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May 29, 2018

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Tuesday, May 29, 2018 at 6:00 p.m.

The meeting was called to order by President Woodruff.

Members present, Councilors: Glaser, McQuade, Norberg, Swanson, Erickson, Woodruff. 6.

Members absent, Councilor: Jussila. 1.

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

The following additions or changes to the agenda were recommended: 1. Table Consent Agenda #9; 2. Delete New Business #2; 3. Delete New Business #3. 4. Add New Business #6, Approving the Agreement with Friends of the Two Harbors Dog Park; 5. Add new Business #7, refer to Public Affairs, a proposal to amend vendor fee requirements and suspending the fee for the Two Harbors Farmer's market until June 11, 2018.

Motion by Erickson and Glaser approving the agenda with additions and changes as recommended. Carried.

**Appearances:**

Kevin Ruberg, Chief of Police, was present and received a Certificate of Appreciation from Mayor Swanson on behalf of the City for his service in the Police Department.

Brad MacFarlane, Assistant Superintendent, Wastewater Treatment Plant, was present and received a Certificate of Appreciation from Mayor Swanson on behalf of the City for his service at the Wastewater Treatment Plant.

Motion by Erickson and Glaser adjourning the Regular meeting and convening a public hearing to present information on the Wastewater Treatment Facility Plan for the Two Harbors Wastewater Treatment Facility. Carried.

Brian Guldán, Bolton & Menk, and Luke Heikkilä, Water & Wastewater Treatment Plant Superintendent, were present and addressed the Council regarding the proposed Wastewater Treatment Facility Plan for the Two Harbors Wastewater Treatment Facility. They reviewed the purpose of the plan, design parameters, the process flow of the existing facility, the need for improvements, design alternatives, cost comparisons, as

well as potential user rates if the plan were to be implemented, funding and financing options, and a proposed improvement schedule.

There was no one else present who wished to speak in favor of or against the proposed Plan.

Motion by Erickson and Glaser adjourning the public hearing and reconvening the Regular City Council Meeting. Carried.

**Administrative Reports:**

Administrator Walker noted the upcoming neighborhood meeting regarding the 2018 Street & Alley Improvement Projects, which will be held 6 p.m. on Wednesday, June 6, in the Council Chambers at City Hall.

**Edna G. Commission:**

President Woodruff reported on a recent meeting of the Edna G. Commission, where the RFP's were discussed, and well as various maintenance items for the tug, which members of the Commission had been working on.

**Public Affairs, Policy & Communications Committee:**

President Woodruff reported on a recent meeting of the Public Affairs, Policy & Communications Committee, where the group met with representatives of Friends of the Bandshell Park regarding the proposed performing arts center at Thomas Owens Park.

**Finance & Budget Committee:**

Vice President Erickson reported on a May 23, 2018 meeting of the Finance Committee where recommendations were made regarding a purchasing cooperative agreement with HGAC Buy and the 2018 first quarter financial statements. In addition the group discussed a purchase for the mechanics and 2019 budget issues.

**Public Arts & Beautification Commission:**

Mayor Swanson reported on a recent meeting of the Public Arts & Beautification Commission where the purchase of decorative trash cans were recommended for approval.

**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 McQuade that the following consent agenda items:

1. Approving the minutes from the May 14, 2018 Regular City Council meeting.

2. **RESOLUTION NO. 5-146-18 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$1,848,689.82.**
3. Approving payroll for the first half of May, 2018, in the amount of \$241,790.86.
4. **RESOLUTION NO. 5-147-18 ACCEPTING THE RESIGNATION OF CANDICE COUTURE FROM HER POSITION AT THE LIBRARY, WITH REGRET, AND AUTHORIZING A LETTER OF APPRECIATION FOR HER SERVICE.**
5. **RESOLUTION NO. 5-148-18 ACCEPTING A PROPOSAL FROM TECH SALES CO, TO PROVIDE AND INSTALL A FLOW METER AND SAMPLER TO BE IN PLACE FOR A PERIOD OF THREE WEEKS FOR THE WASTEWATER TREATMENT FACILITY FOR AN AMOUNT OF \$2,948 PLUS FREIGHT.**
6. **RESOLUTION NO. 5-149-18 APPROVING A CONTRACT WITH PITNEY BOWES TO PROVIDE A REFURBISHED MAILING SYSTEM FOR CITY HALL FOR AN AMOUNT OF \$7,015.20.**
7. **RESOLUTION NO. 5-150-18 APPROVING A CONTRACT WITH HGAC BUY FOR AN AMOUNT OF \$2,000 FOR PARTICIPATION IN A COMPETITIVE PURCHASING POOL FOR THE PURCHASE OF A NEW FIRE TRUCK.**
8. Approving the First Quarter Financial Reports for the City of Two Harbors.
9. **RESOLUTION NO. 5-151-18 HIRING THE FOLLOWING INDIVIDUALS AS TEMPORARY EMPLOYEES: WILLAM BOHRER, MARGARET GILBERT, KYLE JOHNSON, CHAD NORDEAN, CODY BRANDT, AUSTIN JONES, NICOLE STANKO, ALEX FABINI AND SPENCER ROSS IN THE PUBLIC WORKS DEPARTMENT; DAVID ANDERSON IN THE GAS, WATER & SEWER DEPARTMENT; AND JEFFREY WENGER AT THE LIQUOR STORE.**
10. Approving the request of the Chief of Police to allow Jodie Larson to attend the BCA Users Conference Course in St. Cloud.

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

**Unfinished Business:**

Motion by Swanson and McQuade that **RESOLUTION NO. 5-152-18 DECLARING THIRD AND FINAL READING OF ORDINANCE NO. 114, SECOND SERIES, AN ORDINANCE OF THE CITY OF TWO HARBORS, MINNESOTA, AMENDING CHAPTER 4, ADDING A NEW SECTION 4.42 OF THE TWO HARBORS CITY CODE, CONCERNING THE PERMITTING OF SHORT TERM RENTALS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

**New Business:**

Motion by Norberg and Glaser that **RESOLUTION NO. 5-153-18 APPROVING THE WASTEWATER TREATMENT PLANT FACILITY PLAN** 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. 5-154-18 APPROVING AN APPLICATION BY COMMUNITY PARTNERS FOR A \$300,000 MARDAG FOUNDATION GRANT FOR RENOVATIONS TO THE COMMUNITY CENTER AND SENIOR PROGRAMMING** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Glaser that **RESOLUTION NO. 5-155-18 APPROVING THE EMERGENCY TEMPORARY PLACEMENT OF A 32 FOOT TRAVEL TRAILER ON THE PROPERTY AT 411 5<sup>TH</sup> AVENUE, SUBJECT TO CONDITIONS** 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. 5-156-18 APPROVING THE AGREEMENT WITH FRIENDS OF THE TWO HARBORS DOG PARK** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Norberg and McQuade referring a request by the Two Harbors Farmer's Market to waive a vendor permit fee to the Public Affairs, Policy and Communications Committee, and suspending the fee for the Two Harbors Farmer's Market until June 11, 2018. Carried.

**Announcements:**

Mayor Swanson reported on the Memorial Day Presentation which took place at Two Harbors High School, and expressed appreciation to Vince Sando, the American Legion Post 109 and Keith Larson.

He noted that third graders from the Minnehaha School will be visiting City Hall on June 4, when they will learn about City government and conduct a mock City Council meeting.

He also reported that he has received many compliments on the appearance of the City, specifically, placement of the flags, and mowing of lawns. He expressed appreciation to those who have worked to make the community look good.

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

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Miles Woodruff, City Council President

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Patricia D. Nordean, City Clerk