



City of Two Harbors Memorandum

To: Immediate Public Distribution

CC: Mayor and City Council Members

From: Dan Walker, City Administrator 

Date: 3/27/2020

Re: City of Two Harbors Executive Order 20-20 Stay at Home Response

In response to Governor Tim Walz's Emergency Executive Order Directing Minnesotans to Stay Home, the City of Two Harbors will be enacting the following temporary measures effective March 27th, 2020 at 11:59PM and through April 10th, 2020 at 5:00OPM, unless noted elsewhere. The Complete Emergency Executive Order 20-20 is available here: <https://www.leg.state.mn.us/archive/execorders/20-20.pdf>

Essential City Functions to continue:

Be assured that City staff is working diligently to continue to provide critical services for the community. In order to do so, we are implementing changes to reduce exposure risk among staff members in critical service roles.

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.*

Public Works: Public Works will be on call from 7:00 AM to 3:30 PM Monday through Friday. They will be addressing any emergency issues or repairs and checking garbage’s, but there may be delays in some of the typical spring activity such as potholes, grading and street sweeping. The Director of Public Works will be available by phone or email to address citizens needs and talk with other departments, City Hall and doing daily assessments to see firsthand of any apparent issues. *Mark Jones, Pubic Works Superintendent.*

City Administration: City Hall staff will available to answer questions during normal business hours Monday through Friday 8:00AM to 4:30PM, however, please understand that we are working with limited resources. It may take longer than normal to answer your calls. It may be necessary for you to call back later in the day. Your patience and understanding will be greatly appreciated. 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. 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. All City Playgrounds and the skatepark will be closed during this time.

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

Non-Essential City Services Suspended Until at least April 10, 2020:

Two Harbors Public Library
Two Harbors Community Building (closed until May 1st, 2020)
Two Harbors Municipal Campground (closed until May 1st, 2020)
Two Harbors Golf Course (Closed until May 1st, 2020)
Playgrounds and Skate Park

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.

City Government:

All non-essential City Committee and Commission Meetings are cancelled effective March 18th, 2020 and through May 1st, 2020. This This includes upcoming scheduled public hearings and open houses.

The next scheduled City Council Meeting is scheduled for Monday April 13, 2020 at 6:00 PM.

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.

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