



City of Two Harbors Memorandum

To: Immediate Public Distribution

CC: Mayor and City Council Members

From: Dan Walker, City Administrator

Date: 5/1/2020 UPDATED

Re: City of Two Harbors Response to Executive Order 20-48, Continuation of the Stay at Home Order.

Below is an update from the City of Two Harbors in response to Governor Walz's Executive order 20-48, directing Minnesotans to Stay at Home.

Beginning on Sunday, May 3, 2020 at 11:59 pm through Sunday, May 17, 2020 at 11:59 pm, all persons currently living within the State of Minnesota are ordered to stay at home or in their place of residence except to engage in the Activities set forth below in paragraph 5 and to work in Critical Sectors and Non-Critical Exempt Businesses as forth below in paragraphs 6 and 8. Executive Orders 20-33, 20-38, 20-40, and 20-47 are rescinded as of Sunday, May 3, 2020 at 11:59 pm. 2.

Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel.

The full executive order 20-33 can be found here:

https://mn.gov/covid19/assets/EO%2020-48%20Final_tcm1148-430504.pdf

UPDATED 5/1/2020 TWO HARBORS EMERGENCY SMALL BUSINESS RELIEF GRANT PROGRAM

In response to the economic hardships experienced by small businesses resulting from the COVID-19 pandemic, the City of Two Harbors along with the Two Harbors Development Fund, is launching an Emergency Small Business Relief Grant Program in an effort to assist local business owners during these tough and uncertain times.

The grant program is funded at \$80,000 (\$40,000 from the City revolving loan fund with a match of \$40,000 from the THDF). Eligible applicants can receive a maximum grant of up to \$2,000.

Applications are due on Tuesday, May 5th, 2020 by 5 P.M. Completed applications can be placed in the drop box outside of Two Harbors City Hall or emailed to Finance Director Pietila at mpietila@twoharborsmn.gov.

Applications can be found online at: www.twoharborsmn.gov

Late or incomplete applications will not be accepted.

UPDATED 5/1/2020 Public Buildings to remain closed to the public until at least June 1, 2020:

Effective March 18, 2020 and through Monday June 1, 2020 Two Harbors City Hall, Police Department, Water and Wastewater Treatment Plants, Public Works and Utilities Facilities will be **closed** to the public. Authorized vendors and contractors will be allowed within these facilities as long as they follow the City Safety and Sanitation Protocols, including wearing proper masks and PPE.

The Two Harbors Municipal Liquor Store and Two Harbors Public Library will be closed to the public but will have curbside service available.

UPDATED 5/1/2020 Essential City Functions to continue:

City Staff will be resuming normal schedules under guidance from the City's Safety and Sanitation Protocols. Please limit your contact with the Staff and be mindful of their safety and health at this time.

Public Works: The Public Works Department will be resuming normal scheduling beginning Monday May 4th, 2020. The staff will be reporting 7:00 AM to 3:30 PM Monday through Friday.

If you have a request for service, please contact City Hall M-F 8:00AM to 4:30PM to fill out a work order at 218-834-5631 or info@twoharborsmn.gov. Work orders will be completed as soon as possible. We appreciate your patience; we are here to serve you. -Mark Jones, Public Works Superintendent

Police Department: Our ability to continue serving all of you is our top priority, we are just doing it in a different way for a while. The health of our law enforcement officers is critical to the community we serve and their availability for response to reports of crime and emergency situations is critical to the citizens and our community. **If you have an emergency, dial 911.** If you need to report a crime, wish to speak with a police officer, want to request documents or fill out paperwork, please call (218) 834-5566. Someone from the Police Department or Lake County Dispatch will answer and put you in touch with the appropriate personnel. *Rick Hogenson, Chief of Police.*

Fire Department: The Fire Department will be responding as normal, with personal protection protocols being enforced. Calls will be taken through dispatch. The Department has scaled their response to the information provided by dispatch. **Please dial 911 in case of a fire emergency.** *Mark Schlangen, Fire Chief.*

Electrical Department: The City of Two Harbors Electric Department will Operate 7:00 am to 3:30 pm M-F and can be reached for emergencies at all hour of any day by dialing 911. We have been in touch with Minnesota Power and plan to keep that communication open in case of issues that are beyond the City. “We will keep the lights on for you.” *Blake Prince, Electrical Superintendent.*

Gas, Water, Sewer Department: The Gas Water and Sewer Department will operate 7am to 3:30 pm M-F and will also be on call through dispatch if there is an emergency after hours. After hours emergencies should dial 911. They will continue responding to utility issues using every safety measure to ensure our customers and employees remain healthy. We have teamed up with the Fire Department if access to an environment that could jeopardize either of our safety is necessary. *Paul Johnson, Gas, Water and Sewer Superintendent.*

Water and Wastewater Treatment: Water and Wastewater services have been deemed essential by Governor Walz. There will be no disruptions to the quality of treatment during this time. All drinking water standards set by the MDH and effluent limits in our permit by the MPCA will continue to be met. *Luke Heikkila, Water and Wastewater Plant Superintendent.*

City Administration: City Hall staff will available to answer questions during normal business hours Monday through Friday 8:00AM to 4:30PM, but City Hall will remain closed to walk in traffic. All essential City business functions including

processing vendor payments, permitting, payroll, etc. will continue as normal as possible. *Dan Walker, City Administrator.*

Liquor Store Operations: The Two Harbors Municipal Liquor store will remain open with reduced hours and curbside service. The temporary store hours are Monday through Saturday 11:00 AM to 7:00 PM. They will be closed on Sunday. You can order from the parking lot, or call or email ahead of time at 218-834-3745 or liquor@twoharborsmn.gov. Orders over the phone will be taken by credit card. **Call ahead orders are strongly encouraged to keep your wait to a minimum.** Walk up cash orders are also available. *Dave Ellquist, Liquor Store Manager.*

Airport: Airport operations will continue as normal.

City Parks and Trails: City Parks and Trails will remain open, however please be mindful of social distancing requirements. Restroom facilities and other buildings will remain closed for the time being.

Burlington Beach: Burlington Beach will remain open, however please be mindful of social distancing requirements.

Two Harbors Cemetery: The Cemetery will be open daily for visitations and regular activity. Please practice social distancing.

Two Harbors Public Library: Due to the COVID-19 Pandemic, the Two Harbors Public Library is temporarily closed to the public. Effective May 4th, 2020, staff will answer phone calls between the hours of:

Mondays, 11:00 am – 8:00 pm
Tuesdays, 11:00 am – 3:00 pm
Wednesdays, 11:00 am – 8:00 pm
Thursdays, 11:00 am – 3:00 pm
Fridays, 11:00 am – 3:00 pm

The Library will begin full curbside service beginning Monday May 11th, 2020.

Updates about COVID-19 happen frequently, please check the Library's website at www.twoharborspubliclibrary.com or call 218-834-3148 for up-to-date information.

Two Harbors Municipal Golf Course: The Two Harbors Municipal Golf Course is open as of Friday May 1, 2020. The clubhouse and pro shop will be closed to members and guests, but tee time reservations can be made online at <https://lakeviewnationalgolfcourse.com/> or by calling **218-834-2664**. Credit or debit

card payments only. There will also be a limited food and beverage menu available curbside.

Playgrounds: Playgrounds are scheduled to re-open on Monday May 4th, however, please be mindful of social distancing requirements. The Playgrounds will also not be sanitized on a regular basis, so use your judgement on use.

Skate Park: The skate park is scheduled to re-open on Monday May 4th, however, please be mindful of social distancing requirements. The Skate Park will also not be sanitized on a regular basis, so use your judgement on use.

UPDATED 5/1/2020 Non-Essential City Services Suspended Until at least May 18, 2020:

Two Harbors Municipal Campground: The Two Harbors Municipal Campground will remain closed by Executive Order 20-48 until at least May 18th, 2020. The Campground anticipates resuming operations as soon as it is allowable and safe to do so. Anyone who had a reservation that is cancelled will be offered the ability to transfer the reservation or a full refund.

UPDATED 5/1/2020 Non-Essential City Services/ Buildings Closed or Suspended Until at least June 1, 2020:

Community Building: The Two Harbors Community Building will remain closed to the public until at least June 1, 2020. Groups or individuals with reservations during the month of May will be fully refunded.

Park Reservations: The City of Two Harbors will be cancelling any City Park Reservations and will not allow group functions in City Parks until at least June 1, 2020. Groups or individuals with reservations during the month of May will be fully refunded.

Utilities:

Utility Billing will still continue to provide services to its customers. City Hall staff is available by phone during regular business hours.

Our online payment system and pay-by-phone options are still available. Login to your account by visiting the <http://www.twoharborsmn.gov/work/index.php> or pay by phone at 1-833-259-4015.

The City of Two Harbors recognizes that our customers may be experiencing financial difficulties in this time of uncertainty. For this reason, we have suspended all penalty charges through May 31, 2020.

Those customers who are struggling to pay utility bills are strongly encouraged to contact City Hall by phone at (218) 834-5631, during regular business hours. We understand the stress this puts on our customers and will work with you to set up arrangements for payment.

In addition, please visit our website: www.twoharborsmn.gov, for contact information for agencies who offer assistance with utility payments. We encourage individuals to reach out to these agencies as soon as possible, as these resources may have limited funds available.

UPDATED 5/1/2020 City Government:

The next scheduled City Council Meeting is scheduled for Monday May 11, 2020 at 6:00 PM. The meeting will be conducted via ZOOM video conference. Information on how to tune into the meeting will be posted on the City Website and through the City Cable Access Channel.

If you have questions or would like to submit a public comment prior to the meeting, please contact Patty Nordean at pnordean@twoharborsmn.gov

We are actively working on contingency plans to allow other City Committees and Commission to meet via teleconference and video conference in the very near future.

Other Helpful Links:

COVID and HEALTH LINKS:

The public can find more information related to the COVID-19 situation through the Minnesota Department of Health Website at <https://www.health.state.mn.us/> or the Center for Disease Control at <https://www.cdc.gov>.

ECONOMIC DEVELOPMENT:

Lake County Chamber of Commerce: <https://lakecounty-chamber.com/>

Lake County Small Town Strong Facebook:

www.facebook.com/groups/smalltownstrongLakeCounty.

Lake County Business Resources Facebook:

www.facebook.com/groups/LakeCoBusResourceCOVID.

May 1, 2020

Minnesota Department of Employment and Economic Development (DEED):

<https://mn.gov/deed/>

Sales and Use Tax Extension: <https://www.revenue.state.mn.us/sales-and-use-tax>

Shared Work Program: <https://www.uimn.org/employers/alternative-layoff/index.jsp>

Small Business Administration Loans: <https://www.sba.gov/>

Unemployment Insurance: <https://www.uimn.org/employers/employer-account/news-updates/covid-19.jsp>

The City will post updates on our webpage www.twoharborsmn.gov and through our Facebook Page.

Dan Walker

City Administrator

218-834-8803

dwalker@twoharborsmn.gov

On behalf of the Mayor and Two Harbors City Council