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December 19, 2017

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Tuesday, December 19, 2017 at 6:00 p.m.

The meeting was called to order by President Erickson.

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

Members absent, Councilor:                      Jussila. 1.

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

Motion by Norberg and Glaser to adjourn the regular meeting and open a Truth in Taxation hearing on the proposed 2018 Tax Levy and Budget. Carried.

President Erickson announced that a public hearing was now open for the purpose of discussing the proposed 2018 Tax Levy and Budget.

Finance Director, Pietila, was present and provided an overview of the proposed Tax Levy and Budget noting that the proposed tax levy includes an increase of nine percent from the previous year's levy and providing examples of what the increase would look like for residential properties at various property values.

President Erickson asked if anyone was present who wished to address the Council regarding the proposed 2018 Tax Levy and Budget. There was no one present who wished to address the matter.

Motion by Woodruff and McQuade that the hearing be adjourned and the regular meeting be reconvened. Carried.

Administrator Walker suggested the following additions and changes to the agenda:

1. Remove New Business item No. 5, a request from Jim Gilbert for permission to carry over up to four days of vacation in addition to the five days allowed by contract.
2. Add New Business item No. 6, referring to the Administrator, a request from Friends of the Band Shell Park to extend the existing Memorandum of Understanding between the City and the Friends of the Band Shell Park, Inc. for a period of three years.

3. Add Consent Agenda Item No. 15. Approving a request from Jay Osbakken Administrator of the Two Harbors Moose Lodge, for permission to be open on Sundays, January 7, 14, 21 and February 4, 2018.

Motion by Woodruff and McQuade approving the agenda with the changes and additions proposed by Administrator Walker. Carried.

**Public Works Committee:**

Vice President Glaser reported on a recent meeting of the Public Works Committee where the group met with representatives of Lake County and discussed project coordination between both entities and the designation of CSAH roadways within the City.

**Housing and Redevelopment Authority:**

Councilor Woodruff reported on a meeting of the City HRA where it was noted that there is \$1,400 remaining in funds available for the City's revitalization program. They also discussed the installation of new smoke and carbon monoxide detectors and a grant application which would provide funding for upgrades to the elevator at Bayview Terrace.

**Utilities Committee:**

Councilor Norberg reviewed a recent meeting of the City's Utilities Committee where the group toured the Wastewater Treatment Facility. He noted that the tour provided was eye-opening to learn how the plant is run.

**Edna G. Commission:**

Councilor Woodruff reported that commission members have been working on getting a non-profit set up to support the Edna G. Recently, they have not had to pump as much water from the tug as they have in the past, which is likely due to some patching that was done.

**Finance and Budget Committee:**

President Erickson reported on this week's meeting of the Finance and Budget Committee where they met to go over the final budget. She expressed appreciation to the staff for all of their work in putting together the budget and levy. She also noted that the group also discussed the CIP.

**Consent Agenda:**

President Erickson 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 Norberg and McQuade that the following consent agenda items:

1. Approving minutes from December 5, 2017 regular City Council meeting.
2. **RESOLUTION NO. 12-301-17 ALLOWING CLAIMS AGAINST THE CITY TO BE PAID ON DECEMBER 20, 2017.**
3. Approving payroll for the second half of November and the first half of December, 2018.
4. Library Report dated November 8, 2017.
5. **RESOLUTION NO. 12-302-17 CONFIRMING THE LIBRARY BOARD'S APPOINTMENT OF CARMELLA HATCH FOR THE POSITION OF LIBRARY ASSISTANT.**
6. **RESOLUTION NO. 12-303-17 HIRING RICHARD NOLANDER AS A TEMPORARY EMPLOYEE IN THE PUBLIC WORKS DEPARTMENT AS A SKATING RINK ATTENDANT.**
7. **RESOLUTION NO. 12-304-17 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$6,396 FOR ENGINEERING SERVICES FOR PREPARATION AND COORDINATION OF THE 2018 STREET IMPROVEMENT PROJECT FROM SEPTEMBER 23 – NOVEMBER 3, 2017.**
8. **RESOLUTION NO. 12-305-17 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$69,990 FOR ENGINEERING SERVICES FOR THE MAIN LIFT STATION IMPROVEMENT PROJECT FROM AUGUST 12 TO NOVEMBER 17, 2017.**
9. **RESOLUTION NO. 12-306-17 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$3,052 FOR ENGINEERING SERVICES FOR THE WASTEWATER TREATMENT FACILITY PLAN FROM OCTOBER 21 – NOVEMBER 17, 2017.**
10. **RESOLUTION NO. 12-307-17 AUTHORIZING PAYMENT TO ULLAND BROTHERS IN THE AMOUNT OF \$34,648.61, FOR THE CASTLE DANGER WATERMAIN RELOCATION PROJECT.**
11. **RESOLUTION NO. 12-308-17 AUTHORIZING THE PURCHASE AND IMPLEMENTATION OF AN INCODE WORK ORDER SYSTEM FROM TYLER TECHNOLOGIES FOR AN AMOUNT OF \$11,100, PLUS AN ANNUAL RECURRING FEE OF \$1,100.**

12. **RESOLUTION NO. 12-309-17 AMENDING RESOLUTION NO. 12-295-17, APPROVING THE RENEWAL OF CIGARETTE LICENSES FOR MINIT MART AND HOLIDAY STATIONSTORES, INC; AND NEW CIGARETTE LICENSES FOR HOLIDAY STATIONSTORES, LLC, TO INSTEAD APPROVE A NEW CIGARETTE LICENSE FOR HOLIDAY STATIONSTORES, INC. AND THE RENEWAL OF THE CIGARETTE LICENSE FOR MINIT MART AND HOLIDAY STATIONSTORES, LLC.**
13. **RESOLUTION NO. 12-310-17 ACCEPTING A QUOTE FROM CW TECHNOLOGY FOR A SERVER FOR THE POLICE AND LIBRARY DEPARTMENTS FOR CONFIGURATION TO THE SHORETEL SYSTEM.**
14. **RESOLUTION NO. 12-311-17 APPROVING AN EASEMENT BETWEEN THE CITY OF TWO HARBORS AND ACRE DEVELOPMENT, LLC AND AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER SUCH EASEMENT ON BEHALF OF THE CITY OF TWO HARBORS.**
15. Approving a request from Jay Osbakken Administrator of the Two Harbors Moose Lodge, for permission to be open on Sundays, January 7, 14, 21 and February 4, 2018.

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. 12-312-17 ACCEPTING THE PROPOSAL OF BOLTON & MENK TO PROVIDE ENGINEERING SERVICES FOR THE DEVELOPMENT OF A SIGNIFICANT INDUSTRIAL USER (SIU) AGREEMENT WITH CASTLE DANGER BREWING** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Glaser that **RESOLUTION NO. 12-313-17 APPROVING REQUESTS FOR PROPOSALS FOR CONSULTANT SERVICES FOR THE EDNA G. TUGBOAT RELOCATION** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Norberg and Glaser that **RESOLUTION NO. 12-314-17 ESTABLISHING THE TAX LEVY FOR TAXES PAYABLE IN THE YEAR 2018** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Norberg and Glaser that **RESOLUTION NO. 12-315-17 ESTABLISHING THE 2018 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 Woodruff and Glaser scheduling a public hearing regarding the 2018 Street and Alley Improvement Projects and directing staff to send out notification as required by MN Statute 429 for 6 p.m. on Monday, January 29, 2018 in the Council Chambers at City Hall. Carried.

Motion by Norberg and Woodruff referring to the Administrator, a request from Friends of the Band Shell Park to extend the existing Memorandum of Understanding between the City and the Friends of the Band Shell Park, Inc. for a period of three years. Council President Erickson called for a roll call. The motion carried by the following vote: Yeas: McQuade, Woodruff, Norberg, Erickson. 4. Abstain: Glaser, Swanson. 2.

**Announcements:**

Mayor Swanson wished everyone a Merry Christmas and a Happy New Year.

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

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Catherine A. Erickson, City Council President

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Patricia D. Nordean, City Clerk