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October 28, 2019

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, October 28, 2019, at 6:00 p.m.

The meeting was called to order by President Glaser.

Members present, Councilors: Woodruff, Redden, Rennwald, Swanson, Jussila, Erickson, Glaser. 7.

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

Clerk Nordean requested that the following Consent Agenda items be moved to New Business: 9. Declaring cost to be assessed and ordering preparation of proposed assessment for the 2019 Street Improvement Project; and 10. Calling for a public hearing on proposed assessments for the 2019 Street Improvement Project.

Mayor Swanson requested that Consent Agenda item 18. Authorizing a conditional offer of employment for the position of Community Development Planner be moved to New Business.

Motion by Swanson and Jussila approving the agenda with the amendments proposed. Carried.

Appearances:

Newly appointed Police Officers, Dylan Jindra and Terrance Gavic were present and sworn in by Mayor Swanson. Richarad Hogenson, Chief of Police, was present and welcomed them to the Police Department and expressed appreciation to the Council and administrative staff for their support and assistance with the hiring process. Assistant Police Chief, Ken Anderson and Patrol Officers Nate Gens and Tyler Anderson were also present in support of the new recruits.

Motion by Erickson and Redden calling for a five-minute recess to allow the families of the newly sworn in officers to take photographs. Carried

Motion by Erickson and Jussila reconvening the meeting. Carried.

Administrator Report:

Administrator Walker reported on a recent meeting with representatives of Lake County noting that other items staff has been working on will be covered in the Committee Reports.

Edna G. Commission:

Councilor Woodruff reported on the October 16, 2019 meeting of the Edna G. Commission where they discussed the need to purchase some new mooring lines and install the bubblers before the bay starts to freeze. He also noted that Administrator Walker was in attendance and provided some information on options for the committee moving forward.

Trees & Trails Commission:

Councilor Rennwald reported on the October 17, 2019 meeting of the Trees & Trails Commission where the group discussed finalizing the Wayfinding Sign Project, the Transportation Plan, proposed upgrades to the Lighthouse Trail Segment, and some work to be done on the Ski Trail. She also noted that there is a Ski Club work-day scheduled for November 9.

Finance Committee:

Vice President Erickson reported on the October 24 meeting of the Finance Committee where they discussed the 2020 Budget and rate structure changes. She also expressed appreciation to the Finance Director for her work with the 2020 Budget.

Airport Commission:

Councilor Jussila reported on the October 23, 2019 meeting of the Airport Commission where they discussed the 2019 T-Hangar Project, noting that it is currently behind schedule due to weather; some concerns with the recent Fuel Project; the installation of LED lighting in the hangars, issues with the Fuelmaster computer system, cellular telephone service at the Airport and revised lease agreements.

Utility Committee:

Councilor Jussila reported on the October 23, 2019 meeting of the Utilities Committee where they discussed a proposed Industrial User Agreement.

Personnel Committee:

President Glaser reported on a recent meeting of the Personnel Committee where they discussed the position descriptions listed on the agenda for adoption by the Council. They also discussed the hiring of a Community Development Planner.

Public Arts Commission:

Mayor Swanson reported that at their last meeting, the Public Arts Commission discussed the Honking Tree Project, the Wayfinding Sign Project, Pollinator and Native Plants initiative, Community Building Garden project, Sculptures, murals and an Arts on Mainstreet grant application.

Motion by Jussila and Woodruff that the following consent agenda items:

1. Approving minutes from the October 14, 2019 City Council meeting.
2. **RESOLUTION NO. 10-355-19 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON OCTOBER 29, 2019, IN THE AMOUNT OF \$1,090,745.49.**

3. Approving payroll for the first half of October, 2019, in the amount of \$200,935.70.
4. **RESOLUTION NO. 10-356-19 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$28,779.50 FOR PROFESSIONAL SERVICES FOR THE 2019 STREET & ALLEY IMPROVEMENT PROJECT.**
5. **RESOLUTION NO. 10-357-19 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$7,412.50 FOR PROFESSIONAL SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.**
6. **RESOLUTION NO. 10-358-19 AUTHORIZING PAYMENT TO BOLTON & MENK FOR \$2,662.50 FOR PROFESSIONAL SERVICES FOR THE GENERAL CITY ENGINEERING SERVICES.**
7. A letter from Roderick Alstead Teamsters General Union #346 requesting to open the Working Agreement for the purpose of negotiating contract language.
8. **RESOLUTION NO. 10-359-19 AUTHORIZING AND DIRECTING THE MAYOR, CITY CLERK AND CITY ADMINISTRATOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LAKE COUNTY AND THE LAKE COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR STORMWATER MANAGEMENT PLAN FUNDING.**
9. Adopting the revised position description for the Building Maintenance Custodian in the Public Works Department.
10. Adopting the revised position description for the Parks, Grounds and Building Maintenance in the Public Works Department.
11. Adopting the revised position description for the Public Works Specialist 1 in the Public Works Department.
12. Adopting the revised position description for the Public Works Specialist 2 in the Public Works Department.
13. Adopting the revised position description for the Public Works Specialist 3 in the Public Works Department.
14. Adopting the revised position description for the Assistant Public Works Director, Crew Lead in the Public Works Department.
15. Approving the request for Blake Prince to attend the MMUA 2019 Technical & Operations Conference-December 3-5, 2019 in St. Cloud, Minnesota. Costs for lodging and conference is \$900, plus tax and meal reimbursement.
16. Consider authorizing a conditional offer of employment for the position of Mechanic in the Public Works Department.

17. **RESOLUTION NO. 10-360-19 APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY AND ARDC TO PROVIDE PLANNING SERVICES FOR THE ZONING CODE UPDATE.**

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

New Business:

Motion by Rennwald and Redden that **RESOLUTION NO. 10-361-19 AUTHORIZING COMPENSATION FOR COUNCILOR JUSSILA TO PARTICIPATE IN INTERVIEWS FOR THE MECHANIC POSITION** be adopted as read. Carried by the following vote: Yeas: Woodruff, Redden, Rennwald, Swanson, Erickson, Glaser. 6. Abstain: Jussila. 1.

Motion by Jussila and Swanson that **RESOLUTION NO. 10-362-19 AUTHORIZING COMPENSATION FOR COUNCILOR GLASER TO PARTICIPATE IN INTERVIEWS FOR THE POSITION OF COMMUNITY DEVELOPMENT PLANNER** be adopted as read. Carried by the following vote: Yeas: Woodruff, Redden, Rennwald, Swanson, Jussila, Erickson. 6. Abstain: Glaser. 1.

Motion by Woodruff and Jussila that **RESOLUTION NO. 10-363-19 DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT FOR THE 2019 STREET IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Jussila and Swanson that **RESOLUTION NO. 10-364-19 CALLING FOR A PUBLIC HEARING ON PROPOSED ASSESSMENTS FOR THE 2019 STREET IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Erickson and Jussila authorizing a conditional offer of employment for the position of Community Development Planner. Carried.

Announcements:

Councilor Woodruff expressed wishes for a safe and Happy Halloween.

Motion by Jussila and Swanson that the meeting adjourn. Carried.

Robin M. Glaser, President, City Council

Patricia D. Nordean, City Clerk