

CITY OF TWO HARBORS
COMMITTEE OF THE WHOLE/AGENDA MEETING

January 10, 2022

5:00 p.m.

Call to order.

Appearances: 1.

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

January 10, 2022

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

Roll call:

Pledge of Allegiance:

[M] Consider electing the City Council President for the next year.

The meeting is turned over to the newly appointed City Council President.

[M] Consider electing the City Council Vice President for the next year.

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.

Appearances:

Administrative Reports:

Committee Reports:

HRA

Library Board

Planning Commission

Edna G. Commission

Public Affairs Committee

Public Safety Committee

Utilities Committee

Personnel Committee

[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 December 13, 2021 Regular City Council meeting.

2. Allowing claims against the City of Two Harbors to be paid on January 11, 2022.
3. Approving payroll for the second half of December, 2021.
4. Conforming to the dictates of the Two Harbors Home Charter and amendments thereto.
5. Affirming the Code of Conduct and Ethics for the City of Two Harbors for 2022.
6. Appointing the Lake County Attorney's Office to provide legal services for criminal matters for the City.
7. Appointing Costley & Morris, P.C. to provide legal services for civil matters for the City of Two Harbors.
8. Appointing Jim Rich to provide Building Official consulting services for the City of Two Harbors.
9. Designating the Northshore Journal as the newspaper for official publications for the City of Two Harbors.
10. Adopting Robert's Revised Rules of Order as authority for meetings of the City Council.
11. A memorandum from Joe Rhein, Bolton & Menk, providing an update of City Engineering Projects.
12. A memorandum from Brian Guldán, Bolton & Menk, providing an update of the Wastewater Treatment Facility Improvement Project.
13. Accepting, with regret, the resignation of Seth McDonnald, from the Airport Commission and authorizing a letter of appreciation for his service.
14. Approving the application of DJH Capital LLC/ Donna Heil, dba Harbor Rail Pub & Events for an On-Sale and Sunday On-Sale Liquor License Application for 601 First Avenue, pending receipt of the appropriate insurance certificates, the approval of the Chief of Police, the Lake County Health Department and the MN Department of Public Safety.
15. Authorizing the Mayor and City Clerk to execute and deliver an acceptance of proposal from UHL for the Bi-annual HVAC & Controls Preventative Maintenance Agreement Renewal for the 2022 calendar year.
16. Authorizing payment to Bolton & Menk in the amount of \$3,480 for professional services for the 2021 & 2022 Street & Alley Improvement Project from October 30 through November 26, 2021.
17. Authorizing payment to Bolton & Menk in the amount of \$2,287.50 to provide general engineering services for the City from October 30 through November 26, 2021.
18. Authorizing payment to Lakehead Constructors in the amount of \$133,000 for Pay Application No. 2 for the Wastewater Treatment Plant Project.

19. Authorizing the Mayor and City Clerk to execute and deliver a 5-year lease agreement with MTI for the following golf course maintenance equipment: a new Toro Greensmaster 3150 TriPlex Mower, a New Toro Reelmaster 5410-D 2WD, a new Toro Workman MDX and a new Proforce Blower for an amount of \$148,431.99 (5-year CSC (\$1 Buyout) Financing with 60 monthly payments of \$2,598.37).
20. Authorizing the Mayor and City Clerk to execute and deliver a lease agreement between the City of Two Harbors and Midwest Golf Cars for the lease of 54 gas powered golf carts for an amount of \$36,500 for the 2022 golf season.
21. Authorizing the Mayor and City Clerk to execute and deliver a lease agreement between the City of Two Harbors and Club Car LLC, for lease of 55 gas powered golf carts for the 2023 – 2027 golf seasons for an amount of \$38,204.10 annually, plus an additional \$3,300 annual maintenance fee.
22. Authorizing the purchase of a 2021 Hitachi Zaxis 85USB-5 Excavator with 115 hours and an 84 month/3000 hour extended warranty, including certain attachments, from McCoy Construction Forestry, through Sourcewell for an amount of \$ 128,951.00 less Trade-In Allowance in the amount of \$31,500, for the 2006 Case CX80, for a total amount of \$97,451.00.
23. Referring to the Finance Committee, the Public Works Director's request to allocate remaining funds budgeted for the excavator purchase towards replacement of a 22 year-old rubber tire bobcat and a UTV for parks, cemetery and hauling trash for special events.
24. Approving the request of the American Legion to be open on the following Sundays in 2022: July 3, 10, 17, 24 and 31; August 7, 14, 21 and 28; and September 4.
25. Authorizing a conditional offer of employment to Colin Stein, for the full-time position of Patrol Officer within the Two Harbors Police Department.
26. Authorizing the Mayor and City Clerk to execute and deliver an agreement for Airport Management Services with Casey Komarek.
27. Authorizing the Mayor and City Clerk to execute and deliver an agreement for Campground Management Services with Katy Groeneveld.
28. Approving the request of the Gas, Water and Sewer Superintendent for he and Dave Klinker to attend NACE International Twin Cities Section, 10,000 Lakes Corrosion Control Seminar in Minneapolis.
29. Authorizing an application to the Duluth Superior Community Area Foundation for the Two Harbors Trails Project.
30. Amending the position description for the Public Works Specialist III position to include a requirement for a Class A commercial driver's license for candidates transferring internally. *(There is already a requirement for this license for external candidates.)*

Unfinished Business:

Other.

New Business:

1. [M] Referring to the Finance Committee, a request by Councilor Rennwald to financially contribute to the overtime for the Police Department for the Tall Ships Festival.
2. [R] Consider the recommendation of Mayor Swanson to appoint Cheryl Passe as a member of the Library Board.
3. [R] Consider the recommendation of Mayor Swanson to appoint Tim Oliver as a member of the Planning Commission.
4. [R] Consider the recommendation of the Planning Commission to declare first reading of an ordinance adopting a moratorium on short term rentals (new and renewals) received after 4:30 PM on January 14, 2022 until no later than May 15, 2022.

Other.

Announcements:

Adjourn: