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February 27, 2017

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, February 27, 2017 at 6:30 p.m.

The meeting was called to order by President Erickson.

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

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

Motion by Norberg and Glaser approving the agenda with additions. Carried.

Personnel Committee:

Council President Erickson reported on a recent meeting of the Personnel Committee where the advertisement for the Campground Manager position was discussed. She noted that the committee had reviewed the proposed Memorandum of Understanding with AFSCME and recommends its approval. The committee also reviewed the proposals to appoint the Heavy and Light equipment operator positions and the posting of internal bulletins for the vacancies created by said appointments and recommends approval of each item.

Utilities Committee:

Councilor Norberg reported that the Utilities Committee had met and recommends approval of the Water Emergency and Conservation Plan as well as the calling of a public hearing on the Main Lift Station Facility Plan.

Trees & Trails Commission:

Councilor McQuade reported on a recent meeting of the Trees & Trails Commission where the public was invited and encouraged to provide input for the Master Trails Plan. He noted that it will be necessary that the City appoint a new tree inspector.

Finance and Budget Committee:

Council President Erickson reported that the committee had met and recommends adoption of the proposed assessment policy and the Police Department software agreement.

Edna G. Commission:

Councilor Woodruff reported that the commission had met and discussed a list of items regarding the removal of the tug from the water. They are working to determine the best

method to accomplish this task with the possible costs associated. They are working with the Historical Society to establish a site for the placement of the tug which would be acceptable to maintain placement on the historic registry.

Public Affairs, Policy and Communications Committee:

Councilor Woodruff reported that the committee had met and discussed a proposed new communications policy and requests of the Two Harbors Public Radio station. The group indicated that there are no issues with the requests, however, Councilors should discuss subjects to be discussed in interviews with the administrator prior to interviews.

Airport Commission:

Councilor Jussila reported on a recent meeting of the Airport Commission where he was provided a tour of the facility.

Public Arts & Beautification Commission:

Councilor Woodruff reported on a recent meeting of the commission where ideas for future projects were discussed.

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. Minutes from February 13, 2017 regular meeting.
2. **RESOLUTION NO. 2-59-17 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$1,398,282.48.**
3. Payroll for the first half of February, 2017.
4. **RESOLUTION NO. 2-60-17 AWARDED THE INTERNAL BID FOR THE POSITION OF HEAVY EQUIPMENT OPERATOR IN THE PUBLIC WORKS DEPARTMENT TO MIKE HAFFIELD.**
5. **RESOLUTION NO. 2-61-17 AWARDED THE INTERNAL BID FOR THE POSITION OF LIGHT EQUIPMENT OPERATOR IN THE PUBLIC WORKS DEPARTMENT TO AARON HEIM.**
6. Authorizing the posting of internal bulletins for the positions vacated with the award of Heavy and Light Equipment Operator positions.

7. **RESOLUTION NO. 2-62-17 AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND AFSCME LOCAL 1123 REGARDING THE HIRING OF A TEMP SERVICE DURING THE LEAVE OF ABSENCE FOR A CITY HALL EMPLOYEE.**
8. **RESOLUTION NO. 2-63-17 APPROVING PAY REQUEST NO. 1 TO L.C. UNITED PAINTING CO. IN THE AMOUNT OF \$312,800 FOR THE HOMEWOOD WATER TOWER PROJECT.**
9. **RESOLUTION NO. 2-64-17 AUTHORIZING PAYMENT TO KLM ENGINEERING IN THE AMOUNT OF \$1,281.25 FOR THE HOMEWOOD WATER TOWER PROJECT.**
10. **RESOLUTION NO. 2-65-17 AUTHORIZING PAYMENT TO LAKES STATES CONSTRUCTION IN THE AMOUNT OF \$29,317.13 FOR ASSISTANCE PROVIDED TO REPAIR DAMAGE TO THE CITY'S ELECTRICAL DISTRIBUTION SYSTEM**
11. **RESOLUTION NO. 2-66-17 AUTHORIZING PAYMENT TO CO-OP LIGHT & POWER ASSOCIATION IN THE AMOUNT OF \$12,515.60 FOR ASSISTANCE PROVIDED TO REPAIR DAMAGE TO THE CITY'S ELECTRICAL DISTRIBUTION SYSTEM.**
12. **RESOLUTION NO. 2-67-17 AUTHORIZING A SOFTWARE LICENSE AGREEMENT WITH ZUERCHER TECHNOLOGIES, LLC FOR REGIONAL PUBLIC SAFETY SOFTWARE, HARDWARE AND RELATED SERVICES FOR THE POLICE DEPARTMENT.**
13. **RESOLUTION NO. 2-68-17 ACCEPTING THE PROPOSAL OF MAXFIELD RESEARCH AND CONSULTING FOR AN UPDATE OF THE COMPREHENSIVE HOUSING NEEDS ASSESSMENT FOR THE CITY IN THE AMOUNT OF \$10,500 PLUS TRAVEL EXPENSES ESTIMATED AT \$1,200.**
14. **RESOLUTION NO. 2-69-17 AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY AND MIDWEST GOLF CARS TO PROVIDE UP TO 50 GAS POWERED GOLF CARTS AT A RATE OF \$500 EACH FOR THE 2017 GOLF SEASON.**
15. **Calling for a public hearing to discuss the findings of the Main Lift Station Facility Plan for 6:30 p.m. or as soon thereafter as possible, on Monday, March 27, 2017.**

16. **RESOLUTION NO. 2-70-17 DECLARING THIRD AND FINAL READING OF ORDINANCE NO. 108, SECOND SERIES, AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 2, SECTION 2.02, CITY COUNCIL MEETINGS, TIME AND PLACE.**
17. **RESOLUTION NO. 2-71-17 ADOPTING THE CITY OF TWO HARBORS WATER EMERGENCY AND CONSERVATION PLAN.**
18. **RESOLUTION NO. 2-72-17 AUTHORIZING THE PURCHASE OF A NEW DIGGER TRUCK CHASSIS FOR THE ELECTRICAL DEPARTMENT FROM BOYER TRUCKS IN THE AMOUNT OF \$64,355 OFF THE STATE BID.**
19. **RESOLUTION NO. 2-73-17 AUTHORIZING THE PURCHASE OF A NEW DIGGER UNIT AND REMOTE CONTROL FOR THE ELECTRICAL DEPARTMENT FROM ALTEC IN THE AMOUNT OF \$130,985, THROUGH THE NATIONAL JOINT POWERS AGREEMENT, PENDING APPROPRIATE DOCUMENTATION.**
20. Authorizing expenses for the mayor, council and administrative staff to attend the 2017 Chamber of Commerce Spring Banquet.
21. Authorizing the Liquor Store Manager to attend the MN Municipal Beverage Association Annual Conference in Alexandria.
22. **RESOLUTION NO. 2-74-17 ACCEPTING THE NOTICE OF RETIREMENT OF WAYNE JOHNSON, WITH REGRET AND AUTHORIZING A LETTER OF APPRECIATION FOR HIS SERVICE.**
23. Authorizing the posting of an internal bulleting for the position of Mechanic in the Public Works Department.
24. Authorizing the extension of the current hiring list for the position of Mechanic in the Public Works Department for a period of six months if no qualified internal bids are received.
25. Accepting the Accounts Payable Report

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. 2-75-17 RECEIVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING AT 6:30 P.M. ON MARCH 27, 2017, REGARDING THE PROPOSED 2017 STREET AND**

ALLEY IMPROVEMENT PROJECT 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. 2-76-17 ADOPTING THE CITY OF TWO HARBORS SPECIAL ASSESSMENT POLICY** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Council President Erickson reminded folks about the new Adult Activity Nights sponsored by the City Recreation Board, coming up in March, April and May. She encouraged everyone to sign up at City Hall to participate.

Mayor Swanson expressed appreciation to the Council for adopting the assessment policy and to the staff for their hard work in putting it together.

He commended the Edna G. Commission on an outstanding job working to get the tug out of the water.

Swanson noted that he has received compliments from property owners regarding exceptional customer service provided by the City's Gas, Water and Sewer Department.

The mayor indicated that he has been working with representatives from the League of Minnesota Cities on the proposed funding for roads for communities under 5,000 and has also working on Local Government Aid.

He announced that the City received notice of a successful grant from DEED in the amount of \$241,054 for the relocation of the water line for the Castle Danger Brewing and Willamette Valley projects.

Mayor Swanson expressed appreciation to THHS DECA students who made a presentation on their proposed tiny house project at the Council's 5:00 Committee of the Whole meeting.

Swanson also reminded the community of various vacancies on City committees and commissions. He asked that anyone who is interested in serving, please contact him or City Hall.

The mayor commended City Planner, Otsea, on his work with the Planning and Trees and Trails Commissions.

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

Catherine A. Erickson, City Council President

Patricia D. Nordean, City Clerk