANGES TO THE CITY'S APPLICATION FOR UTILITY SERVICES AND UTILITY DEPOSIT POLICY.**
10. Approving the request of Amy Carlson, Lounge Manager for the American Legion, for permission to be open on Sunday, September 15, 2019.
11. An invitation from Susie Rosette, Chair of Beacons of Hope, to attend their Semi-Annual Community Meeting at 6:30 p.m. on May 21, 2019, at the Law Enforcement Center.
12. Approving a request from Sterling Dance Studio for a street closure on Waterfront Drive between Second and Third Avenues on Saturday, June 28 from 4 – 8 p.m. (or Sunday, June 30 in the event of rain).
13. Approving a request from Jody Zastera for a street closure on Third Avenue in the 500 block between 12:30 and 2 p.m. on Saturday, June 15, 2019, for the unveiling of a celebration stained glass window at United Church.
14. **RESOLUTION NO. 5-157-19 APPROVING AN AMENDMENT TO THE 2018 GOVERNMENTAL FUND BUDGET.**
15. **RESOLUTION NO. 5-158-19 AUTHORIZING AN ADDENDUM TO THE ARCHITECT/ENGINEER AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND S.E.H. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SITE PREPARATION AND DESIGN OF THE T-HANGAR PROJECT AT THE AIRPORT.**
16. **RESOLUTION NO. 5-159-19 ACCEPTING THE PROPOSAL OF UHL TO PROVIDE LABOR AND MATERIALS TO REPLACE THE CONDENSING UNIT AND COIL FOR THE AIR CONDITIONING SYSTEM AT THE LIBRARY FOR AN AMOUNT OF \$15,382.**
17. **RESOLUTION NO. 5-160-19 ACCEPTING THE PROPOSAL OF ZIEGLER FOR THE PURCHASE OF A STAND-BY GENERATOR AND AUTOMATIC TRANSFER SWITCH FOR THE NORTH CAMPUS AND FIRE HALL FOR AN AMOUNT OF \$54,829, THROUGH THE NJPA.**
18. **RESOLUTION NO. 5-161-19 ACCEPTING THE PROPOSAL OF ANDERSON'S GREENHOUSE & FLORIST TO PROVIDE HANGING FLOWER BASKETS AND FLOWERS FOR LARGE PLANTERS THROUGHOUT THE CITY FOR AN AMOUNT OF \$6,925.**

19. RESOLUTION NO. 5-162-19 AUTHORIZING THE PURCHASE OF A VIBRATORY RAMMER FOR THE WATER DISTRIBUTION DEPARTMENT FROM ACME TOOLS FOR AN AMOUNT OF \$2,748.90.
20. RESOLUTION NO. 5-163-19 AUTHORIZING THE PURCHASE OF AN EQUIPMENT TRAILER FROM TOW MASTER TRAILERS IN THE AMOUNT OF \$23,287.40 FOR THE PUBLIC WORKS DEPARTMENT THROUGH SOURCEWELL PRICING.
21. RESOLUTION NO. 5-164-19 AUTHORIZING THE PURCHASE OF FOUR SETS OF TURNOUT AND WILDLAND GEAR FOR THE FIRE DEPARTMENT FROM ALEX AIR APPARATUS FOR AN AMOUNT OF \$10,710.
22. RESOLUTION NO. 5-165-19 AUTHORIZING THE PURCHASE OF OFFICE FURNITURE AND CABINETS FOR THE POLICE DEPARTMENT FROM NORTHERN BUSINESS PRODUCTS THROUGH THE STATE COOPERATIVE PURCHASING POOL FOR AN AMOUNT OF \$22,808.40.
23. RESOLUTION NO. 5-166-19 ACCEPTING THE PROPOSAL OF MINNESOTA FIREWOOD, LLC TO PROVIDE FIREWOOD FOR THE CAMPGROUND.
24. RESOLUTION NO. 5-167-19 ACCEPTING A QUOTE FROM MTI FOR THE PURCHASE OF AN AERA-VATOR SEEDER FOR THE GOLF COURSE FOR AN AMOUNT OF \$10,402 PLUS TRADE-IN OF A ROUGH MOWER.
25. RESOLUTION NO. 5-168-19 AUTHORIZING PAYMENT TO SHANK CONSTRUCTORS IN THE AMOUNT OF \$25,008 FOR THE MAIN LIFT STATION PROJECT.
26. RESOLUTION NO. 5-169-19 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$415,575 FOR PROFESSIONAL SERVICES FOR THE DESIGN OF THE WASTEWATER TREATMENT FACILITY.
27. RESOLUTION NO. 5-170-19 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$13,010 FOR PROFESSIONAL SERVICES FOR WATER DISTRIBUTION MODELING.
28. RESOLUTION NO. 5-171-19 AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER THE MNDOT AIRPORT MAINTENANCE AND OPERATIONS GRANT CONTRACT FOR JULY 1, 2019 – JUNE 30, 2021.
29. RESOLUTION NO. 5-172-19 DECLARING THE OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FOR THE 2019 STREET IMPROVEMENT PROJECT FROM THE PURCHASE OF BONDS TO BE ISSUED BY THE CITY.
30. RESOLUTION NO. 5-173-19 DECLARING THE OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FOR THE 2019 CAPITAL EQUIPMENT FUND FROM THE PURCHASE OF BONDS TO BE ISSUED BY THE CITY.

31. **RESOLUTION NO. 5-174-19 AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY AND COMMUNITY PARTNERS FOR LEASE OF THE COMMUNITY CENTER TO EXTEND THE LENGTH OF THE LEASE FOR A PERIOD OF TWO YEARS.**
32. **RESOLUTION NO. 5-175-19 AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AND DELIVER A FEDERAL AIRPORT REPAYMENT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND THE CITY OF GLENCOE FOR THE TRANSFER OF \$150,000 IN ENTITLEMENT FUNDS.**
33. **RESOLUTION NO. 5-176-19 AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AND DELIVER A FEDERAL AIRPORT REPAYMENT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND THE CITY OF COOK FOR THE TRANSFER OF \$300,000 IN ENTITLEMENT FUNDS.**
34. Designating certain library materials as discarded equipment and authorizing their disposal.
35. **RESOLUTION NO. 5-177-19 AUTHORIZING A GRANT AGREEMENT BETWEEN THE CITY AND THE TWO HARBORS AREA FUND FOR \$20,000 FOR THE TWO HARBORS TRAIL PROJECT.**
36. **RESOLUTION NO. 5-178-19 AUTHORIZING A GRANT AGREEMENT BETWEEN THE CITY AND THE TWO HARBORS AREA FUND FOR \$2,000 FOR HERITAGE DAYS.**
37. **RESOLUTION NO. 5-179-19 ADOPTING THE MMUA INTERCONNECT POLICY.**
38. **RESOLUTION NO. 5-180-19 AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A SEPARATION AGREEMENT AND RELEASE OF CLAIMS AND RE-AFFIRMATION AGREEMENT ON BEHALF OF THE CITY.**
41. **RESOLUTION NO. 5-181-19 RATIFYING THE LIBRARY BOARD'S ADOPTION OF A HIRING LIST FOR THE POSITION OF LIBRARY ASSISTANT – ADULT SERVICES AND HIRING OF EMILY THOMPSON FOR THE POSITION OF LIBRARY ASSISTANT – ADULT SERVICES.**
42. **RESOLUTION NO. 5-182-19 AUTHORIZING CONDITIONAL OFFERS OF EMPLOYMENT FOR TWO NEW WATER/WASTEWATER OPERATIONS SPECIALISTS.**

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

**Unfinished Business:**

Motion by Swanson and Redden that **RESOLUTION NO. 5-183-19 RECEIVING BIDS AND APPROVING AWARD OF CONTRACT FOR THE 2019 STREET &**

**ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Jussila and Redden that **RESOLUTION NO. 5-184-19 APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING AN ADVERTISEMENT FOR BIDS FOR THE 2019 T-HANGAR CONSTRUCTION PROJECT AT THE AIRPORT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Other.

**Announcements:**

Mayor Swanson reported on a letter received from a constituent commending Officer Greg Moe on his service during a recent investigation.

He also reported on the recent Recycle Day, noting that the event was a huge success.

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

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Robin M. Glaser, President, City Council

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Patricia D. Nordean, City Clerk