

CITY OF TWO HARBORS
COMMITTEE OF THE WHOLE/AGENDA MEETING

November 22, 2021

5:00 p.m.

Call to order.

Appearances:

1. Shawn McMahon, SEH
Re: Airport Matters
2. Terry Hukriede, John Beargrease Sled Dog
Marathon, regarding Beargrease Cub Run.

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

Community Development Planner updates.

City Engineer updates.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL

AGENDA

November 22, 2021

6:00 P.M. Call to order regular meeting of the City Council of the City of Two Harbors.

Roll call:

Pledge of Allegiance:

Additions or Changes to the Agenda:

[M] Approval of the Agenda.

Items may be added to the agenda prior to approval of the agenda. Items brought forth once the agenda has been approved shall be referred to administration and/or committee.

[M] *Adjourning the regular meeting of the City Council and convening a public hearing for the purpose of considering the proposed assessments for the 2021 sidewalk improvement project.*

Public Hearing:

The purpose of the public hearing is to consider adopting assessments for the 2021 sidewalk improvement project.

Appearances: 1. Miranda Pietila, Finance Director.

Communications:

Adjourn:

[M] *Adjourning the public hearing and reconvening the regular meeting of the Two Harbors City Council.*

Appearances: 1. Miranda Pietila, Finance Director
Regarding proposed utility rate increases.

Administrative Reports:

Committee Reports:

HRA
THEDA
Recreation Board
Public Affairs
Edna G. Commission
Finance Committee
Utilities Committee
Public Works Committee
Personnel Committee
Other.

[R] **Approving the Consent Agenda Items:**

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 councilmember feels warrants discussion, it should be removed from the consent agenda and dealt with individually.

1. Approving minutes from the November 8, 2021 Regular City Council meeting.
2. Allowing claims against the City of Two Harbors to be paid on November 23, 2021.
3. Approving payroll for the first half of November, 2021.
4. Accepting the proposal of Tyler Technologies to provide annual software services for an amount of \$41,118.
5. Authorizing an application for a Library Humanities Grant in the amount of \$10,000 for the purpose of improving archive infrastructure and creating a collaborative virtual archives space.
6. Authorizing the Mayor and City Clerk to execute and deliver the Amended and Restated Electric Service Agreement for Resale Service – Full Requirements between Minnesota Power and the City of Two Harbors Effective January 1, 2022.
7. Authorizing an agreement with SEH, to provide engineering services for the acquisition of new snow removal equipment for the Airport, for an amount not to exceed \$4,800.
8. Authorizing submittal of the AIP Grant Application for the Richard B. Helgeson Airport for the acquisition of snow removal equipment for an amount of \$52,460, with a 90% Federal Cost Share of \$47,214 and a 10% City cost share of \$5,246.
9. Authorizing an Application for Federal Assistance through SF-424, for the Richard B. Helgeson Airport for an amount of \$32,000, through the MN Department of Transportation, Office of Aeronautics.
10. Authorizing the transfer of \$150,000 in Airport Entitlement Funds to the City of Longville, MN, for repayment of entitlement transfers in 2019.

11. Authorizing submittal of a Real Estate Outgrant Application for use of Federal Real Property under the jurisdiction of the U.S. Army Corps of Engineers, for a permit to use the Two Harbors Break wall, for the proposed Festival of Sails proposed for August 4 – 7, 2022.
12. Authorizing the Mayor and City Clerk to execute and deliver a lease agreement between the City of Two Harbors and the State of Minnesota, Department of Administration acting for the benefit of the Department of Public Safety, Driver and Vehicle Services for rental of the Community Center for use as a driver exam station.
13. Adopting Campground Rates to become effective January 1, 2023.
14. Adopting Water and Sewer Rates to become effective January 1, 2022.
15. Electing to NOT waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04.
16. Accepting the resignation of Pete Almstedt from the City HRA effective December 31, 2021, with regret, and authorizing a letter of appreciation for his service.
17. Accepting the Notice of Retirement from Gerald Luoma effective December 1, 2021, with regret, and authorizing a letter of appreciation for his service.
18. Authorizing a conditional offer of employment to Nickolas Detlefsen, for the position of Part-Time Patrol Officer with the Police Department.
19. Approving the request of Adam Pybas, for permission to carry over 40 hours of vacation in addition to the 40 hours allowed by contract due to his anniversary date being close to the end of the calendar year.
20. Calling for a public hearing for the purpose of adopting the 2022 – 2026 Capital Improvement Plan on December 13, 2021.
21. Approving the 2nd and 3rd Quarter Financial Statements for the City of Two Harbors.
22. Authorizing the administrative staff to hire a temporary employee to assist with cable television access.
23. Authorizing the posting of internal and external bulletins for the position of Public Works Specialist III.

Unfinished Business:

Other.

New Business:

1. [R] Adopting the assessments for the 2021 Sidewalk Improvement Project.
2. [M] Consider the request of Terry Hukriede, of the John Beargrease Sled Dog Marathon, for permission to use a portion of the golf course for the Beargrease Cub run.

Other.

Announcements:

Adjourn: