

CITY OF TWO HARBORS

October 10, 2022

5:00 p.m. Call to order.

Appearances: 1. Josie Olson, MN DOT Project Manager, District 1 and Tim Thoreen, HR Green Re: Highway 61 Project.

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

Public Access Coordinator updates.

City Engineer updates.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL

AGENDA

October 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:

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 and calling to order a public hearing for the purpose of considering the ordering of an improvement of the following 4th Avenue from 3rd Street to 6th Street; 5th Avenue from 5th Street to 6th Street; 6th Avenue from 4th Street to 7th Street; and 5th Street from 4th Avenue to 7th Avenue, Two Harbors, Minnesota, pursuant to Minn. Stat. 429.011 to 429.111. The area proposed to be assessed for all or a portion of the improvement is bounded by 7th Avenue, 7th Street, 3rd Avenue, and 3rd Street.*

Appearances:

1. Joe Rhein, Bolton & Menk.
2. Other.

Communications:

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

Appearances:

Administrative Reports:

Committee Reports:

Utilities Committee.

Library Board.

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. Allowing claims against the City of Two Harbors to be paid on October 11, 2022.
2. Approving payroll for the second half of September, 2022.
3. Authorizing payment to Lakehead Constructors in the amount of \$1,672,071.82 for Pay Application No. 11 for the Wastewater Treatment Plant Project.
4. Authorizing payment to Bolton & Menk in the amount of \$17,012.50 for professional services for preliminary design concepts for two tunnels.
5. Authorizing payment to Bolton & Menk in the amount of \$28,958 for professional services for the 2021 & 2022 Street Improvement Project.
6. Authorizing payment to Lake County Highway Department in the amount of \$5,891.25 as reimbursement for payment to Braun Intertec for construction materials testing for the 2021 – 2022 Street Improvement Project
7. Authorizing payment to Bolton & Menk in the amount of \$29,972 for professional services for the 2023 & 2024 Street & Alley Improvement Project.
8. Authorizing payment to Bolton & Menk in the amount of \$1,572.50 for general engineering services.
9. Authorizing payment to Basement Pros, Inc. in the amount of \$4,116 for additional work for the project to repair the basement at the Chamber Office building.
10. Authorizing payment to Basement Pros, Inc. in the amount of \$1,986.98 for additional work for the project to repair the foundation of the library.
11. Accepting the proposal of MMUA to provide Tier 2 safety training program management services for an amount of \$14,219.
12. Approving the application of Two Harbors Curling Club for On-Sale and Sunday On-Sale Liquor Licenses beginning in October of 2022.

Communications:

1. A memorandum from Joe Rhein and Brian Guldan, Bolton & Menk, providing engineering project updates.

Unfinished Business:

Other.

New Business:

Other.

Adjourn:

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Consider approving Pay App #11 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,672,071.82*

ORIGINATING SOURCE/DEPARTMENT: *Sewer Plant*

FUNDING SOURCE: *State appropriations, PSIG Grant, WIF Grant, Sewer and Electric Fund reserves, with remaining balance to be covered from a low interest rate PFA loan*

BACKGROUND: *See attached memo from Bolton & Menk.*

ESTIMATED DATE OF COMPLETION: **12/31/2024**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve Pay App #11 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,672,071.82

Agenda Item # CA.3 Meeting Date: 10/10/22



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

VIA EMAIL

October 4, 2022

Joel Dhein, Interim City Administrator
City of Two Harbors
522 1st Ave.
Two Harbors, MN 55616

RE: Two Harbors Wastewater Treatment Facility Improvements
Pay Application No. 11
BMI Project Number: M24.117177

Dear Joel,

Enclosed is a copy of Pay Application No. 11 from Lakehead Constructors, Inc. for \$1,672,071.82. I have reviewed this request and recommend payment to the contractor. The work reflected on this application represents 29.7% of the work to be completed under this contract. Please process this request for payment.

Please contact me if you have any questions.

Sincerely,
Bolton & Menk, Inc.

Jennifer Selchow, P.E.
Environmental Project Engineer

Enclosures

cc: Joe Rhein, Bolton and Menk, Inc.
Brian Guldán, Bolton and Menk, Inc.
Luke Heikkila, City of Two Harbors
Patty Nordean, City of Two Harbors
Miranda Pietila, City of Two Harbors
File

Contractor's Application for Payment No.		Invoice No.
Application Period:	8/26/22 - 9/25/22	Application Date: 9/25/2022
To (Owner):	City of Two Harbors, MN	Via (Engineer): Bolton & Mank
Project:	Wastewater Treatment Facility Improvements	
Owner's Contract No.:		Engineer's Project No.: M24,117177

Approved Change Orders		Change Order Summary
Number	Additions	Deductions
		1. ORIGINAL CONTRACT PRICE..... \$ \$29,297,715.00
		2. Net change by Change Orders..... \$
		3. Current Contract Price (Line 1 ± 2)..... \$ \$29,297,715.00
		4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)..... \$ \$9,151,399.50
		5. RETAINAGE:
		a. 5% X \$7,704,389.54 Work Completed..... \$ \$385,219.48
		b. 5% X \$1,447,009.96 Stored Material..... \$ \$72,350.50
		c. Total Retainage (Line 5a + Line 5b)..... \$ \$457,569.98
		6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ \$8,693,829.53
		7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$7,021,757.71
		8. AMOUNT DUE THIS APPLICATION..... \$ \$1,672,071.82
		9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ \$20,392,885.48
TOTALS		
NET CHANGE BY		
CHANGE ORDERS		

<p>Contractor's Certification</p> <p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>		<p>By: <u>Kerry Pyka</u> Date: <u>9/25/2022</u></p>	
<p>Payment of: \$ <u>\$1,672,071.82</u></p> <p>(Line 8 or other - attach explanation of the other amount)</p>		<p>is recommended by: _____</p> <p>(Engineer) <u>Gavin Selchow</u> 10/04/2022</p> <p>(Date)</p>	
<p>Payment of: \$ <u>\$1,672,071.82</u></p> <p>(Line 8 or other - attach explanation of the other amount)</p>		<p>is approved by: _____</p> <p>(Owner) _____</p> <p>(Date)</p>	
<p>Approved by: _____</p> <p>Funding Agency (if applicable) _____</p> <p>(Date) _____</p>			

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Progress Estimate

Contractor's Application

Project: Wastewater Treatment Facilities Improvements				Application Number: 11				
Application Period: 8/2/22 - 9/3/22				Invoice Number:				
				Application Date: 9/3/2022				
A		B	Work Completed		E	F	G	
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (D / B)	Balance to Finish (B - F)
1000	General Conditions	\$2,603,945.00	\$870,000.00	\$125,000.00		\$995,000.00	38.2%	\$1,608,945.00
1001	Bonds & Insurance	\$290,000.00	\$290,000.00			\$290,000.00	100.0%	
1010	General Construction Allowance	\$473,000.00	\$18,739.33			\$18,739.33	3.9%	\$456,260.67
1020	Chemical Feed Pump & Bld Allowance	\$75,000.00						\$75,000.00
1020	Raw Water Wetwell Mixer Allowance	\$5,000.00						\$5,000.00
1020	Laboratory Equipment Allowance	\$55,000.00						\$55,000.00
1020	Furnishings Allowance	\$35,000.00						\$35,000.00
1020	Computer Allowance	\$30,000.00						\$30,000.00
1030	Security System Allowance	\$40,000.00						\$40,000.00
1020	Utility Service Connection Allowance	\$35,000.00						\$35,000.00
	Earthwork General Conditions	\$219,500.00	\$219,500.00			\$219,500.00	100.0%	
2100	Site Preparation	\$43,310.00				\$43,310.00	100.0%	
2101	Demolition	\$182,000.00	\$59,135.04			\$59,135.04	32.5%	\$122,864.96
2102	Finish Grading	\$6,870.00						\$6,870.00
2103	Excavation & Backfill	\$489,800.00	\$465,310.00			\$465,310.00	95.0%	\$24,490.00
2104	Remove Pavement & Misc. Structures	\$23,600.00	\$13,000.00			\$13,000.00	55.1%	\$10,600.00
2105	Rock Excavation \$170 CY	\$423,000.00	\$57,970.00			\$57,970.00	13.6%	\$365,030.00
2106	Excavation & Embankment	\$102,700.00	\$102,700.00			\$102,700.00	100.0%	
2107	Erosion & Sediment Control	\$33,150.00	\$19,116.70			\$19,116.70	57.7%	\$14,033.30
2108	Site Utilities	\$968,700.00	\$968,700.00			\$968,700.00	100.0%	
2109	Roads, Walks & Curb	\$262,900.00						\$262,900.00
2110	Turf Restoration & Plantings	\$50,150.00						\$50,150.00
2111	Earthwork for Decorative Wall	\$270,000.00						\$270,000.00
3300	Cast in Place Concrete-includes rebar							
3300	Cladform Concrete	\$1,245,000.00	\$623,500.00	\$311,750.00		\$933,750.00	75.0%	\$311,250.00
3300	Garg	\$620,000.00						\$620,000.00
3300	Aeration Basin	\$2,375,000.00	\$645,000.00	\$625,000.00		\$1,270,000.00	53.5%	\$1,105,000.00
3300	Oxygenation	\$475,000.00		\$50,000.00		\$50,000.00	10.5%	\$425,000.00
3300	Blowdown	\$115,000.00						\$115,000.00
3300	Chlorine Contact	\$475,000.00						\$475,000.00
3310	Concrete Decorative Walls	\$1,321,260.00						\$1,321,260.00
3410	All Precast	\$335,000.00						\$335,000.00
4810	Unit Masonry Assemblies	\$140,000.00						\$140,000.00
5100	Metals	\$195,000.00			\$3,839.43	\$3,839.43	0.4%	\$191,160.57
6100	Rough Carpentry	\$55,000.00						\$55,000.00
7150	Dampproofing	\$68,000.00						\$68,000.00
7190	Vapor Barrier	\$75,000.00						\$75,000.00
7335	Fluoy Adhered Membrane Roof System	\$675,000.00						\$675,000.00
7900	Caulking & Sealants	\$15,000.00						\$15,000.00
8110	Doors & Frames	\$130,000.00			\$96,616.31	\$96,616.31	74.3%	\$33,383.69
8360	O.H. Doors	\$60,000.00						\$60,000.00
8501	Windows	\$30,000.00			\$2,496.00	\$2,496.00	8.3%	\$27,504.00
9900	Painting	\$610,000.00						\$610,000.00
10000	Division 10	\$25,000.00						\$25,000.00
11240	Chemical Feed	\$133,708.00						\$133,708.00
11280	Hydraulic Gates	\$50,000.00						\$50,000.00
11310	Centrifugal Wastewater Pumps	\$300,000.00			\$248,000.00	\$248,000.00	82.7%	\$52,000.00
11315	Rotary Lobe Pump	\$125,000.00						\$125,000.00
11318	Screw Impeller Centrifugal Pumps	\$440,000.00						\$440,000.00
11320	Grit Removal	\$90,915.00			\$10,127.00	\$10,127.00	11.1%	\$80,788.00
11330	Fine Screen	\$192,000.00						\$192,000.00
11335	Jet Mixing Aeration System	\$178,000.00						\$178,000.00
11352	Clarifier Equipment	\$540,000.00			\$504,000.00	\$504,000.00	93.3%	\$36,000.00
11374	Fine Pore Membrane Aeration Equipment	\$60,000.00			\$60,000.00	\$60,000.00		
11376	High Efficiency Blower System	\$750,000.00						\$750,000.00
11384	Rotary Drum Thickener	\$155,000.00						\$155,000.00
11386	Rapid Mixers	\$48,000.00						\$48,000.00
11387	Submersible Mixers	\$23,000.00			\$25,000.00	\$25,000.00	100.0%	
11630	Automatic Sampler	\$17,000.00						\$17,000.00
12346	Casework	\$55,000.00						\$55,000.00
12126	Circular Tank Covers	\$211,000.00						\$211,000.00
12126	Prestressed Concrete Water Tanks	\$1,500,000.00	\$1,350,000.00	\$75,000.00		\$1,425,000.00	95.0%	\$75,000.00
13000	FRP Baffles & Weirs	\$60,000.00			\$39,000.00	\$39,000.00	48.3%	\$21,000.00
14300	Hoists	\$25,000.00						\$25,000.00
15000	Mechanical							
15001	Mobility & General Conditions	\$168,565.00	\$24,156.50	\$4,578.25		\$28,734.75	17.0%	\$139,830.25
15002	Buried Process Pipe	\$175,000.00	\$175,000.00			\$175,000.00	100.0%	
15003	Flanged Process Pipe	\$114,000.00	\$110,000.00	\$35,000.00		\$145,000.00	28.2%	\$369,000.00
15004	Process Flanged Fittings	\$285,000.00						\$285,000.00
15005	Process Valves	\$365,000.00						\$365,000.00
15006	Process Pipe Labor	\$425,000.00	\$30,000.00			\$30,000.00	7.1%	\$395,000.00
15007	Stainless Pipe Material	\$34,000.00						\$34,000.00
15008	Stainless Pipe Labor	\$16,000.00						\$16,000.00
15009	Gas Piping	\$15,600.00						\$15,600.00
15010	Aeration Piping Install	\$78,000.00						\$78,000.00
15011	Pipe Supports & Hangers	\$34,000.00						\$34,000.00
15012	Sampler Piping	\$3,800.00						\$3,800.00
15013	Pipe Demo	\$32,000.00						\$32,000.00
15014	Chem Feed Material	\$16,000.00						\$16,000.00
15015	Chem Feed Labor	\$17,600.00						\$17,600.00
15016	Mechanical Equipment Install	\$34,050.00						\$34,050.00
15017	Fabricated Ductwork	\$31,635.00						\$31,635.00
15018	Duct Field Material	\$22,000.00						\$22,000.00
15019	Plumbing Material	\$121,000.00	\$12,100.00	\$2,430.00		\$14,530.00	12.0%	\$106,470.00
15020	Insulation Material	\$17,050.00						\$17,050.00
15021	Ventilation Material	\$85,217.00						\$85,217.00
15022	Plumbing Labor	\$175,406.00	\$17,540.60	\$3,568.12		\$21,108.72	12.0%	\$154,337.28
15023	Insulation Labor	\$18,985.00						\$18,985.00
15024	Ventilation Equipment	\$177,760.00						\$177,760.00
15025	Plumbing Fixtures/Equipment	\$93,170.00	\$46,585.00			\$46,585.00	50.0%	\$46,585.00
15026	Refrigeration Piping/Start-up	\$15,130.00						\$15,130.00
15027	T&B	\$9,486.00						\$9,486.00
15028	Temp Control Sub	\$137,006.00	\$13,700.60		\$50,692.22	\$64,392.22	47.0%	\$72,613.78
16000	Electrical							
16001	Permit	\$2,500.00	\$2,500.00			\$2,500.00	100.0%	
16002	Mobilization	\$50,000.00	\$38,000.00	\$2,000.00		\$40,000.00	80.0%	\$10,000.00
16003	Temp Power/Lighting	\$25,000.00	\$10,500.00			\$10,500.00	42.0%	\$14,500.00
16004	Site Electrical	\$407,319.00	\$75,000.00	\$15,000.00		\$90,000.00	22.1%	\$317,319.00
16005	Site Lighting	\$58,116.00						\$58,116.00
16006	Flux Chloride	\$47,684.00						\$47,684.00
16007	Aeration Basin	\$37,476.00						\$37,476.00
16008	Operatives Building	\$196,133.00			\$22,500.00	\$22,500.00	11.5%	\$173,633.00
16009	Storage Garage	\$49,813.00						\$49,813.00
16010	Bioreactor Building	\$214,073.00						\$214,073.00
16011	Pretreatment	\$5,000.00						\$5,000.00
16012	Existing Pretreatment	\$18,943.00						\$18,943.00
16013	Existing Filter Building	\$142,976.00						\$142,976.00
16014	Wall Lighting	\$45,857.00						\$45,857.00
16015	Equipment	\$14,028.00						\$14,028.00
16016	Service	\$160,937.00						\$160,937.00
16017	Lighting Fixtures Material	\$214,200.00			\$123,261.00	\$123,261.00	57.6%	\$100,939.00
16018	Gen	\$206,731.00			\$74,738.00	\$74,738.00	36.2%	\$131,993.00
16019	Cabinet Unit Heaters	\$34,210.00			\$34,220.00	\$34,220.00	100.0%	
16020	Generator	\$228,377.00						\$228,377.00
16021	Integrator	\$136,440.00	\$112,000.00	\$21,000.00		\$133,000.00	97.5%	\$3,440.00
16022	Integrator Materials	\$418,834.00			\$115,000.00	\$115,000.00	27.5%	\$303,834.00
16023	Integrator Hardware	\$139,611.00						\$139,611.00
16024	Integrator Start-up	\$178,109.00						\$178,109.00
Totals		\$29,397,715.00	\$6,412,133.17	\$1,292,256.37	\$1,447,009.96	\$9,151,399.50		\$19,935,215.50

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$17,012.50 for professional services for the preliminary design concepts for 2 tunnels*

ORIGINATING SOURCE/DEPARTMENT: *Street Improvement Fund*

FUNDING SOURCE: *Street Improvement Fund & Assessments*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$17,012.50 from June 25, 2022 through July 22, 2022 for preliminary activities on potential underpass. Preliminary engineering services for project were approved at the June 27th Council meeting for an amount not to exceed \$50,000, remaining costs are \$32,987.50.*

ESTIMATED DATE OF COMPLETION: **12/31/2022**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$17,012.50 to Bolton & Menk

CA .4

10/10/22



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Two Harbors
 Miranda Pietila, Finance Director
 522 First Ave
 Two Harbors, MN 55616-1504

August 31, 2022
 Project No: 0U1.126067
 Invoice No: 0296335
 Client Account: TWOHARB_CI_MN

Two Harbors/TH 61 - MnDOT Reconstruction

This is a MnDOT Project Proposed for Construction on TH 61 through Two Harbors from Approximately Scenic Drive to Park Road.
 Construction Anticipated in 2025-2026

Professional Services from June 25, 2022 to July 22, 2022

Project Management and Meetings (001)

Prepare for and Attend June 27th Meeting with MnDOT and Project Stakeholders

Professional Services

	Hours	Amount	
Principal	2.00	386.00	
Totals	2.00	386.00	
Total Labor			386.00
Total this Task			\$386.00

Preliminary Engineering - Underpass (003)

Begin Preliminary Activities on Potential Underpasses, Including Coordination with City Staff, Information Request from MnDOT; July 1st Meeting with City Staff and Club Representatives; July 19th Meeting with City Staff and County Staff to Review Location Options; July 20th Site Visit; Begin Preliminary Layouts

Professional Services

	Hours	Amount	
Principal	47.50	8,905.00	
Design Engineer	47.50	5,657.50	
Project Engineer	2.50	362.50	
Technician	2.00	240.00	
Project Manager	2.00	350.00	
Graduate Engineer	9.50	1,111.50	
Totals	111.00	16,626.50	
Total Labor			16,626.50
Total this Task			\$16,626.50
Total this Invoice			\$17,012.50

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$28,958.00 for professional services for the 2021 & 2022 Street & Alley Improvement Project*

ORIGINATING SOURCE/DEPARTMENT: *Street Improvement Fund*

FUNDING SOURCE: *Street Improvement Fund & Assessments*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$28,958.00 from June 25, 2022 through July 22, 2022 for project management, coordination of Construction Contract for the street project. Total engineering contract for construction services in 2022 are \$175,000, remaining funds are \$97,585.*

ESTIMATED DATE OF COMPLETION: **12/31/2022**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$28,958 to Bolton & Menk

CA. 5 10/10/22



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Two Harbors
Miranda Pietila, Finance Director
522 First Ave
Two Harbors, MN 55616-1504

August 31, 2022
Project No: N16.121170
Invoice No: 0296332
Client Account: TWOHARB_CI_MN

Two Harbors/2021-2022 Street Improvement**Professional Services from June 25, 2022 to July 22, 2022**

Project Management (001)

Project Management, Coordination and Correspondence

Professional Services

	Hours	Amount	
Principal	2.50	482.50	
Totals	2.50	482.50	
Total Labor			482.50
Total this Task			\$482.50

Construction Admin/Observation-City Aves (007)

Coordination with Contractor; Review and Respond to Resident Questions Regarding Construction Issues; Construction Observation; Measurement and Documentation of Construction Quantities; Coordination Activities for Project Construction Testing; Coordination with City Staff Regarding Construction; Project Communications Including Website Updates; Review and Process Request for Payments No. 16 and 17

Professional Services

	Hours	Amount	
Principal	4.00	772.00	
Design Engineer	181.00	19,005.00	
Project Engineer	24.00	3,240.00	
Technician	10.00	1,100.00	
Totals	219.00	24,117.00	
Total Labor			24,117.00
Total this Task			\$24,117.00

Construction Survey - City Avenues (008)

Construction Staking for 5th Avenue and 6th Avenue Improvements

Professional Services

	Hours	Amount	
Project Manager	8.00	1,280.00	
Totals	8.00	1,280.00	
Total Labor			1,280.00
Total this Task			\$1,280.00

Construction Admin/Coordination - CSAH (017)

Coordination with Lake County; Weekly Progress Meetings

Project	N16.121170	Two Harbors/2021-2022 Street Improvement	Invoice	0296332
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Professional Services

	Hours	Amount	
Principal	2.00	386.00	
Design Engineer	2.50	262.50	
Project Engineer	18.00	2,430.00	
Totals	22.50	3,078.50	
Total Labor			3,078.50
	Total this Task		\$3,078.50
	Total this Invoice		\$28,958.00



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 10/7/22
Agenda Item Subject: Construction Materials Testing	Fiscal Impact: \$5,891.25	
BACKGROUND: Construction materials testing was necessary for the 2021-2022 Street Improvement Project. Invoices were submitted to and paid by Lake County. This is to reimburse the County for the work that was done for the City's portion of the project. See also Joe Rhein memo.		
COUNCIL ACTION REQUESTED: Authorize payment to Lake County in the amount of \$5,891.25 for construction materials testing for the 21-22 Street Improvement Project.		
RECOMMENDATION: Authorize payment to Lake County in the amount of \$5,891.25 for construction materials testing for the 21-22 Street Improvement Project.		
ATTACHMENTS:		



Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

MEMORANDUM

Date: October 5, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
Finance Director Miranda Pietila
From: City Engineer Joe Rhein
Subject: 2021-2022 Street Improvement Project
Construction Testing Invoice

Background

Construction testing on both the City and County portions of the 2021-2022 Street Improvement Project is being performed in a coordinated fashion. In April 2021 proposals were jointly solicited by the City and County from three testing firms. The firm retained to perform the testing was Braun Intertec. Lake County holds the contract with Braun; therefore, Braun submits invoices to Lake County, which in turn submits invoices to the City of Two Harbors for its portion.

Based on the accepted proposal, total construction testing on the City portion of the project was anticipated to be approximately \$26,000. To date, Lake County has submitted two invoices to the City, in September 2021 and November 2021, totaling \$14,661.13.

2022 Construction Testing

- Braun Intertec has now submitted to Lake County their invoices for testing on construction performed in 2022.
- Lake County has broken down the testing costs between the City and County portions of the project. We have reviewed the breakdown of the testing costs and have agreed with the County Engineer on the recommended amounts. The breakdown is in accordance with the approved construction JPA between the City and County.
- Lake County has submitted invoice number 2330-092201 to the City for its portion of the testing. A copy of the Lake County invoice is attached with this memo, along with the supporting Braun invoices, on which the recommended breakdowns are shown.
- The total City responsibility for the 2022 construction testing is \$5,891.25 as shown on the invoice from Lake County.
- The total City construction testing to date, including the current Lake County invoice, is \$20,552.38; that compares to the budget of \$26,000.

Action

Actions requested for consideration by the City Council are:

- Approval of Lake County Invoice No. 2230-092201 for construction testing in the amount of \$5,891.25

We will be present at the City Council meeting on October 10th to review this information. Please let us know if you have questions or need further information in advance of the meeting. I can be reached at 651-968-7384 or via e-mail at joseph.rhein@bolton-menk.com.

Attachments:

- Lake County Invoice 2230-092201
- Braun Intertec Invoices B301952 and B306205

INVOICE

BRAUN
INTERTEC

The Science You Build On.

PLEASE REMIT TO

Braun Intertec Corporation
Lockbox #446035 PO BOX 64384
Saint Paul, MN 55164-0384

Telephone (952) 995-2000
Fax (952) 995-2020
Tax I.D. 41-1684205

Jason DiPiazza
Lake County Highway Department
1513 Highway 2
Two Harbors, MN 55616

Date 7/19/2022
Invoice number B301952
Project ID B2104049
Customer account 10814
Customer PO

Lake County/City of Two Harbors 2021 Street &
Utility Improv

MNDOT QA Construction Materials Testing
SAP 038-630-001
SAP 038-635-001
SAP 038-620-010
Various Streets
Two Harbors, MN 55616

For Professional Services rendered through 7/15/2022

All testing in 2022 was for City of Two Harbors Streets

1 - MndOT Testing

1.1 - Soil Testing	\$685.00	
1.2 - Concrete Testing	\$2,420.00	
1.6 - Project Management Split 50/50	\$577.50	
		<u>\$3,682.50</u>

Total Fees \$3,682.50

Amount Previously Invoiced: \$37,704.80
Amount Invoiced to Date: \$41,387.30

County: \$ 288.75
City: \$3,393.75

Please pay from this invoice.

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate,
unless otherwise specified by written agreement.

	Qty/Hours	Rate	Amount
1 - MnDOT Testing			
1.1 - Soil Testing			
Consulting Services Detail			
Compaction Testing - Nuclear	6.50	70.00	455.00
Non-Salary Detail			
Nuclear moisture-density meter charge, per hour	6.50	20.00	130.00
CMT Trip Charge	2.00	50.00	100.00
Total 1.1 - Soil Testing			\$685.00
1.2 - Concrete Testing			
Consulting Services Detail			
Concrete Testing	23.00	70.00	1,610.00
Concrete Cylinder Pick up	3.00	70.00	210.00
Non-Salary Detail			
Compressive strength of concrete cylinders, per specimen	12.00	25.00	300.00
CMT Trip Charge	6.00	50.00	300.00
Total 1.2 - Concrete Testing			\$2,420.00
1.6 - Project Management			
Consulting Services Detail			
Project Manager	3.25	140.00	455.00
Project Assistant	1.75	70.00	122.50
Total 1.6 - Project Management			\$577.50
Total 1 - MnDOT Testing			\$3,682.50
Total Project			\$3,682.50

INVOICE

**BRAUN
INTERTEC**

The Science You Build On.

PLEASE REMIT TO

Braun Intertec Corporation
Lockbox #446035 PO BOX 64384
Saint Paul, MN 55164-0384

Telephone (952) 995-2000
Fax (952) 995-2020
Tax I.D. 41-1684205

Jason DiPiazza
Lake County Highway Department
1513 Highway 2
Two Harbors, MN 55616

Date 8/18/2022
Invoice number B306205
Project ID B2104049
Customer account 10814
Customer PO

Lake County/City of Two Harbors 2021 Street &
Utility Improv

MNDOT QA Construction Materials Testing
SAP 038-630-001
SAP 038-635-001
SAP 038-620-010
Various Streets
Two Harbors, MN 55616

For Professional Services rendered through 8/12/2022

All testing in 2022 was for City of Two Harbors Streets

1 - MndOT Testing

1.2 - Concrete Testing
1.6 - Project Management Split 50/50

\$2,305.00

\$385.00

\$2,690.00

Total Fees

\$2,690.00

Amount Previously Invoiced: \$41,387.30

Amount Invoiced to Date: \$44,077.30

County: \$ 192.50

City: \$2,497.50

Please pay from this invoice.

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate,
unless otherwise specified by written agreement.

	Qty/Hours	Rate	Amount
1 - MnDOT Testing			
1.2 - Concrete Testing			
Consulting Services Detail			
Concrete Testing	19.00	70.00	1,330.00
Concrete Cylinder Pick up	5.00	70.00	350.00
Non-Salary Detail			
Compressive strength of concrete cylinders, per specimen	15.00	25.00	375.00
CMT Trip Charge	5.00	50.00	250.00
Total 1.2 - Concrete Testing			\$2,305.00
1.6 - Project Management			
Consulting Services Detail			
Project Manager	2.25	140.00	315.00
Project Assistant	1.00	70.00	70.00
Total 1.6 - Project Management			\$385.00
Total 1 - MnDOT Testing			\$2,690.00
Total Project			\$2,690.00

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$29,972.00 for professional services for the 2023 & 2024 Street & Alley Improvement Project*

ORIGINATING SOURCE/DEPARTMENT: *Street Improvement Fund*

FUNDING SOURCE: *Street Improvement Fund & Assessments*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$29,972 from June 25, 2022 through July 22, 2022 for project management, coordination and correspondence for the street project. Preliminary engineering services for project were approved for \$156,300, at the Council meeting on August 22nd additional engineering costs were approved for the addition of 4th Avenue into the scope of the project for estimated cost of \$24,500 remaining costs are \$89,562.50.*

ESTIMATED DATE OF COMPLETION: *12/31/2022*

COMMITTEE/COMMISSION RECOMMENDATION: *Click here to enter text.*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$29,972.00 to Bolton & Menk

CA.7

10/10/22



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Two Harbors
Miranda Pietila, Finance Director
522 First Ave
Two Harbors, MN 55616-1504

August 31, 2022
Project No: 0U1.127379
Invoice No: 0296333
Client Account: TWOHARB_CI_MN

Two Harbors/2023-2024 Street Improvement**Professional Services from June 25, 2022 to July 22, 2022**

Project Management (001)

Project Management, Coordination and Correspondence, Including Meeting with the City Attorney on June 29th

Professional Services

	Hours	Amount	
Principal	4.00	772.00	
Totals	4.00	772.00	
Total Labor			772.00
Total this Task			\$772.00

Preliminary Design - City (003)

Site Visits; Coordination for Geotechnical Investigation; Continue Preliminary Project Layouts; Meeting on July 15th with City Staff for Discussion of Utilities; Investigation of Box Culvert at 502 6th Avenue; On-Site Meeting with Lake County Environmental to Review 6th Avenue Improvements and Skunk Creek; Investigate Potential for CIPP Lining on 6th Avenue Sewer, Including On-Site Meeting July 20th

Professional Services

	Hours	Amount	
Principal	15.00	2,856.00	
Specialist	12.50	1,287.50	
Project Engineer	96.00	13,825.00	
Project Manager	1.00	169.00	
Totals	124.50	18,137.50	
Total Labor			18,137.50
Total this Task			\$18,137.50

Feasibility Report (004)

Continue Preparation of Figures and Layouts for Report; Begin Preparation of Report Appendices

Professional Services

	Hours	Amount	
Principal	5.00	965.00	
Project Engineer	40.00	5,800.00	
Totals	45.00	6,765.00	
Total Labor			6,765.00
Total this Task			\$6,765.00

Preliminary Design Coordination - County (013)

Project	0U1.127379	Two Harbors/2023-2024 Street Improvement	Invoice	0296333
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Coordination with County Design Team; Meeting with County June 30th to Discuss Box Culvert; Prepare for and Attend July 14th Steering Committee Meeting; Project Utility Meeting July 21st; Prepare for and Attend Open House Meeting on July 21st

Professional Services

	Hours	Amount	
Principal	10.00	1,930.00	
Project Engineer	16.50	2,367.50	
Totals	26.50	4,297.50	
Total Labor			4,297.50
		Total this Task	\$4,297.50
		Total this Invoice	\$29,972.00

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for general engineering for \$1,572.50*

ORIGINATING SOURCE/DEPARTMENT: *General Fund*

FUNDING SOURCE: *General Fund*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$1,572.50 from June 25, 2022 to July 22, 2022; this is for GIS Mapping Updates, CIP – 4th Avenue, Assessment Policy and Lake County CSAH 26 Project.*

ESTIMATED DATE OF COMPLETION: **12/31/2022**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$1,572.50 to Bolton & Menk

Agenda Item # CA. 8 Meeting Date: 10/10/22



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Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Two Harbors
Miranda Pietila, Finance Director
522 First Ave
Two Harbors, MN 55616-1504

August 31, 2022
Project No: 0U1.123538
Invoice No: 0296334
Client Account: TWOHARB_CI_MN

Two Harbors/General Professional Service

Professional Services from June 25, 2022 through July 22, 2022:

\$ 225.00 - GIS: Mapping Updates
\$ 225.00 - CIP: 4th Avenue - Prepare Preliminary Estimates for 300 and 400 Blocks
\$ 300.00 - Assessment Policy: Meet with Staff on June 27th and July 14th
\$ 75.00 - Lake County CSAH 26 Project: Prepare Information for Public Works Meeting
\$ 825.00 - Task 001 Total

Reduced Rate Services (001)

Professional Services

	Hours	Amount	
Principal	8.00	600.00	
Specialist	3.00	225.00	
Totals	11.00	825.00	
Total Labor			825.00
Total this Task			\$825.00

No-Charge Meeting Attendance (003)

Prepare For and Attend the Following Meetings:

- City Council Regular Meetings - June 27th and July 11th
- Public Works Committee Meeting - July 14th

Professional Services

	Hours	Amount	
Principal	9.50	1,833.50	
Totals	9.50	1,833.50	
Total Labor			1,833.50

Additional Fees

Meetings - No Charge		-1,833.50	
Total Additional Fees		-1,833.50	-1,833.50
Total this Task			0.00

Liquor Store (021)

Review Existing Reciprocal Easement Information

Professional Services

	Hours	Amount	
Principal	2.50	187.50	
Project Manager	3.50	560.00	
Totals	6.00	747.50	
Total Labor			747.50

Project	0U1.123538	Two Harbors/General Professional Service	Invoice	0296334
Total this Task			\$747.50	
Total this Invoice			\$1,572.50	

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: Additional charge for Chamber Office basement repair

ORIGINATING SOURCE/DEPARTMENT: Public Works

FUNDING SOURCE: Budget item

BACKGROUND: They had to dig much deeper and wider than originally planned as the basement walls extended further than the floor height. The soil around the building was a sandy material and required them to dig out wider to keep a SAFE working space. Also ran into some buried concrete that was in line with the area the daylighted drain needed to go. Public Works did help out as much as we could to keep this over run cost down.

ESTIMATED DATE OF COMPLETION: The job is done

COMMITTEE/COMMISSION RECOMMENDATION: Pay the additional cost of \$4116.00 to Basement Pros.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: Click here to enter text.

Agenda Item # CA.9 Meeting Date: 10/10/22



4786 RICE LAKE RD., DULUTH, MN. 55803

Invoice

Date	Invoice #
9/27/2022	1970

Project Location
1330 MN Hwy 61

Bill To
City Of Two Harbors 522 First Ave Two Harbors, MN 55616

Terms
Due on receipt

Item/Service	Description	Amount
Excavation	Extra digging due to depth of basement and type of back fill material (sand.) Removal of concrete fill in the daylight area. (City supplied and operated jackhammer.) We did not have access to the basement at the time of the estimate. Excavator 15 hrs @ \$125.00 per hr Labor x 2 22 hrs @ \$60.00 per hr CTL Loader 7 hrs @ \$125.00 per hr	5,390.00
Haul Debries	Haul concrete off site.	0.00
Sand	104 yds @ \$6.00 per yd.	-624.00
Quad Axle Dump	Trucking 5 hrs @ \$130.00 per hr for hauling sand.	-650.00

	Total	\$4,116.00
--	--------------	------------

Phone #	Fax #
2187244225	

Payments/Credits	\$0.00
Balance Due	\$4,116.00



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 10/7/22
Agenda Item Subject: Library building foundation	Fiscal Impact: \$1,986.98	
BACKGROUND: Basement Pros had the contract to do foundation work at the Library. Additional work was necessary due to backplaster voids in the old portion of the foundations which also required anchors. They also applied waterproofing spray due to uneven foundation walls and supplied and installed an additional 14 yards of top soil which was delivered from Duluth. They did deduct \$534 due to the City supplying 89 yards of sand for back fill.		
COUNCIL ACTION REQUESTED: Authorizing payment to Basement Pros for additional foundation work on the Library Building.		
RECOMMENDATION: Jim Gilbert has recommended that this payment be authorized.		
ATTACHMENTS:		

Library CIP
Restroom



4786 RICE LAKE RD., DULUTH, MN. 55803

Invoice

Date	Invoice #
9/27/2022	1969

Project Location
320 Waterfront Drive

Terms
Due on receipt

Bill To
City Of Two Harbors 522 First Ave Two Harbors, MN 55616

Item/Service	Description	Amount
Concrete	Backplaster voids in the old portion of the foundation. Some areas required anchors. Approximately 440 sq ft	1,100.00
Waterproofing	Spray apply waterproofing due to uneven foundation walls. (Additional charge over what membrane type waterproofing.)	615.00
Top Soil	Supply and install 14 yds of top soil delivered from Duluth.	805.98
Sand	City supplied 89 yds of sand for back fill.	-534.00

		Total	\$1,986.98
		Payments/Credits	\$0.00
		Balance Due	\$1,986.98

Phone #	Fax #
2187244225	

CA.10

10/10/22

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *M.M.U.A. Safety Training Management Program*
2.0 Annual Cost \$14,219.00

ORIGINATING SOURCE/DEPARTMENT: *All Departments*

FUNDING SOURCE: Click here to enter text.

BACKGROUND: *MMUA has done a revision of there safety program. They have worked out a few problems and along with that there is a price increase. Attached is all the information about the program and price increase. This program has worked for us the last few years and should work better with the problems worked out.*

ESTIMATED DATE OF COMPLETION: 10/03/2022

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: *Click here to enter text.*

CA.11 10/10/22



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mmua.org

MMUA Safety Management Program 2.0
Service Proposal

City/Utility	Population	# of Days	2021-22 Annual Cost	2022-23 Annual Cost
Two Harbors	3,638	1	\$12,050.00	\$14,219.00

Number of days per month: 1

Based on number of days and the service we have been providing, your service level is tier 2

So that we can promptly prepare your service contract for 2022-23, please complete the following section.

Please indicate your preference:

☐ Continue with the same level of service for 2022-23

If you would like to change your level of service, please indicate here:

☐ INCREASE number of days
Indicate how many more days: _____

☐ DECREASE number of days
Indicate how many fewer days: _____

Please note: Your regional safety coordinator will continue to work with you on your specific training topics. If your request exceeds or falls outside of your tier limitations, MMUA will work with you and provide a cost proposal and scheduling options.

Safety management contracts are for the period October 1, 2022-September 30, 2023. Contracts will be invoiced at the new rates beginning on October 1, 2022.

Return this form to Larry Pederson by September 23.

Thank you!

Larry Pederson, Director of Finance
3131 Fernbrook Lane North, Suite 200
Plymouth, MN 55447
lpederson@mmua.org
Fax - 763-551-0459



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as a common voice for municipal utilities*

mmua.org

August 19, 2022

Dear Valued Member,

Your support and participation in MMUA's Safety Management Program over the years is very much appreciated. It is our hope to continue to serve you for many years to come.

As I'm sure you're aware, MMUA as a staff and with oversight from the Board of Directors, have been reviewing our programs and services. We have conducted surveys of the membership, held our annual reviews with participants in each of the regions, and just finished holding two Zoom meetings where we presented our redesigned "Safety Management Program 2.0."

The 2.0 program features three service tiers. Each tier offers a defined level of service over a specified number of days. For those who select tier 2 or tier 3 there is even greater flexibility. You can select from a variety of programming to best meet your needs, as well as purchase additional days of service if desired.

Included please find the following:

1. Safety Management Program 2.0 Service Proposal, which include the price you are currently paying and the price for the equivalent service in 2022-23
2. Overview of Safety Management Program Tiers
3. Safety Management Program Tier Structure / Safety Management Program Fee Structure
4. Safety Management Program Training Options (Classic and Technical)

Please review the information and return the Safety Management Program 2.0 Service Proposal to Larry Pederson at MMUA before September 23.

Safety management contracts are for the period October 1, 2022-September 30, 2023. Contracts will be invoiced at the new rates beginning on October 1, 2022.

As always, we appreciate your prompt response. If you have questions, please contact me at 612-802-8474 or Karleen Kos at 763-746-0701.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Willetts".

Mike Willetts
Director of Training & Safety
Cell: 612.802.8474
mwwillets@mmua.org

A handwritten signature in black ink, appearing to read "Karleen Kos".

Karleen Kos
Chief Executive Officer
Direct: 763.746.0701 / Cell: 813.675.7589
kkos@mmua.org



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as a common voice for municipal utilities*

mmua.org

MMUA Safety Management Program Technical Training Options

The following options are available with tier 3 contract. For those in tier 1 and tier 2, these options are available on a fee-for-service basis:

1. Arc Flash – Electric, Water, Wastewater
2. Bucket Truck and Self Rescue
3. Chainsaw Safety
4. Chlorine Gas and Process Safety Management
5. Competent Person
6. Crane & Derrick Qualified Operator
7. Poletop Rescue
8. Rigging and Related Equipment
9. Skid Steer Qualified Operator
10. Tree Trimming and Felling
11. Trenching and Excavation
12. Wheel Loader Qualified Operator



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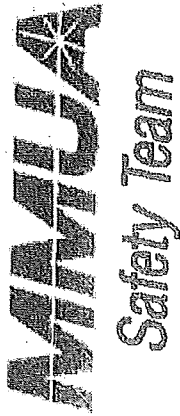
MMUA Safety Management Program Classic Training Options

1. Accident Investigation
2. Aerial Lift and Scaffolds
3. Asbestos Hazards in the Workplace
4. AWAIR
5. Back Safety and Lifting
6. Behavior Based Safety
7. Bloodborne Pathogens
8. Commercial Driver's License Rules and Regulations
9. Compressed Gases
10. Confined Space Entry and Rescue
11. Contractor Safety
12. Dog Bites and Distractions
13. Driving Safety
14. Drug and Alcohol Awareness
15. Electrical Safety
16. Emergency Action Plan
17. Ergonomics
18. Excavation and Trenching
19. Facility Safety Audit -- Mock OSHA Inspection with Report
20. Fall Protection
21. Fire Extinguisher Training
22. Forklift Qualified Operator
23. Hantavirus Syndrome
24. Hazard Identification
25. Hazardous Materials
26. Hearing Protection and Conservation
27. Heat and Cold Stress
28. Job Briefings and Tailgate Meetings
29. Job Hazard Analysis
30. Ladder Safety
31. Load Securement Strategies
32. Lockout/Tagout
33. Machine Guarding
34. Mobile Phone Hazards
35. New Employee Orientation
36. Noise Exposure and Testing
37. Office Safety
38. OSHA Inspection Support Services
39. Park and Playground Safety
40. Personal Protective Equipment
41. Reasonable Suspicion for Supervisors
42. Respiratory Protection
43. Right to Know (Hazard Communications)
44. Safety Awareness at Home
45. Safety Culture and Behaviors
46. Safety Grant Development and Support
47. Seasonal Employee Training
48. Slips Trips and Falls
49. Spill Prevention, Control, and Counter-measure
50. Summer and Vacation Safety
51. Supervisor Training
52. Temporary Work Zone Traffic Control
53. Tool Safety
54. Tow Ropes and Hazards
55. Walking and Working Surfaces
56. Welding and Hot Work
57. Winter Driving Safety
58. Winter Safety
59. Workplace Violence and Stress
60. Worksite Safety Audit -- Mock OSHA Inspection with Report

MIMUA Safety Management Program Fee Structure 2022-2023

Population Grouping	Table 1 STANDARD PROGRAM			Table 2 ACCELERATED PROGRAM					Table 3 ULTRA-ACCELERATED PROGRAM				
	1 day every other month (8 days/year)	Cost per extra standard day	Cost per extra specialty day	1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)	Cost per extra accident day	4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)	Cost per extra accident day
0-1000	\$ 11,078	\$ 760	\$ 1,000	\$ 12,448	\$ 15,388	\$ 17,759	\$ 760	\$ 20,119	\$ 22,880	\$ 25,250	\$ 27,620	\$ 30,090	\$ 760
1001-3000	\$ 12,863	\$ 760	\$ 1,000	\$ 14,219	\$ 18,839	\$ 22,479	\$ 760	\$ 26,019	\$ 30,080	\$ 33,880	\$ 37,280	\$ 40,880	\$ 760
3001-5000	\$ 12,863	\$ 760	\$ 1,000	\$ 14,219	\$ 21,299	\$ 26,019	\$ 760	\$ 29,559	\$ 33,880	\$ 37,280	\$ 40,880	\$ 44,480	\$ 760
5001-7000	\$ 13,703	\$ 750	\$ 1,000	\$ 15,389	\$ 23,869	\$ 29,559	\$ 750	\$ 35,469	\$ 42,080	\$ 48,080	\$ 54,080	\$ 60,080	\$ 750
7001-17000	\$ 15,803	\$ 900	\$ 1,280	\$ 17,769	\$ 28,019	\$ 31,919	\$ 900	\$ 37,819	\$ 44,480	\$ 50,480	\$ 56,480	\$ 62,480	\$ 900
17001-23000	\$ 16,853	\$ 900	\$ 1,280	\$ 18,839	\$ 26,019	\$ 35,469	\$ 900	\$ 44,839	\$ 53,150	\$ 61,419	\$ 70,239	\$ 78,759	\$ 900
23001-28000	\$ 17,803	\$ 1,150	\$ 1,500	\$ 20,119	\$ 30,739	\$ 38,409	\$ 1,150	\$ 46,079	\$ 54,308	\$ 62,589	\$ 72,039	\$ 77,939	\$ 1,150
28001-29000	\$ 18,953	\$ 1,150	\$ 1,500	\$ 21,299	\$ 33,099	\$ 41,949	\$ 1,150	\$ 50,739	\$ 59,059	\$ 68,489	\$ 77,939	\$ 87,379	\$ 1,150
Over 29000	\$ 20,003	\$ 1,150	\$ 1,500	\$ 22,479	\$ 35,459	\$ 44,889	\$ 1,150	\$ 54,339	\$ 63,779	\$ 73,219	\$ 82,659	\$ 92,099	\$ 1,150
	Average 5% increase from 21- recordskeeping, 22 one day charge and mock audits Includes training, includes accident investigations and OSHA inspection support			Average 18% increase from 21- recordskeeping, 22 one day charge Average 18% increase from year 3 day charge Average 18% increase in prior year 3 day charge Includes training, recordskeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge					Records an average 20% increase for those currently contracting for the same number of days Includes training, recordskeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge				

Note: Safety Management Program participants in all three records keeping and accident investigation fee structures.



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Options

Time

Included
(as time
allows)*

Tier 1 – Compliance Program 6 Service Days Per Year (Every Other Month)	Tier 2 – Competency Program 1 - 3 Service Days Per Month	Tier 3 – Comprehensive Program > 3 Service Days Per Month
1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management	1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management 5. Facility Safety Audit - Mock OSHA Inspection with Report 6. Worksite Safety Audit - Mock OSHA Inspection with Report 7. Worksite Training 8. Safety Grant Development and Support 9. Accident Investigation 10. OSHA Inspection Support Services 11. Limited Classic Training - Choose up to 5 options from MMUA's list of Classic Training Options	1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management 5. Facility Safety Audit - Mock OSHA Inspection with Report 6. Worksite Safety Audit - Mock OSHA Inspection with Report 7. Worksite Training 8. Safety Grant Development and Support 9. Accident Investigation 10. OSHA Inspection Support Services 11. Unlimited Classic Training - Choose an unlimited number of options from MMUA's list of Classic Training Options 12. Unlimited Technical Training - Choose an unlimited number of options from MMUA's list of Technical Training Options

*Included offerings are subject to number of days contracted. MMUA's role as a safety partner does not guarantee compliance or competency.

or consulting. This gives you access to a wider range of offerings and resources than ever before. If you want us to create something not on our current list, we will work with you and offer a tailored proposal with costs spelled out in advance, always at the discounted pricing available to tier 2 participants. You are welcome to involve others within your organization to join the training on a space/time available basis. If they are not employed by the entity contracting with MMUA, we reserve the right to charge a registration and recordkeeping fee for their participation.

Tier 3 – Comprehensive Program

Tier 3 encompasses all that tier 1 and tier 2 have to offer, plus unlimited customized training and auditing in order to develop a more comprehensive safety program.

What is the same: As with our other program levels, in the Tier 3 Comprehensive Program, communities and utilities will be assigned a dedicated safety professional who will be on-site at least forty-eight (48) times per year. Your safety coordinator will provide all-inclusive safety management services to develop a well-rounded safety culture, with comprehensive program compliance and developing best practices always at the forefront. Tier 3 offers a full range of training choices that are only limited by the numbers of days you contract. Accident investigations and support for OSHA inspections are also provided at no extra charge for tier 3 participants.

What is different: The sky really is the limit. Within the confines of the time (i.e., the number of days) for which you contract, we will bring you as many trainings and services as you request at no extra cost. If you need something we don't currently offer but could develop, we'll do that for you if at all possible. Additionally, if you need something that will require more time than you have available within your contract, extra days will be available at our best discounted rate. You are welcome to involve others within your organization to join the training on a space/time available basis. If they are not employed by the entity contracting with MMUA, we reserve the right to charge a registration and recordkeeping fee for their participation.



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Overview of Safety Management Program 2.0 Tiers

In FY 2022-23, MMUA is introducing a new tiered safety program model. This updated system builds on the core safety programming for which MMUA has been known and adds components that will allow communities/utilities to choose the level of service they want. Fees will be based on the tier chosen, the size of the community/workforce, and the required on-site days.

Tier 1 – Compliance Program

This is our most basic offering, designed to give you the tools needed to help achieve compliance.

What is the same: In the Tier 1 Compliance Program, a dedicated safety professional is assigned to your community/utility. Your safety coordinator will work with you and your team as a mentor, to assist in working towards compliance of OSHA/MNOSHA and other applicable regulations. They have access to a full team of safety experts to help them ensure you get the right information and experience when and where you need it.

What is different: Your safety coordinator is on-site six (6) times per year rather than twelve (12) times per year. Additional fees apply for courses/trainings not included in tier 1. Accident/incident investigations and support for OSHA inspections are also available and due to their specialized nature are billed at an enhanced rate.

Tier 2 – Competence Program

This program builds on tier 1 offering greater flexibility, with a focus on building a strong safety culture and increasing your team's competence.

What is the same: The Tier 2 Competence Program is MMUA's classic offering. A dedicated safety professional is assigned to your community/utility and will be on your site at least twelve (12) times per year. In addition to ensuring your operation is progressing toward compliance of OSHA/MNOSHA and other applicable regulations. Your safety coordinator will focus on training in areas that are important for your specific operational needs and the professional development requirements of the individuals on your team for enhanced competency. Accident investigations and support for OSHA inspections continue to be included at no additional charge.

What is different: You can identify your most-pressing training needs and choose up to five (5) additional topics/programs you would like covered in a given year. Should you decide more is needed, additional training or consultation sessions can be scheduled for an additional fee at a discounted rate. If your safety coordinator is qualified to deliver the services you request, s/he will do so. If not, we will draw from another qualified member of our team to visit your community and deliver the added training.



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 10/5/22
Agenda Item Subject: Curling Club Liquor License	Fiscal Impact:	
BACKGROUND: The Curling Club has submitted their application for On-Sale and Sunday On-Sale Liquor License. They share the premises with the Golf Association, so it is necessary to cancel the Golf Association's license effective October 15 before the Curling Club's License period can start as the State does not allow two licensees for the same location for any one period of time.		
COUNCIL ACTION REQUESTED: Approve the application of Two Harbors Curling Club for On-Sale and Sunday On-Sale Liquor Licenses beginning in October of 2022.		
RECOMMENDATION: Approve the application of Two Harbors Curling Club for On-Sale and Sunday On-Sale Liquor Licenses beginning in October of 2022.		
ATTACHMENTS:		



Real People. Real Solutions.

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Bolton-Menk.com

MEMORANDUM

Date: October 6, 2022
To: Joel Dhein, Interim City Administrator
Miranda Pietila, Finance Director
From: Joe Rhein, PE
Brian Guldán, PE
Subject: Engineering Project Updates
City of Two Harbors

Bolton & Menk appreciates the opportunity to serve the City of Two Harbors. This memo provides an update on the current engineering projects we are working on with the City. Each project is discussed separately below. Information that is new since the most recent update, September 8th, is shown in *italicized text*.

1. Capital Improvement Plan (CIP) Update 2022-2026

- Public hearing on the CIP update was held December 13, 2021.
- The 2022-2026 CIP Update was adopted by the City Council on December 13, 2021.
- *Planning work for the next CIP update is anticipated to start this fall.*

2. Lake County – 8th Street and 4th Avenue Reconstruction

- County Board Awarded Construction Contract – April 27, 2021.
- Notice to proceed was issued May 11th to Ulland Brothers.
- Construction is substantially complete.
- Project website: <https://clients.bolton-menk.com/lakecountycsah30/>
- *County will continue to be involved during 2022 construction for contract administration.*

3. 2021 – 2022 Street Project

- 2022 construction consisted of 5th Avenue and 6th Avenue west of 8th Street.
- Construction resumed in May 2022 and was substantially complete in August 2022.
- Construction updates have been posted to City website.
 - https://www.twoharborsmn.gov/2021-2022_street_project/index.php
- *A few punch list items remain to be addressed, including 5th Avenue turf.*
- *Assessment hearing anticipated in November 2022.*

4. Lake County – 5th Street and 4th Avenue Reconstruction

- County Board authorized design activities on April 26th.
- Bolton & Menk was selected for design.
- *Fourth design meeting with City and County staff was held September 8th.*
- *30% design essentially complete. Cost estimate included in City Feasibility Report.*
- *County considering addition of 300 and 400 blocks of 4th Avenue to project.*
- Design Agreement between City and County will be needed.
 - Draft design Agreement was reviewed with City Council on May 9th.
 - County Board approved the design Agreement on July 12th.
 - *Agreement would need to be revised if blocks of 4th Avenue are added.*

5. 2023-2024 Street Project

- City Council authorized preliminary engineering activities on April 25th.
- Meetings have been held thus far with City staff to review utilities.
- City Council authorized the inclusion of the 300 and 400 blocks of 4th Avenue for the project Feasibility Report on August 22nd.
- *Formal approval of Design Agreement with Lake County has not been made by City yet – waiting to see if more blocks of 4th Avenue are added to the project by the County.*
- *Public Hearing scheduled for October 10th.*
- *Feasibility Report will be considered for approval by City Council after public hearing.*

6. 2018 Street Project

- Final pay request has been prepared and submitted to contractor for review.
- Item will be brought to Council once contractor submits final paperwork.

7. Wastewater Treatment Facility Improvements

- *Contractor has completed the biosolids storage tank.*
- *Contractor continued working on clarifier walls, poured the north half of the aeration basin base slab, and poured the first section of aeration basin walls.*
- *See separate project update for additional information and current pay request.*

8. Castle Danger Brewery Significant Industrial User (SIU) Agreement (No Update)

- Final rates were sent to Castle Danger.
- Meeting was held with the City and Castle Danger regarding billings.
 - Initial payments will be a flat rate per month until sufficient flow data has been established and confirmed. At that time billing will be switched to a flow basis.

9. Chlorine Contact Tank/PRV Station Replacement (No Update)

- Final project design and bidding are awaiting decision on land acquisition between WTP and WWTF. Bidding is anticipated in winter.

10. Water Distribution System Improvements (No update)

- Project includes the following:
 - Watermain replacement on 4th Street between 10th and 12th Avenue
 - Watermain looping in the vicinity of 4th Street and 7th Avenue.
 - Watermain replacement along 7th Avenue between 11th and 15th Street
 - Watermain replacement and realignment in the Old Rail Yard
- Two potential grants being pursued:
 - WIF through PFA; SCDP through DEED.
- WIF Grant:
 - WIF results were posted in September. This project was not funded this cycle.
 - Can re-submit for next WIF funding cycle, or individual segments could be broken off for development as separate projects.
- SCDP Grant:
 - Notice of \$600,000 award was received by City May 24th. Maximum award.
 - Grant does not apply to Old Rail Yard segment.
 - SCDP funding is good for 3-years.
- Potential project schedule:
 - Project not likely to move forward for 2022 construction due to funding.
 - If receive WIF in fall 2022: finalize plans, bid in winter 2022, construct in 2023.
- *Results of funding anticipated to be known fall 2022.*

11. MnDOT TH61 (7th Avenue) Improvements

- MnDOT project for reconstruction of TH61 from Scenic Drive to Park Road.
- MnDOT held the first Stakeholders meeting October 19, 2021. Meeting was virtual.
- MnDOT held the first public input meeting November 9, 2021. Meeting was virtual.
- Project links: website: <https://www.dot.state.mn.us/dl/projects/two-harbors/index.html>
- Project overview video: <https://www.youtube.com/watch?v=2tt2Y1LcKKw>
- Public input meeting: <https://www.youtube.com/watch?v=kYT1DXLv5dA>
- A planning-level cost estimate has been prepared for utility extensions to the west end of the City along Highway 61.
- MnDOT held a public open-house meeting March 29th.
- City steering committee met April 20th.
- Joint meeting of MnDOT, Lake County, and City was held June 27th.
- City Council authorized preliminary layout of underpasses on June 27th.
- MnDOT Stakeholder meeting was held August 3rd.
- *Underpass preliminary layouts and estimates reviewed with City Council September 26th.*
- *MnDOT open house was held September 27th.*
- *MnDOT field walk for ADA review scheduled for October 6th.*
- *MnDOT scheduled to review project with City Council on October 10th.*

12. Odegard Trail

- Project will be done in conjunction with Lake County 2023 project on 8th Street.
- Portion of the project will be construction of a trail along the west side of 8th Street, rather than sidewalk. Lake County will design this portion of the project.
- Remainder of the work will be a trail extension from current terminus at west end of 11th Avenue to the parking lot at Odegard Park (13th Avenue). City will design this portion.
- Project has grant funding for the trail that has been extended to the end of 2023.
- Topographic survey for the trail portion from 11th Ave to 13th Ave was authorized May 9th.
 - Survey has been completed.
- *City Council authorized final design activities on September 26th.*
- *Preliminary layout options anticipated for review at October 20th Trees & Trails meeting.*

13. Parcel 23-7600-06600

- City Council authorized preliminary research/data collection activities on August 26th.
- *Phase I Environmental Assessment – report received September 29th.*
- *Wetland Delineations – field work and report complete; submitted to Lake County.*
- *Soil borings on hold pending review of Phase I environmental report review.*
- *Topographic survey field work is complete, and currently being processed.*
- *Archaeology work scheduled for after soil borings.*

14. Municipal Liquor Store

- *City Council selected DSGW Architects at their meeting on September 12th.*
 - *Bolton & Menk is civil engineer on the DSGW team.*
- *Topographic survey field work is complete, and currently being processed.*
- *Field work for wetland delineations is complete and report currently being prepared.*

Hopefully, this information provides an adequate summary of the current engineering projects Bolton & Menk is working on with the City. We value our relationship with Two Harbors and look forward to it continuing through the completion of these projects and beyond. If you have questions regarding this update or need further information on any of the projects listed, we would be happy to discuss. Please feel free to contact either Brian or Joe at your convenience.