

CITY OF TWO HARBORS
COMMITTEE OF THE WHOLE/AGENDA MEETING

October 24, 2022

5:00 p.m.

Call to order.

Appearances: 1.

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

Cable TV Coordinator updates.

City Engineer updates.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL

AGENDA

October 24, 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.

Council President Announcements:

Appointment of Councilor Passe as Council representative for MNDOT Stakeholder committee meetings.

Appearances:

Administrative Reports:

Committee Reports:

HRA

Public Works Committee

Recreation Board

Personnel Committee

Edna G. Commission

Utilities Committee

Public Affairs Committee

Trees & Trails 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 September 26 and October 10, 2022 Regular City Council meetings.

2. Allowing claims against the City of Two Harbors to be paid on October 25, 2022.
3. Approving payroll for the first half of October, 2022.
4. Authorizing payment to Bolton & Menk in the amount of \$3,617.50 for general engineering services from July 23 – September 2, 2022.
5. Authorizing payment to Bolton & Menk in the amount of \$6,803 for professional services for the 2021-2022 Street Improvement Project.
6. Authorizing payment to Bolton & Menk in the amount of \$17,642 for professional services for preliminary design concepts for two tunnels.
7. Authorizing payment to Bolton & Menk in the amount of \$32,261 for professional services for the 2023 – 2024 Street & Alley Improvement Project.
8. Approving the Design Agreement for the 2023-2-24 Street Improvement Project and authorizing the Acting Mayor and City Clerk to execute and deliver the Agreement on behalf of the City.
9. Accepting the proposal of Bolton & Menk to provide final design professional services 2023-2024 Street Project for an estimated amount of \$412,750.
10. Ordering the Improvement for the 2023-2024 Street Project.
11. Ordering Preparation of Assessment Rolls for the 2021 – 2022 Street & Alley Improvement Project.
12. Calling for a public hearing for 6 pm or as soon thereafter as possible, on Monday, November 28, 2022, to consider assessments on the 2021 – 2022 Street & Alley Improvement Project.
13. Accepting the recommendation of Councilor Erickson to appoint Pam Carlson as a member of the Recreation Board.
14. Accepting the recommendation of the Personnel Committee to authorize a classification and compensation study.
15. Accepting, with regret, the letter of resignation from Rick Heath, from his position on the Two Harbors Volunteer Fire Department and authorizing a letter of appreciation for his service.
16. Authorizing an application for funding assistance from the IRRRB Residential Redevelopment Program for demolition of a residential structure located at 506 Eighth Avenue owned by Susie Mattson and Donna Heil.
17. Authorizing an increase in benefit level for 2022 – 2023 as requested by the Two Harbors Volunteer Fire Relief Association.

18. Calling for a public hearing at 6 PM or as soon thereafter as possible on Monday, November 14, 2022 for the purpose of considering assessments for the 2022 sidewalk improvement project.
19. Scheduling a special meeting of the City Council for the purpose of serving as the City's Canvassing Board for 4 PM on Monday, November 14, 2022.

Communications:

1. A letter from Roderick Alstead, Secretary-Treasurer for Teamsters General Local Union No. 346, providing notification of their intention to open the working agreement for the purpose of negotiating modifications.
2. A letter from Sarah Cox, Agate Bay Crafters, requesting relief from Community Building Rental Fees due to building construction.
3. A Save the Date notice for the Range Association of Municipalities and Schools Annual Dinner on December 15, 2022 in Virginia, MN.
4. A notice from Theresa Sunde of Mediacom, providing notice of programming changes and rate adjustments.
5. A memorandum from Joe Rhein, Bolton & Menk reviewing the final costs associated with the Minnehaha School Sewer Service portion of the 2021-2022 Street Improvement Project.

Unfinished Business:

Other.

New Business:

Other.

Adjourn:

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September 26, 2022

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, September 26, 2022, at 6:00 p.m.

The meeting was called to order by President Redden.

Members present, Councilors: Woodruff, Glaser, Passe, Erickson, Redden. 5.

Members absent, Councilors: Rennwald. 1.

Others present: Finance Director, Pietila
City Clerk, Nordean
City Attorney, Costley.

Clerk Nordean requested the following changes to the agenda: remove Consent Agenda #6, Change Consent Agenda 13 to 13A, same language only including Richard Hogenson and 13B same language only including Kenneth Anderson, remove Consent Agenda #18, Change wording on Unfinished Business No. 2 to Calling for a special election and primary election, if necessary, on February 14 and, if necessary April 11, 2023, for the purpose of electing a mayor; and moving Consent Agenda #19 to New Business #5.

Motion by Glaser and Woodruff approving the agenda with the changes proposed by the clerk. Carried by a unanimous yea vote of members present on roll call.

Appearances:

Miranda Pietila, Finance Director, was present and addressed the Council providing an overview of the preliminary tax levy for 2023 which includes a proposed increase of 4%. She reminded the council and the public that this means that the maximum increase the City could adopt would be 4%, however, she believes that the Finance and Budget Committee is working with staff with hopes to reduce that amount so that the final levy could be adopted at less than 4%.

John Rashid, of rural Larsmont, was present and addressed the Council with a presentation on his request that the City address concerns along the waterfront at Agate Bay. His concerns include dangerous conditions and environmental hazards found on the property currently owned by the Minnesota Department of Natural Resources. He encouraged the Council to reach out to the DNR and request that they work to resolve the condition of the property to address the safety and environmental concerns and to improve the appearance of the area.

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Trees & Trails Commission:

Councilor Passe reviewed items discussed at the Trees & Trails Commission meeting held on September 15, 2022. Dan Cruikshank was present and addressed a trail system that he is pursuing on his property, where he hopes to have a dead-ended snowmobile trail vacated. They also discussed the Bigfoot trails, fat tire bike trails and pedestrian trail connections to the Gitchi Gammi trail, the property between the water and wastewater treatment plants and tree planting following the 2021-2022 Street Improvement Project.

Edna G. Commission:

Councilor Woodruff reported on the September 21 meeting of the Edna G. Commission where they discussed bubbler permits, repairs to the Edna G. dock following the Tall Ships, the need for painting and repairs to the gunnels, security cameras and electrical wiring for the installation of led lighting on the dock.

Personnel Committee:

Vice President Glaser reported on the September 23 meeting of the Personnel Committee where the Public Works Director was present and addressed the committee regarding needs within the department including a sign painter. They also discussed internal bulletins for the positions of Public Works Specialist 1 and II positions.

Public Works Committee:

Councilor Woodruff reported that at the Public Works Committee meeting, held earlier in the day, the group discussed the current sidewalk assessment policy and the amount the City is charging per square. The group recommended that the rates remain the same for the current year.

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

1. Approving minutes from the September 12, 2022 Regular City Council meeting.
2. **RESOLUTION NO. 9-246-22 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$2,249,196.26.**
3. Approving payroll for the first half of September, 2022 in the amount of \$244,074.50.
4. Accepting the resignation of John Dover, from the Trees & Trails Commission, with regret and authorizing a letter of appreciation for his service.
5. **RESOLUTION NO. 9-247-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$55,616.35 FOR CONSTRUCTION ENGINEERING SERVICES FOR OR THE WWTP PROJECT FROM JULY 9 – AUGUST 19, 2022.**
7. **RESOLUTION NO. 9-248-22 ACCEPTING THE PROPOSAL OF POLLARDWATER FOR THE PURCHASE OF A METROTECH VM850 LINE LOCATOR FOR AN AMOUNT OF \$4,011.56.**
8. **RESOLUTION NO. 9-249-22 AUTHORIZING THE PURCHASE OF 4800' OF ELECTRICAL WIRE FROM CLP FOR THE WASTEWATER TREATMENT PLANT PROJECT FOR AN AMOUNT OF \$13,056.**

9. **RESOLUTION NO. 9-250-22 ACCEPTING THE PROPOSAL OF BOLTON & MENK TO PROVIDE ENGINEERING SERVICES FOR DESIGN OF THE ODEGARD TRAIL.**
10. **RESOLUTION NO. 9-251-22 CERTIFYING ASSESSMENTS TO THE LAKE COUNTY AUDITOR, AGAINST CERTAIN PROPERTY WITHIN THE CITY FOR DELINQUENT UTILITY CHARGES.**
11. Approving the request of the Electrical Superintendent for travel and expenses for he and Evan Sandretsky to attend the MMUA 2022 Transformer School in Marshall Minnesota.
12. Approving the request of the Chief of Police to authorize travel and expenses for James Cavallin to attend Cellebrite Certified Operator and Physical Analyst Training in Oak Creek, WI.
- 13a. **RESOLUTION NO. 9-252-22 ACCEPTING THE RECOMMENDATION OF THE PERSONNEL COMMITTEE TO AUTHORIZE A SPECIAL PAY REQUEST FOR RICHARD HOGENSON.**
- 13b. **RESOLUTION NO. 9-253-22 ACCEPTING THE RECOMMENDATION OF THE PERSONNEL COMMITTEE TO AUTHORIZE A SPECIAL PAY REQUEST FOR KENNETH ANDERSON.**
14. Establishing Committee of the Whole and regular City Council meeting dates for the month of December, 2022 for the 5th and 12th, due to the holidays.
15. **RESOLUTION NO. 9-254-22 AUTHORIZING THE ACTING MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A STATE OF MINNESOTA JOINT POWERS AGREEMENT BETWEEN THE STATE OF MINNESOTA THROUGH ITS DEPARTMENT OF PUBLIC SAFETY ON BEHALF OF THE BUREAU OF CRIMINAL APPREHENSION, AND THE CITY OF TWO HARBORS ON BEHALF OF ITS POLICE DEPARTMENT FOR THE PURPOSE OF PROVIDING ACCESS TO THE MINNESOTA CRIMINAL JUSTICE DATA COMMUNICATIONS NETWORK AND THOSE SYSTEMS AND TOOLS TO WHICH THEY ARE AUTHORIZED BY LAW TO ACCESS FOR THE PURPOSES OUTLINED IN MINN. STAT. STATUTE SECTION 299.46.**
16. **RESOLUTION NO. 9-255-22 AUTHORIZING THE LIBRARY DIRECTOR TO MAKE APPLICATION FOR A BLANDIN GRANT FOR IMPROVEMENTS TO THE RESTROOMS AT THE LIBRARY.**
17. **RESOLUTION NO. 9-256-22 AUTHORIZING THE EXECUTION OF AMENDMENT #2 TO THE INTERIM EMPLOYMENT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND JOEL DHEIN.**
20. Accepting the resignation of Dylan Jindra from the Police Department, with regret and authorizing a letter of appreciation for his service to the City.

21. Authorizing internal and external bulletins for the position of Patrol Officer in the Police Department.
22. **RESOLUTION NO. 9-257-22 AUTHORIZING THE TRANSFER OF AIP ENTITLEMENTS TO THE COOK MUNICIPAL AIRPORT FOR PAYBACK OF ENTITLEMENTS USED BY THE CITY.**
23. Authorizing a 2023 AIP Grant Initiation Letter to the FAA indicating there are no City of Two Harbors AIP projects planned for 2023.
24. **RESOLUTION NO. 9-258-22 AUTHORIZING THE ACTING MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A LETTER OF AGREEMENT BETWEEN THE CITY AND SEH FOR THE PURPOSE OF COMPLETING THE FAA REQUIRED ENVIRONMENTAL WORK FOR THE AWOS RELOCATION PROJECT.**

Communications:

1. A memorandum from Joe Rhein, Bolton & Menk, providing a status update on the MnDOT Highway 61 Project.

Unfinished Business:

Motion by Glaser and Woodruff that **RESOLUTION NO. 9-259-225 DETERMINING THAT THE CITY WILL CONTINUE WITH THE PRACTICE OF CONDUCTING PRIMARY ELECTIONS, IF THERE ARE MORE THAN TWO CANDIDATES FOR ANY ONE ELECTED OFFICE DURING ANY REGULAR OR SPECIAL ELECTION** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Erickson that **RESOLUTION NO. 9-260-22 CALLING FOR A SPECIAL ELECTION AND PRIMARY ELECTION, IF NECESSARY, ON FEBRUARY 14, AND APRIL 11, 2023, FOR THE PURPOSE OF ELECTING A MAYOR** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

New Business:

Motion by Erickson and Glaser that **RESOLUTION NO. 9-261-22 ESTABLISHING THE PROPOSED PROPERTY TAX LEVY FOR TAXES PAYABLE IN THE YEAR 2023 FOR THE CITY OF TWO HARBORS AND SCHEDULING THE TRUTH IN TAXATION HEARING FOR DECEMBER 5, 2022 AT 6 PM AT CITY HALL** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Erickson that **RESOLUTION NO. 9-262-22 REMOVING CHRIS SWANSON FROM THE CITY CHARTER AND PLANNING COMMISSIONS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Glaser and Erickson that **RESOLUTION NO. 9-263-22 DECLINING PRELIMINARY APPROVAL OF THE TWO HARBORS HOUSING AND**

REDEVELOPMENT AUTHORITY'S PROPOSED TAX LEVY COLLECTIBLE IN 2023
be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Erickson that **RESOLUTION NO. 9-264-22 AUTHORIZING A LETTER OF SUPPORT FOR LAKE COUNTY SOIL AND WATER TO MAKE APPLICATION TO THE US ARMY CORP. FOR FUNDING ASSISTANCE FOR THE 5TH STREET/CSAH 36 BAFFLE BOX ON 5TH AND 6TH AND A HYDRODYNAMIC SEPARATOR ON 5TH PROJECT AND POTENTIALLY A HYDRODYNAMIC SEPARATOR ON 8TH STREET AND 12TH AVENUE WHEN LAKE COUNTY RESURFACES THE AREA** be adopted as read. Carried by the following vote: Yeas: Woodruff, Glaser, Erickson, Redden. Abstain: Passe. 1. Councilor Passe reported that the reason for his abstention was due to his employment with the Lake County Soil & Water Conservation District.

Motion by Glaser and Passe that the meeting adjourn. Carried by a unanimous yea vote of all members present on roll call.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk

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October 10, 2022

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, October 10, 2022, at 6:00 p.m.

The meeting was called to order by President Redden.

Members present, Councilors: Woodruff, Glaser, Rennwald, Passe, Erickson, Redden. 6.

Others present: Interim Administrator, Dhein
Finance Director, Pietila
City Clerk, Nordean
City Attorney, Costley.

Clerk Nordean requested the following additions to the agenda: Consent Agenda 13. Approving the application of Christina Schroeder for license to conduct massage therapy at 620 First Avenue; Consent Agenda 14. Authorizing the Acting Mayor and City Clerk to execute and deliver a grant agreement with MNDOT for Airport Improvement excluding land acquisition for the AWOS relocation project; and Communications 2. An email from Kitty Mayo, Editor of the Lake County Press, regarding an upcoming candidate forum.

Motion by Erickson and Passe approving the agenda with the amendments proposed by the clerk. Carried by a unanimous yea vote of members present on roll call.

Motion by Glaser and Woodruff 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. Carried.

Appearances:

Joe Rhein, Bolton & Menk, was present and addressed the hearing with a presentation providing information on the background of the proposed project, reviewing details on the proposed improvements to be made and estimated costs. He provided an overview of the proposed assessments and the assessment process including the rights of the property owners. He went over the proposed schedule for the project noting that if the Council was to order the project, the City Council and County Board would likely approve the plans and specifications in February, open bids in March and begin construction sometime in May or June of 2023. The anticipated completion date for the project would be in the summer of 2024 with final assessments being authorized in October or November of 2024. Mr. Rhein explained that there is a possibility that the Council would not order the improvement, and if that were the case, there, of course, would be no assessments.

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John Hansen, 1514 Ninth Avenue and 410 Fourth Avenue, was present and addressed the Council inquiring about existing sewer lines and the ability of homeowners within the project area to install new lines from the house to the point of connection with the City's new lines installed during the project. Rhein explained that the City doesn't typically go beyond the point of connection because there is no easement to go onto private property and also it requires a plumber to do the actual connection to a home.

Angela Schubert, 301 Fourth Avenue, was present and addressed the Council inquiring about the term of the assessment and the possibility of having an additional assessment if and when Third Street was improved. Rhein explained that the term of the assessments would be fifteen years, according to the City's existing assessment policy. He also stated that it was possible that there be an additional assessment if and when Third Street were to be improved in her block, however, as a matter of City policy, those properties abutting streets versus alleys are assessed at a lesser percentage of the project cost. Ms. Schubert also asked when the City would know which trees would be removed as to allow her time to relocate a significant amount of landscaping on her property. Rhein reported that this matter would be discussed at the neighborhood meetings held closer to the time of the project, however, there would be a project representative on site during the project who would work with homeowners regarding movement of landscaping materials related to the project. She further inquired if it was likely that property taxes would increase as a result of this improvement. Rhein responded that these projects tend to raise the market value of property, which does typically result in an increase in property taxes, however there are several factors that affect property taxes, so it is not always the case.

Communications:

Nordean reported that there were no communications regarding the proposed project.

Motion by Woodruff and Erickson adjourning the public hearing and reconvening regular City Council meeting. Carried.

Utilities Committee:

Council Vice President Glaser reported that the Utilities Committee, at their meeting of October 5, 2022 reviewed correspondence regarding individuals who were scheduled to appear and did not show up for the meeting.

Library Board:

Councilor Rennwald reported that at the October 4 meeting of the Library Board, the Library Director provided an overview of the process when and how books are weeded, they discussed the improvement of the basement and lawn, discussed the changing of the meeting date for the Library Board to the second Tuesday of the month, a new logo and rebranding of the Library as well as a grant application for Blandin Foundation funds as well as proposed policy updates.

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

1. **RESOLUTION NO. 10-265-22 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$2,811,547.81.**
2. Approving payroll for the second half of September, 2022 in the amount of \$230,636.57.

3. **RESOLUTION NO. 10-266-22 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. **RESOLUTION NO. 10-267-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$17,012.50 FOR PROFESSIONAL SERVICES FOR PRELIMINARY DESIGN CONCEPTS FOR TWO TUNNELS.**
5. **RESOLUTION NO. 10-268-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$28,958 FOR PROFESSIONAL SERVICES FOR THE 2021 & 2022 STREET IMPROVEMENT PROJECT.**
6. **RESOLUTION NO. 10-269-22 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. **RESOLUTION NO. 10-270-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$29,972 FOR PROFESSIONAL SERVICES FOR THE 2023 & 2024 STREET & ALLEY IMPROVEMENT PROJECT.**
8. **RESOLUTION NO. 10-271-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$1,572.50 FOR GENERAL ENGINEERING SERVICES.**
9. **RESOLUTION NO. 10-272-22 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. **RESOLUTION NO. 10-273-22 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. **RESOLUTION NO. 10-274-22 ACCEPTING THE PROPOSAL OF MMUA TO PROVIDE TIER 2 SAFETY TRAINING PROGRAM MANAGEMENT SERVICES FOR AN AMOUNT OF \$14,219.**
12. **RESOLUTION NO. 10-275-22 APPROVING THE APPLICATION OF TWO HARBORS CURLING CLUB FOR ON-SALE AND SUNDAY ON-SALE LIQUOR LICENSES BEGINNING IN OCTOBER OF 2022.**
13. **RESOLUTION NO. 10-276-22 APPROVING THE APPLICATION OF CHRISTINA SCHROEDER FOR RENEWAL OF HER LICENSE TO CONDUCT MASSAGE THERAPY AT 620 FIRST AVENUE.**

14. **RESOLUTION NO. 10-277-22 AUTHORIZING THE ACTING MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A GRANT AGREEMENT WITH MNDOT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION.**

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

Communications:

1. A memorandum from Joe Rhein and Brian Guldan, Bolton & Menk, providing engineering project updates.
2. An email from Kitty Mayo, Editor, Lake County Press, advising of their candidate forum for City Council seats on Tuesday, October 18 at 7 pm in the Council Chambers at City Hall.

Motion by Erickson and Woodruff that the meeting adjourn. Carried by the following vote: Yeas: Woodruff, Glaser, Rennwald, Passe, Erickson, Redden.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk

10/21/2022 1:46 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0614	A.W KUETTEL & SONS					
I-32279		RE-ROOF CITY HALL BILLING 2	31,000.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		RE-ROOF CITY HALL BILLING 2		401 49100-530	IMPROVEMENTS	31,000.00
=== VENDOR TOTALS ===			31,000.00			
=====						
01-3402	ACME TOOLS - DULUTH					
I-10448512		ABLE HOSE 50 FT 300 PSI AIR H	119.95			
10/03/2022	APBNK	DUE: 10/03/2022 DISC: 10/03/2022		1099: N		
		ABLE HOSE 50 FT 300 PSI AIR HO		601 49420-221	MAINT. AND REPAIR SUPPLI	119.95
=== VENDOR TOTALS ===			119.95			
=====						
01-0550	ALLIED GENERATORS					
I-31665		16TH AVE STATION ANNUAL SREVI	415.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		16TH AVE STATION ANNUAL SREVIC		601 49420-221	MAINT. AND REPAIR SUPPLI	415.00
I-31666		ANNUAL SERVICE/ BECK STATION	415.00			
10/12/2022	APBNK	DUE: 11/11/2022 DISC: 11/11/2022		1099: N		
		ANNUAL SERVICE/ BECK STATION		602 49470-221	MAINT. AND REPAIR SUPPLI	415.00
I-31667		HAHN BOOSTER SERVICE ANNUAL	415.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		HAHN BOOSTER SERVICE ANNUAL		601 49420-221	MAINT. AND REPAIR SUPPLI	415.00
I-31668		MAIN LIFT SERVIVCE	704.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		MAIN LIFT SERVIVCE		602 49470-221	MAINT. AND REPAIR SUPPLI	704.00
I-31669		SEWER PLANT ANNUAL SERVICE	700.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		SEWER PLANT ANNUAL SERVICE		602 49480-221	MAINT. AND REPAIR SUPPLI	700.00
I-31670		WATER PLANT ANNUAL SERVICE	900.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		WATER PLANT ANNUAL SERVICE		601 49420-221	MAINT. AND REPAIR SUPPLI	900.00
=== VENDOR TOTALS ===			3,549.00			

CA.2

10/24/22

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-3679 AMERICAN BOTTLING COMPANY						
I-3313620432		AMERICAN BOTTLING COMPANY	225.10			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		AMERICAN BOTTLING COMPANY		609 49750-264	PURCHASES - MIX	225.10
=== VENDOR TOTALS ===			225.10			
=====						
01-0474 ANDERSON'S GREENHOUSE						
I-020129		WATER PLANTER/BASKET	2,550.00			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		WATER PLANTER/BASKET		609 49750-470	CONTRIBUTIONS	2,550.00
=== VENDOR TOTALS ===			2,550.00			
=====						
01-0481 ARROWHEAD LIBRARY SYSTEM						
I-00014964		BOOKS	13.98			
6/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	13.98
=== VENDOR TOTALS ===			13.98			
=====						
01-4226 ARTISAN BEER COMPANY						
I-3365639		PURCHASE BEER	984.30			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		PURCHASE BEER		609 49750-262	PURCHASES - BEER	984.30
I-3566899		ARTISAN BEER COMPANY	902.50			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		ARTISAN BEER COMPANY		609 49750-262	PURCHASES - BEER	902.50
=== VENDOR TOTALS ===			1,886.80			
=====						
01-4682 ASSOCIATION FOR RURAL & SMALL						
I-66723		MEMBERSHIP RENEWAL	150.00			
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N		
		MEMBERSHIP RENEWAL		211 45500-331	TRAVEL & TRAINING	150.00
=== VENDOR TOTALS ===			150.00			

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0841	AUTO VALUE					
I-202210194796		BATTERY,HOT SHINE FOAM, DEXCO	240.65			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		BATTERY,HOT SHINE FOAM, DEXCOO		101 42100-222	VEHICLES - SUPPLIES & MA	240.65
=== VENDOR TOTALS ===			240.65			
01-0348	BELLBOY CORPORATION					
I-9684500		PURCHASE LIQUOR	564.00			
10/06/2022	APBNK	DUE: 11/05/2022 DISC: 11/05/2022		1099: N		
		PURCHASE LIQUOR		609 49750-261	PURCHASES - LIQUOR	468.50
		PURCHASE WINE		609 49750-263	PURCHASES - WINE	88.00
		FREIGHT		609 49750-333	FREIGHT	7.50
=== VENDOR TOTALS ===			564.00			
01-2672	BERNICK'S					
C-30002890		BEER	54.00CR			
10/21/2022	APBNK	DUE: 10/21/2022 DISC: 10/21/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	54.00CR
I-30000966		PURCHASE BEER	16,286.95			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		PURCHASE BEER		609 49750-261	PURCHASES - LIQUOR	16,286.95
I-30000967		MIX	38.20			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		MIX		609 49750-264	PURCHASES - MIX	38.20
I-30001902		BERNICK'S	1,243.60			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		BERNICK'S		609 49750-262	PURCHASES - BEER	1,243.60
I-30002032		BERNICK'S	11,920.40			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		BERNICK'S		609 49750-262	PURCHASES - BEER	11,842.60
		BERNICK'S		609 49750-264	PURCHASES - MIX	77.80
I-30002033		BERNICK'S	35.63			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		BERNICK'S		609 49750-264	PURCHASES - MIX	35.63
I-30002888		BERNICK'S	2,330.70			
10/21/2022	APBNK	DUE: 11/20/2022 DISC: 11/20/2022		1099: N		
		BEER		609 49750-263	PURCHASES - WINE	2,272.30
		MIX		609 49750-264	PURCHASES - MIX	58.40

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-2672	BERNICK'S	(** CONTINUED **)				
=====						
I-30002889		BEER	300.00			
10/21/2022	APBNK	DUE: 11/20/2022 DISC: 11/20/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	300.00
=====						
		=== VENDOR TOTALS ===	32,101.48			
=====						
01-4128	BOLTON & MENK, INC					
=====						
I-02		WWTF 08/20-09/22	38,716.75			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		WWTF 08/20-09/22		602 49480-530	CAPITAL OUTLAY - IMPROVE	38,716.75
=====						
I-0297899		2021-2022 ST IMPROVEMENT	6,803.55			
9/22/2022	APBNK	DUE: 10/22/2022 DISC: 10/22/2022		1099: N		
		2021-2022 ST IMPROVEMENT		402 49200-530	IMPROVEMENTS	6,803.55
=====						
I-0297901		2023-2024 ST IMPROVEMENT	32,261.00			
9/22/2022	APBNK	DUE: 10/22/2022 DISC: 10/22/2022		1099: N		
		2023-2024 ST IMPROVEMENT		402 49200-530	IMPROVEMENTS	32,261.00
=====						
I-0297902		LIQ STORE DRAFT RECIPROCAL EA	1,967.50			
9/22/2022	APBNK	DUE: 10/22/2022 DISC: 10/22/2022		1099: N		
		LIQ STORE DRAFT RECIPROCAL EAS		101 49100-300	PROFESSIONAL SERVICES	1,967.50
=====						
I-0297907		TH61 MNDOT RECONSTRUCTION	17,642.00			
9/22/2022	APBNK	DUE: 10/22/2022 DISC: 10/22/2022		1099: N		
		TH61 MNDOT RECONSTRUCTION		402 49200-530	IMPROVEMENTS	17,642.00
=====						
		=== VENDOR TOTALS ===	97,390.80			
=====						
01-0935	BORDER STATE ELECTRIC SUPPLY					
=====						
I-925065303		CENTRON PHASE METER	382.79			
10/04/2022	APBNK	DUE: 10/29/2022 DISC: 10/29/2022		1099: N		
		CENTRON PHASE METER		604 49570-229	METERS AND TRANSFORMERS	382.79
=====						
		=== VENDOR TOTALS ===	382.79			
=====						
01-4409	BOURGET IMPORTS LLC					
=====						
I-190949		BOURGET IMPORTS LLC	699.00			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		BOURGET IMPORTS LLC		609 49750-262	PURCHASES - BEER	240.00
		BOURGET IMPORTS LLC		609 49750-263	PURCHASES - WINE	432.00
		BOURGET IMPORTS LLC		609 49750-333	FREIGHT	27.00
=====						
		=== VENDOR TOTALS ===	699.00			

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=====						
01-4319		BREAKTHRU BEVERAGE MN				
I-346030221		PURCHASE LIQUOR	3,422.38			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		PURCHASE LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,329.74
		PURCHASE MIX		609 49750-264	PURCHASES - MIX	27.26
		FREIGHT		609 49750-333	FREIGHT	65.38
I-346080254		BREAKTHRU BEVERAGE MN	254.55			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		BREAKTHRU BEVERAGE MN		609 49750-261	PURCHASES - LIQUOR	249.00
		BREAKTHRU BEVERAGE MN		609 49750-333	FREIGHT	5.55
I-346129827		BREAKTHRU BEVERAGE MN	37.34			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		BREAKTHRU BEVERAGE MN		609 49750-262	PURCHASES - BEER	37.34
I-346129828		BREAKTHRU BEVERAGE MN	5,267.31			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		BREAKTHRU BEVERAGE MN		609 49750-261	PURCHASES - LIQUOR	4,287.99
		BREAKTHRU BEVERAGE MN		609 49750-263	PURCHASES - WINE	880.00
		BREAKTHRU BEVERAGE MN		609 49750-264	PURCHASES - MIX	40.12
		BREAKTHRU BEVERAGE MN		609 49750-333	FREIGHT	59.20
=== VENDOR TOTALS ===			8,981.58			
=====						
01-1370		BRENT'S BIFFIES				
I-49892		FESTIVAL OF SAIL	900.00			
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N		
		FESTIVAL OF SAIL		101 43100-497	EXTRAORDINARY EXPENSES	900.00
I-57451		601 20TH AVE-PUBLIC WORKS	92.00			
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		601 20TH AVE-PUBLIC WORKS		101 43100-210	OPERATING SUPPLIES	92.00
I-57453		ADA RESTROOM	201.00			
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		ADA RESTROOM		101 45123-210	OPERATING SUPPLIES	201.00
I-57454		2 WATERFRONT DR.	424.00			
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		2 WATERFRONT DR.		101 45123-210	OPERATING SUPPLIES	424.00
I-57456		13TH AVE & 8TH ST	463.00			
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		13TH AVE & 8TH ST		101 45123-210	OPERATING SUPPLIES	463.00

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=====							
01-1370	BRENT'S BIFFIES		(** CONTINUED **)				
=====							
I-57457		PRK RD & HWY 61	592.53				
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N			
		PRK RD & HWY 61		101 45123-210	OPERATING SUPPLIES	592.53	
=====							
I-57458		1714 10TH AVE	162.00				
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N			
		1714 10TH AVE		101 45123-210	OPERATING SUPPLIES	162.00	
=== VENDOR TOTALS ===			2,834.53				
=====							
01-0658	BROCK WHITE COMPANY, LLC.						
=====							
I-15701042-00		DECT WARNING PLATES	857.54				
10/03/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022		1099: N			
		DECT WARNING PLATES		101 43100-210	OPERATING SUPPLIES	857.54	
=== VENDOR TOTALS ===			857.54				
=====							
01-4738	BUREAU OF CRIM. APPREHENSION						
=====							
I-717778		CJDN ACCESS FEE BCA 4 MONTHS	600.00				
9/30/2022	APBNK	DUE: 9/30/2022 DISC: 9/30/2022		1099: N			
		CJDN ACCESS FEE BCA 4 MONTHS		101 42100-433	DUES AND SUBSCRIPTIONS	600.00	
=== VENDOR TOTALS ===			600.00				
=====							
01-4781	BUSINESS RADIO LICENSING						
=====							
I-202210144791		N CAMPUS EMERGENCY RADIO	110.00				
10/14/2022	APBNK	DUE: 10/14/2022 DISC: 10/14/2022		1099: N			
		N CAMPUS EMERGENCY RADIO		605 49620-433	DUES AND SUBSCRIPTIONS	36.66	
		N CAMPUS EMERGENCY RADIO		604 49590-433	DUES AND SUBSCRIPTIONS	36.66	
		N CAMPUS EMERGENCY RADIO		101 43100-439	MISCELLANEOUS	36.68	
=== VENDOR TOTALS ===			110.00				
=====							
01-0746	CENGAGE LEARNING INC / GALE						
=====							
I-79453537		BOOKS	132.64				
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N			
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	132.64	
=== VENDOR TOTALS ===			132.64				

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=====						
01-4837	CHERRYROAD MEDIA					
I-29390		PERIODICALS	162.00			
9/30/2022	APBNK	DUE: 9/30/2022 DISC: 9/30/2022		1099: N		
		PERIODICALS		211 45500-435	BOOKS AND PERIODICALS	162.00
=== VENDOR TOTALS ===			162.00			
=====						
01-1502	CINTAS CORPORATION					
I-4133373235		CINTAS CORPORATION	9.36			
10/05/2022	APBNK	DUE: 10/15/2022 DISC: 10/15/2022		1099: N		
		BLUE MAT CARHART		101 43100-210	OPERATING SUPPLIES	3.12
		CARHART		604 49570-210	OPERATING SUPPLIES	3.12
		CARHART		605 49610-210	OPERATING SUPPLIES	3.12
I-4133373253		CINTAS CORPORATION	207.17			
10/05/2022	APBNK	DUE: 10/15/2022 DISC: 10/15/2022		1099: N		
		BLUE MAT CARHART		101 43100-210	OPERATING SUPPLIES	109.60
		CARHART		604 49570-210	OPERATING SUPPLIES	48.70
		CARHART		605 49610-210	OPERATING SUPPLIES	48.87
I-4134057032		BLUE MATS/CARHART CLNG	211.37			
10/12/2022	APBNK	DUE: 10/22/2022 DISC: 10/22/2022		1099: N		
		BLUE MATS/CARHART CLNG		101 43100-210	OPERATING SUPPLIES	111.00
		BLUE MATS/CARHART CLNG		604 49570-210	OPERATING SUPPLIES	50.18
		BLUE MATS/CARHART CLNG		605 49610-210	OPERATING SUPPLIES	50.19
I-4134057092		CINTAS CORPORATION	19.25			
10/13/2022	APBNK	DUE: 10/23/2022 DISC: 10/23/2022		1099: N		
		CINTAS CORPORATION		609 49750-210	OPERATING SUPPLIES	19.25
I-4134743506		CINTAS CORPORATION	211.37			
10/19/2022	APBNK	DUE: 10/29/2022 DISC: 10/29/2022		1099: N		
		BLUE MAT CARHART		101 43100-210	OPERATING SUPPLIES	102.77
		CARHART		604 49570-210	OPERATING SUPPLIES	54.30
		CARHART		605 49610-210	OPERATING SUPPLIES	54.30
=== VENDOR TOTALS ===			658.52			
=====						
01-4798	CIRCLE K					
I-84314852		CIRCLE K	1,145.36			
10/12/2022	APBNK	DRAFT 0/00/0000		1099: N		
		PD FUEL		101 42100-212	GASOLINE AND DIESEL FUEL	1,145.36
I-84314947		FUEL	537.53			
10/12/2022	APBNK	DRAFT 0/00/0000		1099: N		
		fuel		101 43100-212	GASOLINE AND DIESEL FUEL	249.51
		fuel		231 49810-212	GASOLINE & DIESEL FUEL	117.40
		fuel		602 49450-212	GASOLINE & DIESEL FUEL	78.21
		fuel		604 49570-212	GASOLINE & DIESEL FUEL	92.41

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=====							
01-4798	CIRCLE K	(** CONTINUED **)					
=====							
=== VENDOR TOTALS ===			1,682.89				
=====							
01-0651	COCA COLA BEVERAGES OF DULUTH						
=====							
I-3021689	MIX		275.65				
10/21/2022	APBNK	DUE: 11/20/2022 DISC: 11/20/2022		1099: N			
		MIX		609 49750-264	PURCHASES - MIX	275.65	
=====							
=== VENDOR TOTALS ===			275.65				
=====							
01-4679	COSTLEY & MORRIS, P.C.						
=====							
I-1456	COSTLEY & MORRIS, P.C.		97.50				
10/06/2022	APBNK	DUE: 10/06/2022 DISC: 10/06/2022		1099: Y			
		AIRPORT MATTERS		231 49810-300	PROFESSIONAL SERVICES	97.50	
=====							
I-1457	AUDITOR REQUEST, SWANSON EMAI		2,913.89				
10/06/2022	APBNK	DUE: 10/06/2022 DISC: 10/06/2022		1099: Y			
		AUDITOR REQUEST, SWANSON EMAIL		101 41610-303	CONTRACTUAL SERVICES	2,710.50	
		502 6TH AVE		402 49200-530	IMPROVEMENTS	195.00	
		GORITCHAN MAIL CERTIFIED		231 49810-300	PROFESSIONAL SERVICES	8.39	
=====							
=== VENDOR TOTALS ===			3,011.39				
=====							
01-2568	DELTA DENTAL						
=====							
I-1078756	DELTA DENTAL		447.85				
10/11/2022	APBNK	DRAFT 10/11/2022		1099: N			
		POLICE		101 42100-132	DENTAL INSURANCE	346.29	
		LIQUOR		609 49750-132	DENTAL INSURANCE	101.56	
=====							
=== VENDOR TOTALS ===			447.85				
=====							
01-2568	DELTA DENTAL						
=====							
I-1080814	DELTA DENTAL		2,233.63				
10/18/2022	APBNK	DRAFT 10/17/2022		1099: N			
		STREET		101 43100-132	DENTAL INSURANCE	840.53	
		CEMETERY		101 49001-132	DENTAL INSURANCE	344.63	
		SEWER		602 49490-132	DENTAL INSURANCE	542.06	
		GAS		605 49620-132	DENTAL INSURANCE	238.23	
		LIQUOR		609 49750-132	DENTAL INSURANCE	268.18	
=====							
=== VENDOR TOTALS ===			2,233.63				

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=====							
01-0483	DEMCO						
I-7203661		PAPER, BOOK TAPE		142.54			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022			1099: N		
		PAPER, BOOK TAPE			211 45500-210	OPERATING SUPPLIES	142.54
I-7203899		METAL CARD HOLDERS		137.94			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022			1099: N		
		METAL CARD HOLDERS			211 45500-469	GRANTS, CONTRIB & DONA	137.94
		=== VENDOR TOTALS ===		280.48			
=====							
01-0333	DEPARTMENT OF THE TREASURY						
I-202210134784		2021 EXCISE TAX		404.55			
7/31/2022	APBNK	DRAFT 10/13/2022			1099: N		
		2021 EXCISE TAX			101 49100-439	MISCELLANEOUS	404.55
		=== VENDOR TOTALS ===		404.55			
=====							
01-4690	DULUTH TIRE- CUSTOM CAP&TIRE-P						
I-260080034		FA 265/70R17/E WLDPEAK MT01		1,163.48			
10/04/2022	APBNK	DUE: 10/04/2022 DISC: 10/04/2022			1099: N		
		FA 265/70R17/E WLDPEAK MT01			604 49570-221	MAINT. AND REPAIR SUPPLI	1,163.48
I-260080180		GY 225/70R19.5 G622 RSD O/S		1,879.92			
10/04/2022	APBNK	DUE: 10/04/2022 DISC: 10/04/2022			1099: N		
		GY 225/70R19.5 G622 RSD O/S			604 49570-222	VEHICLES - SUPPLIES & MA	1,879.92
		=== VENDOR TOTALS ===		3,043.40			
=====							
01-3329	FASTENAL						
I-MNTWH35253		4.5 X SLC WHL 10CT		56.19			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022			1099: N		
		4.5 X SLC WHL 10CT			101 43100-210	OPERATING SUPPLIES	56.19
		=== VENDOR TOTALS ===		56.19			
=====							
01-0915	FIRST SYSTEMS TECHNOLOGY, INC.						
I-22630		FIRST SYSTEMS TECHNOLOGY, INC		2,220.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022			1099: N		
		FIRST SYSTEMS TECHNOLOGY, INC.			602 49480-210	OPERATING SUPPLIES	2,220.00
		=== VENDOR TOTALS ===		2,220.00			

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=====						
01-2014		FRONTIER ENERGY, INC.				
I-190334		SEPT 1-30, 2022 PROF SRVS	1,037.34			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		SEPT 1-30, 2022 PROF SRVS		604 49590-446	CONSERVATION IMPROVEMENT	1,037.34
=== VENDOR TOTALS ===			1,037.34			
=====						
01-4224		GOPHER				
I-IN230725		STEEL BACKBOARD	817.83			
10/20/2022	APBNK	DUE: 10/20/2022 DISC: 10/20/2022		1099: N		
		STEEL BACKBOARD		850 45122-210	OPERATING SUPPLIES	817.83
=== VENDOR TOTALS ===			817.83			
=====						
01-0607		GOPHER STATE ONE- CALL				
I-2090795		GOPHER STATE ONE- CALL	81.60			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		GOPHER STATE ONE- CALL		604 49570-210	OPERATING SUPPLIES	40.80
		GOPHER STATE ONE- CALL		605 49610-210	OPERATING SUPPLIES	40.80
=== VENDOR TOTALS ===			81.60			
=====						
01-2836		GREAT LAKES PIPE SERVICE, INC.				
I-22090		4TH AVE PROJ. VIDEO SWR	4,615.00			
10/14/2022	APBNK	DUE: 10/14/2022 DISC: 10/14/2022		1099: N		
		4TH AVE PROJ. VIDEO SWR		402 49200-530	IMPROVEMENTS	4,615.00
I-22173		CLEAN PITS, FUEL, DUMO CHARGE	6,813.30			
10/08/2022	APBNK	DUE: 10/08/2022 DISC: 10/08/2022		1099: N		
		CLEAN PITS, FUEL, DUMO CHARGE		602 49450-210	OPERATING SUPPLIES	6,813.30
=== VENDOR TOTALS ===			11,428.30			
=====						
01-0696		GROEBNER & ASSOCIATES, INC.				
I-124060-00		COUPLING 1/2 C' FF	301.45			
10/10/2022	APBNK	DUE: 11/04/2022 DISC: 11/04/2022		1099: N		
		COUPLING 1/2 C' FF		605 49610-210	OPERATING SUPPLIES	301.45
I-222019-00		COUPLING 1/2"C	128.05			
10/10/2022	APBNK	DUE: 11/04/2022 DISC: 11/04/2022		1099: N		
		COUPLING 1/2"C		605 49610-210	OPERATING SUPPLIES	128.05
=== VENDOR TOTALS ===			429.50			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0387	HAWKINS, INC.					
I-6304836		AZONE15/CHLORINE/SULFUR	2,063.73			
10/03/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022		1099: N		
		AZONE15/CHLORINE/SULFUR		601 49420-216	CHEMICALS	2,063.73
I-6307524		150 LB CHLORINE 55 GA BLUE DR	4,515.63			
10/03/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022		1099: N		
		150 LB CHLORINE 55 GA BLUE DRU		601 49420-216	CHEMICALS	4,515.63
=== VENDOR TOTALS ===			6,579.36			
=====						
01-0783	INGRAM LIBRARY SERVICES					
I-71860419		BOOKS	62.27			
10/02/2022	APBNK	DUE: 11/01/2022 DISC: 11/01/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	62.27
I-71928304		BOOKS	112.00			
10/05/2022	APBNK	DUE: 11/04/2022 DISC: 11/04/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	112.00
I-71951960		BOOKS	176.82			
10/10/2022	APBNK	DUE: 11/09/2022 DISC: 11/09/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	176.82
I-72001205		BOOKS	595.68			
10/10/2022	APBNK	DUE: 11/09/2022 DISC: 11/09/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	147.11
		BOOKS		211 45500-469	GRANTS, CONTRIB & DONA	448.57
I-72018571		BOOKS	84.39			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	84.39
I-72027627		BOOKS	95.80			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	95.80
I-72041613		BOOKS	87.83			
10/12/2022	APBNK	DUE: 11/11/2022 DISC: 11/11/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	87.83
=== VENDOR TOTALS ===			1,214.79			

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=====						
01-4741	J APPLESEED					
I-165803		J APPLESEED	239.50			
10/10/2022	APBNK	DUE: 10/10/2022 DISC: 10/10/2022		1099: N		
		BOOKS		211 45500-469	GRANTS, CONTRIB & DONA	239.50
=== VENDOR TOTALS ===			239.50			
=====						
01-4743	JOEL D DHEIN					
I-202210174793		10/3-12/22 MILEAGE PHONE	366.24			
10/12/2022	APBNK	DUE: 10/12/2022 DISC: 10/12/2022		1099: N		
		10/3-12/22 MILEAGE PHONE		101 41400-135	Other Employee Benefits	366.24
=== VENDOR TOTALS ===			366.24			
=====						
01-0399	JOHNSON BROS LIQUOR CO					
I-2157145		PURCHASE LIQUOR	4,434.44			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		PURCHASE LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,092.49
		PURCHASE WINE		609 49750-263	PURCHASES - WINE	1,169.68
		PURCHASE MIX		609 49750-264	PURCHASES - MIX	37.00
		FREIGHT		609 49750-333	FREIGHT	135.27
I-2161857		JOHNSON BROS LIQUOR CO	6,110.30			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		JOHNSON BROS LIQUOR CO		609 49750-261	PURCHASES - LIQUOR	4,132.00
		JOHNSON BROS LIQUOR CO		609 49750-263	PURCHASES - WINE	1,836.27
		JOHNSON BROS LIQUOR CO		609 49750-333	FREIGHT	142.03
=== VENDOR TOTALS ===			10,544.74			
=====						
01-1187	KINECT ENERGY GROUP-ACH					
I-350824		SEPT 22 USAGE17,815DTHS	146,652.69			
10/21/2022	APBNK	DRAFT 0/00/0000		1099: N		
		SEPT 22 USAGE17,815DTHS		605 49600-251	PURCHASE GAS FOR RESALE	146,652.69
=== VENDOR TOTALS ===			146,652.69			
=====						
01-0402	LAKE CO. AUDITOR'S					
I-202210204797		4TH QTR LEC UTILITIES	2,750.00			
7/12/2022	APBNK	DUE: 8/11/2022 DISC: 8/11/2022		1099: N		
		4TH QTR LEC UTILITIES		101 42100-380	UTILITIES	2,750.00
=== VENDOR TOTALS ===			2,750.00			

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=====						
01-0689	LAKE CO.	HUMANE SOCIETY				
I-202210184794		4TH QTR STIPEND 2022	2,000.00			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		4TH QTR STIPEND 2022		101 42700-310	HUMANE SOCIETY	2,000.00
=== VENDOR TOTALS ===			2,000.00			
=====						
01-3966	LAKE COUNTY D.A.C.	INC.				
I-COM BLDG REFUND		2019 COM BLDG REFUND	50.00			
10/13/2022	APBNK	DUE: 10/13/2022 DISC: 10/13/2022		1099: N		
		2019 COM BLDG REFUND		101 36220	RENTS	50.00
=== VENDOR TOTALS ===			50.00			
=====						
01-3068	JAY LIBAL					
I-202210134782		ADULT REC REFUND	30.00			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		ADULT REC REFUND		850 38080	SALES - OPEN GYM	30.00
=== VENDOR TOTALS ===			30.00			
=====						
01-3028	MADDEN GALANTER HANSEN					
I-202210144792		LMC-PERSONNEL	140.00			
10/12/2022	APBNK	DUE: 11/11/2022 DISC: 11/11/2022		1099: N		
		LMC-PERSONNEL		101 49100-300	PROFESSIONAL SERVICES	140.00
=== VENDOR TOTALS ===			140.00			
=====						
01-0804	MADISON NATIONAL LIFE INS CO.					
I-1525263		OCT 22 PREMIUMS	1,406.32			
10/21/2022	APBNK	DUE: 11/20/2022 DISC: 11/20/2022		1099: N		
		OCT 22 PREMIUMS		101 41110-133	LIFE INSURANCE	43.08
		OCT 22 PREMIUMS		101 41400-133	LIFE INSURANCE	22.96
		OCT 22 PREMIUMS		101 42100-133	LIFE INSURANCE	80.36
		OCT 22 PREMIUMS		101 43100-133	LIFE INSURANCE	126.28
		OCT 22 PREMIUMS		101 49001-133	LIFE INSURANCE	11.48
		OCT 22 PREMIUMS		211 45500-133	LIFE INSURANCE	11.48
		OCT 22 PREMIUMS		601 49440-133	LIFE INSURANCE	68.88
		OCT 22 PREMIUMS		602 49490-133	LIFE INSURANCE	57.40
		OCT 22 PREMIUMS		604 49590-133	LIFE INSURANCE	57.40
		OCT 22 PREMIUMS		605 49620-133	LIFE INSURANCE	57.40
		OCT 22 PREMIUMS		609 49750-133	LIFE INSURANCE	34.44
		OCT 22 PREMIUMS		101 41400-133	LIFE INSURANCE	32.49
		OCT 22 PREMIUMS		101 42100-133	LIFE INSURANCE	145.27
		OCT 22 PREMIUMS		101 43100-133	LIFE INSURANCE	167.89
		OCT 22 PREMIUMS		101 49001-133	LIFE INSURANCE	15.23
		OCT 22 PREMIUMS		211 45500-133	LIFE INSURANCE	17.80

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0804		MADISON NATIONAL LIFE INS CO. (** CONTINUED **)				
		OCT 22 PREMIUMS		601 49440-133	LIFE INSURANCE	118.63
		OCT 22 PREMIUMS		602 49490-133	LIFE INSURANCE	77.60
		OCT 22 PREMIUMS		604 49590-133	LIFE INSURANCE	101.64
		OCT 22 PREMIUMS		605 49620-133	LIFE INSURANCE	103.25
		OCT 22 PREMIUMS		609 49750-133	LIFE INSURANCE	55.36
		=== VENDOR TOTALS ===	1,406.32			
=====						
01-1005		MEDICA				
I-NOV2022		NOV 2022 COBRA	9,450.02			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		JOHNSON NOV 2022 COBRA		601 49440-161	RETIREE HEALTH INSURANCE	836.96
		L FABINI NOV 2022 COBRA		101 43100-161	RETIREE HEALTH INSURANCE	951.09
		A FABINI NOV 2022 COBRA		101 49001-161	RETIREE HEALTH INSURANCE	951.09
		LUOMA NOV 2022 COBRA		101 43100-161	RETIREE HEALTH INSURANCE	951.09
		TURNQUIST NOV 2022 COBRA		601 49440-161	RETIREE HEALTH INSURANCE	2,404.35
		ANDERSON NOV 2022 COBRA		604 49590-161	RETIREE HEALTH INSURANCE	2,404.35
		STERBENZ NOV 2022 COBRA		101 41400-161	RETIREE HEALTH INSURANCE	951.09
		=== VENDOR TOTALS ===	9,450.02			
=====						
01-0765		MENARDS-WEST DULUTH				
I-65205		MENARDS-WEST DULUTH	76.22			
10/12/2022	APBNK	DUE: 11/11/2022 DISC: 11/11/2022		1099: N		
		BATTERIES		101 42200-210	OPERATING SUPPLIES	76.22
		=== VENDOR TOTALS ===	76.22			
=====						
01-3855		METRO SALES INC.				
I-2136657		RICOH IM C6000 COPIER	566.30			
7/06/2022	APBNK	DUE: 8/05/2022 DISC: 8/05/2022		1099: N		
		RICOH IM C6000 COPIER		101 41400-404	EQUIP. MAINTENANCE CONTR	78.63
		RICOH IM C6000 COPIER		601 49440-404	EQUIP. MAINTENANCE CONTR	4.35
		RICOH IM C6000 COPIER		602 49490-404	EQUIP. MAINTENANCE CONTR	106.45
		RICOH IM C6000 COPIER		604 49590-404	EQUIP. MAINTENANCE CONTR	279.43
		RICOH IM C6000 COPIER		605 49620-404	EQUIP. MAINTENANCE CONTR	91.43
		RICOH IM C6000 COPIER		651 49520-404	EQUIP. MAINTENANCE CONTR	6.01
I-INV2136809		RICOH IM C300 COLOR COPIER	96.60			
10/03/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022		1099: N		
		RICOH IM C300 COLOR COPIER		101 42100-404	EQUIP. MAINTENANCE CONTR	96.60
		=== VENDOR TOTALS ===	662.90			

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=====						
01-0697	MICHAUD DIST. CORP.					
I-0335804		MICHAUD DIST. CORP.	8.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		MICHAUD DIST. CORP.		660 45183-210	OPERATING SUPPLIES	8.00
I-0335805		MICHAUD DIST. CORP.	18.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		MICHAUD DIST. CORP.		101 43100-210	OPERATING SUPPLIES	6.00
		MICHAUD DIST. CORP.		604 49570-210	OPERATING SUPPLIES	6.00
		MICHAUD DIST. CORP.		605 49610-210	OPERATING SUPPLIES	6.00
I-371286		PURCHASES BEER	2,104.35			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		PURCHASES BEER		609 49750-262	PURCHASES - BEER	2,047.55
		MIX		609 49750-264	PURCHASES - MIX	56.80
		=== VENDOR TOTALS ===	2,130.35			
=====						
01-2269	MIDWEST TAPE					
I-502778038		DVDS	65.72			
10/06/2022	APBNK	DUE: 11/05/2022 DISC: 11/05/2022		1099: N		
		DVDS		211 45500-434	AUDIO AND VIDEO TAPES	65.72
		=== VENDOR TOTALS ===	65.72			
=====						
01-4179	MINNESOTA PUMP WORKS					
I-19251		REPAIR WORN BRACKET	1,403.25			
10/06/2022	APBNK	DUE: 11/05/2022 DISC: 11/05/2022		1099: N		
		REPAIR WORN BRACKET		602 49470-221	MAINT. AND REPAIR SUPPLI	1,403.25
		=== VENDOR TOTALS ===	1,403.25			
=====						
01-0416	MN MUNICIPAL UTILITIES ASSN					
I-60127		PRINCE TRANSFORMER SCHOOL	1,160.00			
10/05/2022	APBNK	DUE: 11/04/2022 DISC: 11/04/2022		1099: N		
		PRINCE TRANSFORMER SCHOOL		604 49570-331	TRAVEL & TRAINING	580.00
		SANDRETSKY TRANSFORMER SCHOOL		604 49570-331	TRAVEL & TRAINING	580.00
		=== VENDOR TOTALS ===	1,160.00			

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=====						
01-2461		NORTH SHORE ANALYTICAL, INC.				
I-14086		MERCURY LEVEL	1,180.00			
9/20/2022	APBNK	DUE: 10/20/2022 DISC: 10/20/2022		1099: N		
		MERCURY LEVEL		602 49480-498	SLUDGE ANALYSIS & DISPOS	1,180.00
=== VENDOR TOTALS ===			1,180.00			
=====						
01-1464		NORTHERN ENGINE & SUPPLY, INC.				
I-145634		MOTOR REVERSING RELAY	107.01			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		MOTOR REVERSING RELAY		101 43126-221	MAINT. AND REPAIR SUPPLI	107.01
=== VENDOR TOTALS ===			107.01			
=====						
01-3015		NORTHLAND CONSTRUCTORS OF DULU				
I-20875		HOT MIX 12.02 TONS	931.55			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		HOT MIX 12.02 TONS		101 43100-224	STREET MATERIALS	931.55
I-20912		NORTHLAND CONSTRUCTORS OF DUL	2,327.23			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		NORTHLAND CONSTRUCTORS OF DULU		101 43100-224	STREET MATERIALS	2,327.23
=== VENDOR TOTALS ===			3,258.78			
=====						
01-3514		PAUSTIS & SONS				
I-181045		PAUSTIS & SONS	1,229.50			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		PAUSTIS & SONS		609 49750-263	PURCHASES - WINE	1,197.00
		PAUSTIS & SONS		609 49750-333	FREIGHT	32.50
=== VENDOR TOTALS ===			1,229.50			
=====						
01-2113		PER MAR				
I-2868132		CITY HALL MONITORING 10/1-31/	153.18			
9/08/2022	APBNK	DUE: 9/28/2022 DISC: 9/28/2022		1099: N		
		CITY HALL MONITORING 10/1-31/2		101 41940-404	EQUIP. MAINTENANCE CONTR	153.18
I-2869260		SECURITY 10/1-31/2022	74.16			
9/08/2022	APBNK	DUE: 9/28/2022 DISC: 9/28/2022		1099: N		
		SECURITY 10/1-31/2022		101 49001-404	EQUIP. MAINTENANCE CONTR	74.16
I-2891073		CITY HALL MOPNITORING 11/1-11	153.18			
10/08/2022	APBNK	DUE: 10/28/2022 DISC: 10/28/2022		1099: N		
		CITY HALL MOPNITORING 11/1-11/		101 41940-404	EQUIP. MAINTENANCE CONTR	153.18
=== VENDOR TOTALS ===			380.52			

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=====						
01-1945	PHIL'S GARAGE	DOOR SERVICE				
I-53354		DOOR WON'T CLOSE LABOR/CABLE	621.50			
10/10/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		DOOR WON'T CLOSE LABOR/CABLE		241 45125-223	BUILDINGS MAINT. SUPPLIE	621.50
		=== VENDOR TOTALS ===	621.50			
=====						
01-0432	PHILLIPS WINE & SPIRITS	ST.				
I-6477952		PURCHASE LIQUOR	4,900.21			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		PURCHASE LIQUOR		609 49750-261	PURCHASES - LIQUOR	4,269.00
		PURCHASE WIN3		609 49750-263	PURCHASES - WINE	429.25
		PURCHASE MIX		609 49750-264	PURCHASES - MIX	115.20
		FREIGHT		609 49750-333	FREIGHT	86.76
I-6481886		PHILLIPS WINE & SPIRITS ST.	4,017.35			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		PHILLIPS WINE & SPIRITS ST.		609 49750-261	PURCHASES - LIQUOR	2,486.25
		PHILLIPS WINE & SPIRITS ST.		609 49750-263	PURCHASES - WINE	1,426.45
		PHILLIPS WINE & SPIRITS ST.		609 49750-333	FREIGHT	104.65
		=== VENDOR TOTALS ===	8,917.56			
=====						
01-0932	PORTABLE JOHN					
I-18667		TOILET RENTAL 5/19/22	206.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		TOILET RENTAL 5/19/22		241 45125-210	OPERATING SUPPLIES	206.00
		=== VENDOR TOTALS ===	206.00			
=====						
01-1915	RANGE PAPER					
I-39859		RANGE PAPER	216.77			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		RANGE PAPER		609 49750-210	OPERATING SUPPLIES	216.77
		=== VENDOR TOTALS ===	216.77			
=====						
01-0518	RESERVE ACCOUNT					
I-202210144790		TH QT 2022 RESERVE	4,000.00			
10/14/2022	APBNK	DRAFT 10/14/2022		1099: N		
		TH QT 2022 RESERVE		101 41400-202	POSTAGE	545.52
		TH QT 2022 RESERVE		601 49440-202	POSTAGE	42.82
		TH QT 2022 RESERVE		602 49490-202	POSTAGE	823.29
		TH QT 2022 RESERVE		604 49590-202	POSTAGE	1,902.00
		TH QT 2022 RESERVE		605 49620-202	POSTAGE	591.99
		TH QT 2022 RESERVE		651 49520-202	POSTAGE	94.38
		=== VENDOR TOTALS ===	4,000.00			

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=====						
01-3016	RMB	ENVIRONMENTAL LABORATORIES				
I-H0008229		RMB ENVIRONMENTAL LABORATORIE	108.90			
10/16/2022	APBNK	DUE: 11/15/2022 DISC: 11/15/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	108.90
I-H007936		RMB ENVIRONMENTAL LABORATORIE	103.46			
9/27/2022	APBNK	DUE: 10/27/2022 DISC: 10/27/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	103.46
I-H008075		RMB ENVIRONMENTAL LABORATORIE	43.56			
10/07/2022	APBNK	DUE: 11/06/2022 DISC: 11/06/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	43.56
I-H008076		RMB ENVIRONMENTAL LABORATORIE	103.46			
10/07/2022	APBNK	DUE: 11/06/2022 DISC: 11/06/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	103.46
I-H008113		RMB ENVIRONMENTAL LABORATORIE	154.64			
10/07/2022	APBNK	DUE: 11/06/2022 DISC: 11/06/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	154.64
I-H008115		RMB ENVIRONMENTAL LABORATORIE	87.12			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	87.12
I-H008171		CBOD FC-MPN TN-TIMB TSS-USGS	242.85			
10/16/2022	APBNK	DUE: 11/15/2022 DISC: 11/15/2022		1099: N		
		CBOD FC-MPN TN-TIMB TSS-USGS		602 49480-498	SLUDGE ANALYSIS & DISPOS	242.85
I-H008223		RMB ENVIRONMENTAL LABORATORIE	154.64			
10/16/2022	APBNK	DUE: 11/15/2022 DISC: 11/15/2022		1099: N		
		RMB ENVIRONMENTAL LABORATORIES		602 49480-498	SLUDGE ANALYSIS & DISPOS	154.64
I-H008230		RMB ENVIRONMENTAL LABORATORIE	70.79			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		DATA MGMT, MDH TC 9223B		602 49480-498	SLUDGE ANALYSIS & DISPOS	70.79
I-H008273		CBOD TP 265.3	125.24			
10/18/2022	APBNK	DUE: 11/17/2022 DISC: 11/17/2022		1099: N		
		CBOD TP 265.3		602 49480-498	SLUDGE ANALYSIS & DISPOS	125.24
I-H008309		CASTLE DANGER CBD	65.34			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		CASTLE DANGER CBD		602 49480-498	SLUDGE ANALYSIS & DISPOS	65.34
I-H008310		CBOD WKLY	176.42			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		CBOD WKLY		602 49480-498	SLUDGE ANALYSIS & DISPOS	176.42
=== VENDOR TOTALS ===			1,436.42			

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SEQUENCE : ALPHABETIC

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0703		ROOTSTOCK WINE COMPANY				
I-R22-59956		ROOTSTOCK WINE COMPANY	275.04			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		ROOTSTOCK WINE COMPANY		609 49750-263	PURCHASES - WINE	260.04
		ROOTSTOCK WINE COMPANY		609 49750-333	FREIGHT	15.00
		=== VENDOR TOTALS ===	275.04			
=====						
01-3988		SANCO SUPPLY INC.				
I-27713		LINERS/TOWELS/SOAP	178.29			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		LINERS/TOWELS/SOAP		101 41940-223	BUILDINGS MAINT. SUPPLIE	178.29
I-27714		TOWELS, LINERS, URINAL SCREEN	81.47			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		TOWELS, LINERS, URINAL SCREENS		211 45500-223	BUILDINGS MAINT. SUPPLIE	81.47
		=== VENDOR TOTALS ===	259.76			
=====						
01-0606		SANDSTROM'S				
I-430839		SANDSTROM'S	1,836.15			
10/18/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		SANDSTROM'S		609 49750-269	PURCHASES - MERCHANDISE	1,826.20
		SANDSTROM'S		609 49750-333	FREIGHT	9.95
		=== VENDOR TOTALS ===	1,836.15			
=====						
01-0987		SHEL/DON GROUP INC				
I-36045		SITE CARDS	491.27			
10/07/2022	APBNK	DUE: 11/06/2022 DISC: 11/06/2022		1099: N		
		SITE CARDS		660 45183-210	OPERATING SUPPLIES	491.27
		=== VENDOR TOTALS ===	491.27			
=====						
01-0890		SMALL LOT WINES				
I-MN57452		SMALL LOT WINES	701.28			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		SMALL LOT WINES		609 49750-261	PURCHASES - LIQUOR	692.28
		SMALL LOT WINES		609 49750-333	FREIGHT	9.00
		=== VENDOR TOTALS ===	701.28			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-4463		SOUTHERN GLAZER'S WINE & SPIRI				
=====						
I-2268846		PURCHASE LIQUOR	4,269.89			
10/11/2022	APBNK	DUE: 11/10/2022 DISC: 11/10/2022		1099: N		
		PURCHASE LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,383.51
		PURCHASE WINE		609 49750-263	PURCHASES - WINE	779.92
		MIX		609 49750-264	PURCHASES - MIX	26.00
		FREIGHT		609 49750-333	FREIGHT	80.46
=====						
I-2271882		SOUTHERN GLAZER'S WINE & SPIR	5,079.76			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-261	PURCHASES - LIQUOR	4,446.94
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-263	PURCHASES - WINE	524.00
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-333	FREIGHT	108.82
=== VENDOR TOTALS ===			9,349.65			
=====						
01-0914		STAPLES				
=====						
I-3519473237		SUPERTAB FILE FOLDER	20.44			
10/01/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022		1099: N		
		SUPERTAB FILE FOLDER		101 41400-201	OFFICE SUPPLIES AND EXPE	2.79
		SUPERTAB FILE FOLDER		601 49440-201	OFFICE SUPPLIES AND EXPE	0.22
		SUPERTAB FILE FOLDER		602 49490-201	OFFICE SUPPLIES AND EXPE	4.21
		SUPERTAB FILE FOLDER		604 49590-201	OFFICE SUPPLIES AND EXPE	9.72
		SUPERTAB FILE FOLDER		605 49620-201	OFFICE SUPPLIES AND EXPE	3.03
		SUPERTAB FILE FOLDER		651 49520-201	OFFICE SUPPLIES AND EXPE	0.47
=====						
I-3520106805		TONER RICOH	40.99			
10/08/2022	APBNK	DUE: 11/07/2022 DISC: 11/07/2022		1099: N		
		TONER RICOH		101 41400-201	OFFICE SUPPLIES AND EXPE	5.59
		TONER RICOH		601 49440-201	OFFICE SUPPLIES AND EXPE	0.44
		TONER RICOH		602 49490-201	OFFICE SUPPLIES AND EXPE	8.44
		TONER RICOH		604 49590-201	OFFICE SUPPLIES AND EXPE	19.49
		TONER RICOH		605 49620-201	OFFICE SUPPLIES AND EXPE	6.07
		TONER RICOH		651 49520-201	OFFICE SUPPLIES AND EXPE	0.96
=====						
I-3520106806		AVERY DIVIDERS	80.64			
10/08/2022	APBNK	DUE: 11/07/2022 DISC: 11/07/2022		1099: N		
		AVERY DIVIDERS		101 41400-201	OFFICE SUPPLIES AND EXPE	11.00
		AVERY DIVIDERS		601 49440-201	OFFICE SUPPLIES AND EXPE	0.86
		AVERY DIVIDERS		602 49490-201	OFFICE SUPPLIES AND EXPE	16.60
		AVERY DIVIDERS		604 49590-201	OFFICE SUPPLIES AND EXPE	38.34
		AVERY DIVIDERS		605 49620-201	OFFICE SUPPLIES AND EXPE	11.93
		AVERY DIVIDERS		651 49520-201	OFFICE SUPPLIES AND EXPE	1.91
=====						
I-3520106807		AIR PURIFIER	2,021.10			
10/08/2022	APBNK	DUE: 11/07/2022 DISC: 11/07/2022		1099: N		
		AIR PURIFIER		101 41400-201	OFFICE SUPPLIES AND EXPE	275.64
		AIR PURIFIER		601 49440-201	OFFICE SUPPLIES AND EXPE	21.63
		AIR PURIFIER		602 49490-201	OFFICE SUPPLIES AND EXPE	415.99
		AIR PURIFIER		604 49590-201	OFFICE SUPPLIES AND EXPE	961.03

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0914	STAPLES	(** CONTINUED **)				
		AIR PURIFIER		605 49620-201	OFFICE SUPPLIES AND EXPE	299.12
		AIR PURIFIER		651 49520-201	OFFICE SUPPLIES AND EXPE	47.69
		=== VENDOR TOTALS ===	2,163.17			
=====						
01-0925	STREICHER'S					
I-I1595414		BALLISTIC VEST CARRIERS	1,107.93			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		BALLISTIC VEST CARRIERS		101 42100-580	CAP OUTLAY - OTHER EQUIP	1,107.93
		=== VENDOR TOTALS ===	1,107.93			
=====						
01-0637	SUPERIOR BEVERAGE					
I-20028266		SUPERIOR BEVERAGE	6,557.15			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	6,516.15
		SUPERIOR BEVERAGE		609 49750-264	PURCHASES - MIX	37.00
		SUPERIOR BEVERAGE		609 49750-333	FREIGHT	4.00
I-20028749		SUPERIOR BEVERAGE	1,985.43			
10/21/2022	APBNK	DUE: 11/20/2022 DISC: 11/20/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	1,944.43
		MIX		609 49750-264	PURCHASES - MIX	37.00
		MIX		609 49750-269	PURCHASES - MERCHANDISE	4.00
		=== VENDOR TOTALS ===	8,542.58			
=====						
01-0779	TACTICAL & TECHNICAL ASSESMEN					
I-1198		POST DEFENSIVE TACTIC TRAININ	1,460.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		POST DEFENSIVE TACTIC TRAINING		101 42100-332	TRAINING AND EQUIP. FOR	1,460.00
		=== VENDOR TOTALS ===	1,460.00			
=====						
01-3848	TALLY HO AVIATION CONSULTANTS,					
I-202210184795		OCT 2022 CONTRACT 2ND HALF	2,500.00			
10/18/2022	APBNK	DUE: 10/18/2022 DISC: 10/18/2022		1099: Y		
		OCT 2022 CONTRACT 2ND HALF		231 49810-303	CONTRACTUAL SERVICES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

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VENDOR SET: 01 CITY OF TWO HARBORS

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-3074		THE RETROFIT COMPANIES, INC				
I-0117989		RECYCLE FLOURESCENT BULBS	802.53			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		RECYCLE FLOURESCENT BULBS		101 41400-201	OFFICE SUPPLIES AND EXPE	104.79
		RECYCLE FLOURESCENT BULBS		601 49440-201	OFFICE SUPPLIES AND EXPE	5.80
		RECYCLE FLOURESCENT BULBS		602 49490-201	OFFICE SUPPLIES AND EXPE	141.85
		RECYCLE FLOURESCENT BULBS		604 49590-201	OFFICE SUPPLIES AND EXPE	372.37
		RECYCLE FLOURESCENT BULBS		605 49620-201	OFFICE SUPPLIES AND EXPE	121.85
		RECYCLE FLOURESCENT BULBS		609 49750-201	OFFICE SUPPLIES AND EXPE	39.85
		RECYCLE FLOURESCENT BULBS		651 49520-201	OFFICE SUPPLIES AND EXPE	8.00
		RECYCLE FLOURESCENT BULBS		660 45183-201	OFFICE SUPPLIES & EXPENS	8.02
		=== VENDOR TOTALS ===	802.53			
=====						
01-2322		TWIN PORTS PAPER & SUPPLY INC				
I-535996		BROWN ROLL TOWEL/CAN LINERS	97.48			
10/13/2022	APBNK	DUE: 10/28/2022 DISC: 10/28/2022		1099: N		
		BROWN ROLL TOWEL/CAN LINERS		604 49570-210	OPERATING SUPPLIES	48.74
		BROWN ROLL TOWEL/CAN LINERS		605 49610-210	OPERATING SUPPLIES	48.74
I-535997		BROWN ROLL TOWEL	27.97			
10/19/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		BROWN ROLL TOWEL		101 43100-223	BUILDING MAINT. SUPPLIES	27.97
		=== VENDOR TOTALS ===	125.45			
=====						
01-0458		TWO HARBORS MACHINE SHOP				
I-0161118-IN		TWO HARBORS MACHINE SHOP	116.53			
10/10/2022	APBNK	DUE: 11/09/2022 DISC: 11/09/2022		1099: N		
		FTNG AEROQUIP 12 FRO 12 LONG		101 43126-221	MAINT. AND REPAIR SUPPLI	116.53
		=== VENDOR TOTALS ===	116.53			
=====						
01-0459		TWO HARBORS PETTY CASH				
I-202210134789		MEAL REIMB	288.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		MEAL REIMB		101 42100-331	TRAVEL & TRAINING	288.00
I-202210204798		PLATES FOR UNMARKED CAR	61.50			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		PLATES FOR UNMARKED CAR		101 42100-210	OPERATING SUPPLIES	61.50
		=== VENDOR TOTALS ===	349.50			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-2956	TYLER TECHNOLOGIES, INC.					
=====						
I-025-396621		EASY PAY ONLINE COMPONENT	410.00			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		EASY PAY ONLINE COMPONENT		601 49440-433	DUES AND SUBSCRIPTIONS	3.41
		EASY PAY ONLINE COMPONENT		602 49490-433	DUES AND SUBSCRIPTIONS	83.35
		EASY PAY ONLINE COMPONENT		604 49590-433	DUES AND SUBSCRIPTIONS	218.81
		EASY PAY ONLINE COMPONENT		605 49620-433	DUES AND SUBSCRIPTIONS	71.60
		EASY PAY ONLINE COMPONENT		609 49750-433	DUES AND SUBSCRIPTIONS	23.42
		EASY PAY ONLINE COMPONENT		651 49520-433	DUES AND SUBSCRIPTIONS	4.70
		EASY PAY ONLINE COMPONENT		660 45183-433	DUES & SUBSCRIPTIONS	4.71
=== VENDOR TOTALS ===			410.00			
=====						
01-0484	UHL COMPANY					
=====						
I-69805		BI ANNUAL CONTRACT HVAC	2,338.50			
10/04/2022	APBNK	DUE: 10/04/2022 DISC: 10/04/2022		1099: N		
		BI ANNUAL CONTRACT HVAC		211 45500-404	EQUIP. MAINT. CONTRACTS	2,338.50
=== VENDOR TOTALS ===			2,338.50			
=====						
01-3802	UNIQUE PAVING MATERIALS CORPOR					
=====						
I-69489		COLD MIX BULK 133.50 TN	1,335.00			
10/04/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		COLD MIX BULK 133.50 TN		101 43100-224	STREET MATERIALS	1,335.00
=== VENDOR TOTALS ===			1,335.00			
=====						
01-0788	URSA MINOR BREWING LLC					
=====						
I-E-2975		URSA MINOR BREWING LLC	359.58			
10/12/2022	APBNK	DUE: 11/11/2022 DISC: 11/11/2022		1099: N		
		URSA MINOR BREWING LLC		609 49750-262	PURCHASES - BEER	359.58
=== VENDOR TOTALS ===			359.58			
=====						
01-0464	VIKING INDUSTRIAL CENTER					
=====						
I-3252329		12/3 X 25' BLUE EXTRM EXT COR	192.25			
10/19/2022	APBNK	DUE: 11/18/2022 DISC: 11/18/2022		1099: N		
		12/3 X 25' BLUE EXTRM EXT CORD		601 49430-210	OPERATING SUPPLIES	192.25
=====						
I-3252330		IBUPROPHEN 2 BXS	28.80			
1/10/1922	APBNK	DUE: 2/09/1922 DISC: 2/09/1922		1099: N		
		IBUPROPHEN 2 BXS		101 41940-223	BUILDINGS MAINT. SUPPLIE	28.80
		** INVALID POSTING CENTURY **				
		** INVALID POSTING CENTURY **				
		** INVALID POSTING CENTURY **				
=== VENDOR TOTALS ===			221.05			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-3335	VINOCOPIA, INC.					
I-314927-IN		VINOCOPIA, INC.	192.00			
10/17/2022	APBNK	DUE: 11/16/2022 DISC: 11/16/2022		1099: N		
		VINOCOPIA, INC.		609 49750-263	PURCHASES - WINE	192.00
I-315198-IN		WINE	128.00			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		WINE		609 49750-263	PURCHASES - WINE	128.00
=== VENDOR TOTALS ===			320.00			
=====						
01-4254	VISA					
I-202210134786		DREAMHOST MEMBERSHIP	15.00			
9/30/2022	APBNK	DUE: 9/30/2022 DISC: 9/30/2022		1099: N		
		DREAMHOST MEMBERSHIP		211 45500-210	OPERATING SUPPLIES	15.00
=== VENDOR TOTALS ===			15.00			
=====						
01-4254	VISA					
I-SEPT		RIGID ONLINE INC.	26.50			
9/30/2022	APBNK	DUE: 9/30/2022 DISC: 9/30/2022		1099: N		
		RIGID ONLINE INC		601 49420-221	MAINT. AND REPAIR SUPPLI	26.50
=== VENDOR TOTALS ===			26.50			
=====						
01-4254	VISA					
I-SEPT2022FIRE		GALLS NAMEPLATE	254.55			
9/30/2022	APBNK	DUE: 9/30/2022 DISC: 9/30/2022		1099: N		
		GALLS NAMEPLATE		101 42200-210	OPERATING SUPPLIES	254.55
=== VENDOR TOTALS ===			254.55			
=====						
01-0572	WESCO RECEIVABLES CORP.					
I-120619		WESCO RECEIVABLES CORP.	521.50			
9/30/2022	APBNK	DUE: 10/30/2022 DISC: 10/30/2022		1099: N		
		WESCO RECEIVABLES CORP.		604 49570-221	MAINT. AND REPAIR SUPPLI	521.50
=== VENDOR TOTALS ===			521.50			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-2767	WINE MERCHANTS					
I-7399502		FREIGHT	2.55			
10/13/2022	APBNK	DUE: 11/12/2022 DISC: 11/12/2022		1099: N		
		FREIGHT		609 49750-333	FREIGHT	2.55
I-7400415		WINE MERCHANTS	703.50			
10/20/2022	APBNK	DUE: 11/19/2022 DISC: 11/19/2022		1099: N		
		WINE MERCHANTS		609 49750-263	PURCHASES - WINE	684.30
		WINE MERCHANTS		609 49750-333	FREIGHT	19.20
		=== VENDOR TOTALS ===	706.05			
=====						
01-0666	WINEBOW					
I-MN00120413		WINEBOW	757.15			
10/14/2022	APBNK	DUE: 11/13/2022 DISC: 11/13/2022		1099: N		
		WINEBOW		609 49750-261	PURCHASES - LIQUOR	136.48
		WINEBOW		609 49750-264	PURCHASES - MIX	604.92
		WINEBOW		609 49750-333	FREIGHT	15.75
		=== VENDOR TOTALS ===	757.15			
=====						
01-4734	WSB					
I-R-019334-000-7		AUG 1-31, 2022 PROF SRVCS	3,220.00			
10/05/2022	APBNK	DUE: 10/05/2022 DISC: 10/05/2022		1099: N		
		AUG 1-31, 2022 PROF SRVCS		602 49480-530	CAPITAL OUTLAY - IMPROVE	3,220.00
		=== VENDOR TOTALS ===	3,220.00			
=====						
01-0711	ZITO BUSINESS- COMMERCIAL SERV					
I-398244		ZITO BUSINESS- COMMERCIAL SERV	2,836.32			
10/01/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022		1099: N		
		ZITO BUSINESS- COMMERCIAL SERV		101 41400-321	TELEPHONE	102.02
		ZITO BUSINESS- COMMERCIAL SERV		601 49440-321	TELEPHONE	5.65
		ZITO BUSINESS- COMMERCIAL SERV		602 49490-321	TELEPHONE	138.11
		ZITO BUSINESS- COMMERCIAL SERV		604 49590-321	TELEPHONE	362.55
		ZITO BUSINESS- COMMERCIAL SERV		605 49620-321	TELEPHONE	118.63
		ZITO BUSINESS- COMMERCIAL SERV		609 49750-321	TELEPHONE	38.80
		ZITO BUSINESS- COMMERCIAL SERV		651 49520-321	TELEPHONE	7.79
		ZITO BUSINESS- COMMERCIAL SERV		660 45183-321	TELEPHONE	7.81
		ZITO BUSINESS- COMMERCIAL SERV		101 42100-321	TELEPHONE	239.98
		ZITO BUSINESS- COMMERCIAL SERV		101 42200-321	TELEPHONE	130.06
		ZITO BUSINESS- COMMERCIAL SERV		101 43100-321	TELEPHONE	127.83
		ZITO BUSINESS- COMMERCIAL SERV		101 45123-321	TELEPHONE	101.97
		ZITO BUSINESS- COMMERCIAL SERV		101 45185-321	TELEPHONE	96.07
		ZITO BUSINESS- COMMERCIAL SERV		101 49001-321	TELEPHONE	69.58
		ZITO BUSINESS- COMMERCIAL SERV		211 45500-321	TELEPHONE	213.55
		ZITO BUSINESS- COMMERCIAL SERV		231 49810-321	TELEPHONE	200.03
		ZITO BUSINESS- COMMERCIAL SERV		241 45125-321	TELEPHONE	158.03

10/21/2022 1:46 PM

A/P Regular Open Item Register

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PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-0711	ZITO BUSINESS-	COMMERCIAL SERV	(** CONTINUED **)		
	ZITO BUSINESS-	COMMERCIAL SERV	601 49440-321	TELEPHONE	77.08
	ZITO BUSINESS-	COMMERCIAL SERV	602 49470-321	TELEPHONE	169.95
	ZITO BUSINESS-	COMMERCIAL SERV	602 49490-321	TELEPHONE	153.07
	ZITO BUSINESS-	COMMERCIAL SERV	604 49590-321	TELEPHONE	93.84
	ZITO BUSINESS-	COMMERCIAL SERV	605 49620-321	TELEPHONE	127.83
	ZITO BUSINESS-	COMMERCIAL SERV	609 49750-321	TELEPHONE	96.09
=== VENDOR TOTALS ===		2,836.32			
=== PACKET TOTALS ===		464,539.16			

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	464,593.16
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	54.00CR

BATCH TOTALS	464,539.16
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2022	101-20200	ACCOUNTS PAYABLE	33,391.76-*				
		101-36220	*NON-EXPENSE	50.00	9,300-	350.00		
		101-41110-133	LIFE INSURANCE	43.08	650	125.86		
		101-41400-133	LIFE INSURANCE	55.45	1,150	501.12		
		101-41400-135	Other Employee Benefits	366.24	700	4,032.51- Y		
		101-41400-161	RETIREE HEALTH INSURANCE	951.09	0	951.09		
		101-41400-201	OFFICE SUPPLIES AND EXPE	399.81	17,050	13,728.47		
		101-41400-202	POSTAGE	545.52	2,500	514.31		
		101-41400-321	TELEPHONE	102.02	1,500	726.22		
		101-41400-404	EQUIP. MAINTENANCE CONTR	78.63	3,500	1,791.83		
		101-41610-303	CONTRACTUAL SERVICES	2,710.50	63,200	23,943.80- Y		
		101-41940-223	BUILDINGS MAINT. SUPPLIE	207.09	25,000	12,643.60		
		101-41940-404	EQUIP. MAINTENANCE CONTR	306.36	2,250	494.04		
		101-42100-132	DENTAL INSURANCE	346.29	10,000	3,408.70		
		101-42100-133	LIFE INSURANCE	225.63	3,650	506.73		
		101-42100-210	OPERATING SUPPLIES	61.50	20,700	4,836.27		
		101-42100-212	GASOLINE AND DIESEL FUEL	1,145.36	15,100	4,139.74- Y		
		101-42100-222	VEHICLES - SUPPLIES & MA	240.65	1,000	359.03		
		101-42100-321	TELEPHONE	239.98	4,800	1,788.02		
		101-42100-331	TRAVEL & TRAINING	288.00	10,000	7,288.56		
		101-42100-332	TRAINING AND EQUIP. FOR	1,460.00	2,000	540.00		
		101-42100-380	UTILITIES	2,750.00	12,950	1,950.00		
		101-42100-404	EQUIP. MAINTENANCE CONTR	96.60	900	145.14- Y		
		101-42100-433	DUES AND SUBSCRIPTIONS	600.00	16,000	10,753.68		
		101-42100-580	CAP OUTLAY - OTHER EQUIP	1,107.93	25,000	13,318.07		
		101-42200-210	OPERATING SUPPLIES	330.77	12,000	5,885.42- Y		
		101-42200-321	TELEPHONE	130.06	2,300	677.74- Y		
		101-42700-310	HUMANE SOCIETY	2,000.00	9,800	1,800.00		
		101-43100-132	DENTAL INSURANCE	840.53	11,000	791.27- Y		
		101-43100-133	LIFE INSURANCE	294.17	3,600	392.59		
		101-43100-161	RETIREE HEALTH INSURANCE	1,902.18	10,000	2,424.16		

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		101-43100-210	OPERATING SUPPLIES	1,338.22	55,000	21,181.20		
		101-43100-212	GASOLINE AND DIESEL FUEL	249.51	36,750	13,555.54-	Y	
		101-43100-223	BUILDING MAINT. SUPPLIES	27.97	6,500	5,998.96-	Y	
		101-43100-224	STREET MATERIALS	4,593.78	55,650	26,637.78		
		101-43100-321	TELEPHONE	127.83	1,600	24.03		
		101-43100-439	MISCELLANEOUS	36.68	300	736.68-	Y	
		101-43100-497	EXTRAORDINARY EXPENSES	900.00	0	5,689.70-	Y	
		101-43126-221	MAINT. AND REPAIR SUPPLI	223.54	53,200	7,682.42		
		101-45123-210	OPERATING SUPPLIES	1,842.53	10,000	2,800.79-	Y	
		101-45123-321	TELEPHONE	101.97	1,350	39.62-	Y	
		101-45185-321	TELEPHONE	96.07	1,250	316.34		
		101-49001-132	DENTAL INSURANCE	344.63	1,000	27.27		
		101-49001-133	LIFE INSURANCE	26.71	350	56.21		
		101-49001-161	RETIREE HEALTH INSURANCE	951.09	10,000	283.67		
		101-49001-321	TELEPHONE	69.58	900	482.52		
		101-49001-404	EQUIP. MAINTENANCE CONTR	74.16	4,400	3,813.80		
		101-49100-300	PROFESSIONAL SERVICES	2,107.50	68,000	3,088.51		
		101-49100-439	MISCELLANEOUS	404.55	5,950	718.56		
		211-20200	ACCOUNTS PAYABLE	4,936.91-*				
		211-45500-133	LIFE INSURANCE	29.28	900	524.25		
		211-45500-210	OPERATING SUPPLIES	157.54	4,500	1,965.52		
		211-45500-223	BUILDINGS MAINT. SUPPLIE	81.47	2,000	1,279.67		
		211-45500-321	TELEPHONE	213.55	2,650	361.82		
		211-45500-331	TRAVEL & TRAINING	150.00	600	141.25-	Y	
		211-45500-404	EQUIP. MAINT. CONTRACTS	2,338.50	10,000	2,718.29		
		211-45500-434	AUDIO AND VIDEO TAPES	65.72	5,000	2,428.23		
		211-45500-435	BOOKS AND PERIODICALS	1,074.84	20,000	5,016.66		
		211-45500-469	GRANTS, CONTRIB & DONA	826.01	0	5,246.80-	Y	
		231-20200	ACCOUNTS PAYABLE	2,923.32-*				
		231-49810-212	GASOLINE & DIESEL FUEL	117.40	2,050	946.12-	Y	
		231-49810-300	PROFESSIONAL SERVICES	105.89	1,000	894.11		
		231-49810-303	CONTRACTUAL SERVICES	2,500.00	65,000	15,000.00		
		231-49810-321	TELEPHONE	200.03	2,500	59.08		
		241-20200	ACCOUNTS PAYABLE	985.53-*				
		241-45125-210	OPERATING SUPPLIES	206.00	0	206.00-	Y	
		241-45125-223	BUILDINGS MAINT. SUPPLIE	621.50	15,000	12,745.45		
		241-45125-321	TELEPHONE	158.03	2,950	1,865.86		
		401-20200	ACCOUNTS PAYABLE	31,000.00-*				
		401-49100-530	IMPROVEMENTS	31,000.00	1,332,600	1126,182.63		
		402-20200	ACCOUNTS PAYABLE	61,516.55-*				
		402-49200-530	IMPROVEMENTS	61,516.55	1,000,600	5,753.27		
		601-20200	ACCOUNTS PAYABLE	12,239.14-*				
		601-49420-216	CHEMICALS	6,579.36	32,000	4,114.79-	Y	
		601-49420-221	MAINT. AND REPAIR SUPPLI	1,876.45	16,500	13,613.83		
		601-49430-210	OPERATING SUPPLIES	192.25	18,700	7,907.16		

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		601-49440-133	LIFE INSURANCE	187.51	2,300	97.29		
		601-49440-161	RETIREE HEALTH INSURANCE	3,241.31	0	14,160.03-	Y	
		601-49440-201	OFFICE SUPPLIES AND EXPE	28.95	3,350	3,016.11		
		601-49440-202	POSTAGE	42.82	700	535.56		
		601-49440-321	TELEPHONE	82.73	2,400	1,102.65		
		601-49440-404	EQUIP. MAINTENANCE CONTR	4.35	900	753.50		
		601-49440-433	DUES AND SUBSCRIPTIONS	3.41	13,050	4,506.41-	Y	
		602-20200	ACCOUNTS PAYABLE	59,625.30-*				
		602-49450-210	OPERATING SUPPLIES	6,813.30	6,950	975.74-	Y	
		602-49450-212	GASOLINE & DIESEL FUEL	78.21	3,550	477.35-	Y	
		602-49470-221	MAINT. AND REPAIR SUPPLI	2,522.25	10,000	2,971.31		
		602-49470-321	TELEPHONE	169.95	2,050	520.45		
		602-49480-210	OPERATING SUPPLIES	2,220.00	17,000	6,207.62		
		602-49480-221	MAINT. AND REPAIR SUPPLI	700.00	20,000	12,663.24		
		602-49480-498	SLUDGE ANALYSIS & DISPOS	2,616.42	35,000	12,109.04		
		602-49480-530	CAPITAL OUTLAY - IMPROVE	41,936.75	11,333,350	2908,454.88		
		602-49490-132	DENTAL INSURANCE	542.06	6,500	142.66-	Y	
		602-49490-133	LIFE INSURANCE	135.00	2,200	715.00		
		602-49490-201	OFFICE SUPPLIES AND EXPE	587.09	29,350	24,321.99		
		602-49490-202	POSTAGE	823.29	5,900	2,795.18		
		602-49490-321	TELEPHONE	291.18	5,350	2,242.00		
		602-49490-404	EQUIP. MAINTENANCE CONTR	106.45	5,450	2,423.46		
		602-49490-433	DUES AND SUBSCRIPTIONS	83.35	11,900	3,623.77-	Y	
		604-20200	ACCOUNTS PAYABLE	13,346.91-*				
		604-49570-210	OPERATING SUPPLIES	251.84	67,000	30,956.05		
		604-49570-212	GASOLINE & DIESEL FUEL	92.41	7,200	297.58		
		604-49570-221	MAINT. AND REPAIR SUPPLI	1,684.98	16,000	8,295.84-	Y	
		604-49570-222	VEHICLES - SUPPLIES & MA	1,879.92	9,900	6,349.12		
		604-49570-229	METERS AND TRANSFORMERS	382.79	45,000	5,088.92		
		604-49570-331	TRAVEL & TRAINING	1,160.00	7,950	9.02-	Y	
		604-49590-133	LIFE INSURANCE	159.04	2,250	242.16		
		604-49590-161	RETIREE HEALTH INSURANCE	2,404.35	0	5,990.29-	Y	
		604-49590-201	OFFICE SUPPLIES AND EXPE	1,400.95	60,150	48,089.32		
		604-49590-202	POSTAGE	1,902.00	13,850	6,677.10		
		604-49590-321	TELEPHONE	456.39	5,650	2,199.83		
		604-49590-404	EQUIP. MAINTENANCE CONTR	279.43	14,750	7,378.65		
		604-49590-433	DUES AND SUBSCRIPTIONS	255.47	17,600	15,515.61-	Y	
		604-49590-446	CONSERVATION IMPROVEMENT	1,037.34	67,100	35,109.82		
		605-20200	ACCOUNTS PAYABLE	149,213.23-*				
		605-49600-251	PURCHASE GAS FOR RESALE	146,652.69	2,023,350	31,062.75		
		605-49610-210	OPERATING SUPPLIES	681.52	29,700	9,259.16		
		605-49620-132	DENTAL INSURANCE	238.23	4,000	8,678.11-	Y	
		605-49620-133	LIFE INSURANCE	160.65	1,600	167.15-	Y	
		605-49620-201	OFFICE SUPPLIES AND EXPE	442.00	21,200	17,384.38		
		605-49620-202	POSTAGE	591.99	4,400	2,172.71		

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		605-49620-321	TELEPHONE	246.46	3,100	153.75		
		605-49620-404	EQUIP. MAINTENANCE CONTR	91.43	6,350	3,968.96		
		605-49620-433	DUES AND SUBSCRIPTIONS	108.26	22,650	6,931.70		
		609-20200	ACCOUNTS PAYABLE	93,820.96-*				
		609-49750-132	DENTAL INSURANCE	369.74	3,000	279.80		
		609-49750-133	LIFE INSURANCE	89.80	1,050	62.18		
		609-49750-201	OFFICE SUPPLIES AND EXPE	39.85	7,000	6,188.22		
		609-49750-210	OPERATING SUPPLIES	236.02	10,250	1,617.92		
		609-49750-261	PURCHASES - LIQUOR	47,261.13	664,100	12,845.68		
		609-49750-262	PURCHASES - BEER	26,364.05	1,077,950	197,340.28		
		609-49750-263	PURCHASES - WINE	12,299.21 -	277,950	45,632.66		
		609-49750-264	PURCHASES - MIX	1,692.08	24,350	5,365.24- Y		
		609-49750-269	PURCHASES - MERCHANDISE	1,830.20	34,300	916.58- Y		
		609-49750-321	TELEPHONE	134.89	1,850	783.87		
		609-49750-333	FREIGHT	930.57	23,500	3,559.27		
		609-49750-433	DUES AND SUBSCRIPTIONS	23.42	2,850	939.93- Y		
		609-49750-470	CONTRIBUTIONS	2,550.00	19,650	3,899.18- Y		
		651-20200	ACCOUNTS PAYABLE	171.91-*				
		651-49520-201	OFFICE SUPPLIES AND EXPE	59.03	2,950	2,458.85		
		651-49520-202	POSTAGE	94.38	350	11.55- Y		
		651-49520-321	TELEPHONE	7.79	500	235.13		
		651-49520-404	EQUIP. MAINTENANCE CONTR	6.01	400	111.07		
		651-49520-433	DUES AND SUBSCRIPTIONS	4.70	250	977.34- Y		
		660-20200	ACCOUNTS PAYABLE	519.81-*				
		660-45183-201	OFFICE SUPPLIES & EXPENS	8.02	2,650	2,599.84		
		660-45183-210	OPERATING SUPPLIES	499.27	19,300	7,980.64		
		660-45183-321	TELEPHONE	7.81	1,600	498.72- Y		
		660-45183-433	DUES & SUBSCRIPTIONS	4.71	2,750	2,374.32		
		850-20200	ACCOUNTS PAYABLE	847.83-*				
		850-38080	*NON-EXPENSE	30.00	0	240.00		
		850-45122-210	OPERATING SUPPLIES	817.83	0	12,876.99- Y		
		999-13101	DUE FROM GENERAL FUND	33,391.76 *				
		999-13211	DUE FROM LIBRARY FUND	4,936.91 *				
		999-13231	DUE FROM AIRPORT FUND	2,923.32 *				
		999-13241	DUE FROM GOLF FUND	985.53 *				
		999-13401	DUE FROM CAPITAL EQUIPME	31,000.00 *				
		999-13402	DUE FROM STREET IMPROVEM	61,516.55 *				
		999-13601	DUE FROM WATER FUND	12,239.14 *				
		999-13602	DUE FROM SEWER FUND	59,625.30 *				
		999-13604	DUE FROM ELECTRIC FUND	13,346.91 *				
		999-13605	DUE FROM GAS FUND	149,213.23 *				
		999-13609	DUE FROM LIQUOR FUND	93,820.96 *				
		999-13651	DUE FROM STORMWATER UTIL	171.91 *				
		999-13660	DUE FROM CAMPGROUND FUND	519.81 *				
		999-13850	DUE FROM RECREATION	847.83 *				
		** 2022 YEAR TOTALS		464,539.16				

PACKET: 02637 CHECK RUN OCT 25, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/1922	28.80
101	7/2022	3,233.18
101	8/2022	900.00
101	9/2022	4,331.13
101	10/2022	24,898.65
211	6/2022	13.98
211	9/2022	327.00
211	10/2022	4,595.93
231	10/2022	2,923.32
241	10/2022	985.53
401	9/2022	31,000.00
402	9/2022	56,706.55
402	10/2022	4,810.00
601	7/2022	4.35
601	9/2022	29.91
601	10/2022	12,204.88
602	7/2022	106.45
602	9/2022	42,303.56
602	10/2022	17,215.29
604	7/2022	279.43
604	9/2022	787.11
604	10/2022	12,280.37
605	7/2022	91.43
605	9/2022	118.40
605	10/2022	149,003.40
609	9/2022	23.42
609	10/2022	93,797.54
651	7/2022	6.01
651	9/2022	4.70
651	10/2022	161.20
660	9/2022	12.71
660	10/2022	507.10
850	10/2022	847.83

3 ERRORS

NO WARNINGS

** END OF REPORT **

ERROR LISTING

VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES

01-0464	VIKING INDUSTRIAL CENTER	23	INVALID POSTING CENTURY	
01-0464	VIKING INDUSTRIAL CENTER	23	INVALID POSTING CENTURY	
01-0464	VIKING INDUSTRIAL CENTER	23	INVALID POSTING CENTURY	
TOTAL ERRORS: 3 TOTAL WARNINGS: 0				

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RATLS range association
of municipalities
and schools



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ANNUAL DINNER

IRON TRAIL
EVENT CENTER
919 6TH ST S.
VIRGINIA, MN 55792

HONORING SENATOR
DAVID TOMASSONI AND
SENATOR **TOM BAKK**

KEYNOTE SPEAKER
**SENATOR
TOM BAKK**

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for general engineering for \$3,617.50*

ORIGINATING SOURCE/DEPARTMENT: *General Fund*

FUNDING SOURCE: *General Fund*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$3,617.50 from July 23, 2022 to September 2, 2022; this is for Assessment Policy review with staff and work on the reciprocal easement for the new Liquor Store location*

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

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

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$3,617.50 to Bolton & Menk

Agenda Item # CD 4 *Meeting Date:* 10/24/22



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

September 22, 2022
 Project No: 0U1.123538
 Invoice No: 0297902
 Client Account: TWOHARB_CI_MN

Two Harbors/General Professional Service

Professional Services from July 23, 2022 through September 2, 2022:

\$ 900.00 - Assessment Policy: Meet with Staff on August 8th; Prepare for Public Works Meeting August 11th

\$ 750.00 - Superior Shores: Coordination with Staff; Research; Prepare Memo

\$ 1,650.00 - Task 001 Total

Reduced Rate Services (001)**Professional Services**

	Hours	Amount	
Principal	20.00	1,500.00	
Project Manager	2.00	150.00	
Totals	22.00	1,650.00	
Total Labor			1,650.00
Total this Task			\$1,650.00

No-Charge Meeting Attendance (003)

Prepare For and Attend the Following Meetings:

- City Council Regular Meetings - July 25th, August 8th and August 22nd
- City Council Special Meeting - August 30th
- Utilities Committee Meeting - August 3rd
- Public Works Committee Meeting - August 11th
- Trees and Trails Commission Meeting - August 18th

Professional Services

	Hours	Amount	
Principal	20.50	3,956.50	
Totals	20.50	3,956.50	
Total Labor			3,956.50

Additional Fees

Meetings - No Charge		-3,956.50	
Total Additional Fees		-3,956.50	-3,956.50
Total this Task			0.00

Liquor Store (021)

Coordination with City Staff and City Attorney; Prepare Figure for New Draft Reciprocal Easement

Professional Services

	Hours	Amount	
Principal	9.50	712.50	
Survey Technician	2.50	375.00	

Project	0U1.123538	Two Harbors/General Professional Service	Invoice	0297902
	Project Manager	5.50	880.00	
	Totals	17.50	1,967.50	
	Total Labor			1,967.50
		Total this Task		\$1,967.50
		Total this Invoice		\$3,617.50

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$6,803.55 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 \$6,803.55 from July 23, 2022 through September 2, 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 \$90,781.45.*

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

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$6,803.55 to Bolton & Menk

CA.5

10/24/22



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

September 22, 2022
Project No: N16.121170
Invoice No: 0297899
Client Account: TWOHARB_CI_MN

Two Harbors/2021-2022 Street Improvement**Professional Services from July 23, 2022 to September 2, 2022**

Project Management (001)

Project Management, Coordination and Correspondence; Begin Review of Assessment Information; Meetings with Staff to Discuss Assessments

Professional Services

	Hours	Amount	
Principal	9.50	1,833.50	
Totals	9.50	1,833.50	
Total Labor			1,833.50
Total this Task			\$1,833.50

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. 18 and 19; Review of Project Retainage; Project Site Review and Preparation of Punch Lists

Professional Services

	Hours	Amount	
Principal	9.50	1,833.50	
Design Engineer	87.50	9,187.50	
Project Engineer	22.50	3,037.50	
Totals	119.50	14,058.50	
Total Labor			14,058.50

Additional Fees

Credit: Portion of Cost for Minnehaha School	-10,667.95	
Sewer Service/Change Order No. 7		
Total Additional Fees	-10,667.95	-10,667.95
Total this Task		\$3,390.55

Construction Admin/Coordination - CSAH (017)

Coordination with Lake County, Including Project Retainage and Punch Lists; Weekly Progress Meetings

Project	N16.121170	Two Harbors/2021-2022 Street Improvement	Invoice	0297899
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Professional Services

	Hours	Amount	
Principal	1.50	289.50	
Design Engineer	2.00	210.00	
Project Engineer	8.00	1,080.00	
Totals	11.50	1,579.50	
Total Labor			1,579.50
		Total this Task	\$1,579.50

School Sanitary Sewer Service (026)

Activities Related to Resolution of the Sanitary Sewer Service Issue for Minnehaha School on 4th Avenue; From Initial Identification in September 2021 through Construction of Approved Repair in July 2022; Information Shown Here is for Documentation Only - As Noted, There is No Charge to the City for Any Professional Services Associated with This Issue

Professional Services

	Hours	Amount	
Principal	37.00	7,141.00	
Design Engineer	13.00	1,365.00	
Project Engineer	31.00	4,185.00	
Totals	81.00	12,691.00	
Total Labor			12,691.00

Additional Fees

Credit		-12,691.00	
Total Additional Fees		-12,691.00	-12,691.00
		Total this Task	0.00
		Total this Invoice	\$6,803.55

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$17,642.00 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 \$17,642.00 from July 23, 2022 through September 2, 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 \$15,345.50.*

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

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$17,642.00 to Bolton & Menk

CA.6

10/24/22



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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

September 22, 2022
Project No: 0U1.126067
Invoice No: 0297907
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 July 23, 2022 to September 2, 2022

Project Management and Meetings (001)

Prepare for and Attend August 3rd 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)

Continue Preliminary Activities on Potential Underpasses, Including Coordination with City Staff; Meetings August 5th and 8th with City Staff, County Staff, DNR and Club Representatives to Review Draft Layouts; Prepare to Present Information at August 18th Trees and Trails Commission Meeting; Update Layouts Based on Meeting Feedback and Continued Preliminary Design; Provide Impact Limits to MnDOT to APE; Begin Preparation of Preliminary Cost Estimates

Professional Services

	Hours	Amount	
Principal	36.50	6,934.50	
Design Engineer	79.50	10,321.50	
Totals	116.00	17,256.00	
Total Labor			17,256.00
Total this Task			\$17,256.00
Total this Invoice			\$17,642.00

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$32,261 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 \$32,261.00 from July 23, 2022 through September 2, 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 \$57,301.50.*

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

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$32,261 to Bolton & Menk

CA 7 10/24/22



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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

September 22, 2022
Project No: 0U1.127379
Invoice No: 0297901
Client Account: TWOHARB_CI_MN

Two Harbors/2023-2024 Street Improvement**Professional Services from July 23, 2022 to September 2, 2022****Project Management (001)**

Project Management, Coordination and Correspondence; Review of Assessment Information; Meetings with Staff to Discuss Assessments

Professional Services

	Hours	Amount	
Principal	5.50	1,061.50	
Totals	5.50	1,061.50	
Total Labor			1,061.50
Total this Task			\$1,061.50

Preliminary Design - City (003)

Site Visits; Continue Preliminary Project Layouts; Coordination for Geotechnical Investigation; Investigation of Box Culvert at 502 6th Avenue, Including Hydraulic Analysis; Field Work for Wetland Delineations Along 6th Avenue, Prepare Report and Submittal to Lake County; Investigate Potential for Addition of 300 and 400 Blocks of 4th Avenue to the Project

Professional Services

	Hours	Amount	
Principal	9.50	1,833.50	
Specialist	3.50	385.50	
Project Engineer	106.50	15,370.00	
Project Manager	1.00	160.00	
Totals	120.50	17,749.00	
Total Labor			17,749.00

Reimbursable Expenses

Misc. Reimbursable Expense			
8/30/2022 Lake County	Wetland Application Fee	100.00	
Testing			
7/31/2022 Braun Intertec Corporation	Geotechnical Investigation	2,815.00	
Total Reimbursables		2,915.00	2,915.00
Total this Task			\$20,664.00

Feasibility Report (004)

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

Professional Services

	Hours	Amount
Principal	5.00	965.00

Project	0U1.127379	Two Harbors/2023-2024 Street Improvement	Invoice	0297901
	Project Engineer	33.00	4,785.00	
	Totals	38.00	5,750.00	
	Total Labor			5,750.00
		Total this Task		\$5,750.00

Preliminary Design Coordination - County (013)

Coordination with County Design Team; Coordination Regarding Box Culvert; Prepare for and Attend August 11th Steering Committee Meeting; Coordination for Potential Addition 300 and 400 Blocks of 4th Avenue (CR 105) to Project

Professional Services

	Hours	Amount	
Principal	12.00	2,314.50	
Design Engineer	3.00	390.00	
Project Engineer	9.50	1,377.50	
Technician	5.00	450.00	
Project Manager	1.50	253.50	
Totals	31.00	4,785.50	
Total Labor			4,785.50
		Total this Task	\$4,785.50
		Total this Invoice	\$32,261.00



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4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

MEMORANDUM

Date: October 24, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
Finance Director Miranda Pietila
From: City Engineer Joe Rhein
Subject: 2023-2024 Street Improvement Project
Design Agreement with Lake County

Background

The 2023-2024 Street Improvement Project is proposed as a joint project with Lake County, and would consist of both City and County improvements. The proposed project area is shown on the attached figure and is summarized below:

2023-2024 Street Improvement Project

Lake County

- 5th Street: 4th Avenue to 7th Avenue
- 4th Avenue: 3rd Street to 6th Street

City of Two Harbors

- 5th Avenue: 5th Street to 6th Street
- 6th Avenue: 4th Street to 7th Street
- City utilities along Lake County segments

The City Council authorized preliminary design activity on its portion of the 2023-2024 Street Project at their April 25, 2022 meeting. The City held a public hearing on the completed Feasibility Report on October 10th, and will consider ordering the final design on October 24th. The County Board authorized the design of their portion of the project at their April 26, 2022 meeting. Bolton & Menk has been retained by both agencies for design of their respective portion of the project.

City-County Agreement

To facilitate the 2023-2024 Street Improvement Project as a joint undertaking, an agreement between the City and County is necessary. Due to similarity of the 2023-2024 Street Project to the 2021-2022 Street Project, which was also jointly done by the City and County, it is recommended the agreement format for the 2023-2024 project follow what was utilized in the 2021-2022 project.

The format consists of two agreements. The first agreement covers from project initiation through design, bidding, and contract award. The second agreement covers construction.

A draft of the Design Agreement was reviewed with the City Council on May 9th. No formal action was taken, but the Council was accepting of the Agreement in form and directed the draft be sent to the County for review.

At the time the draft Agreement was prepared, the blocks of 4th Avenue from 5th Street to 3rd Street were not yet within the project scope. Those blocks were added to the project during preliminary development; by the City Council in August 2022 and by Lake County in September 2022. An updated draft Agreement has been prepared to recognize the inclusion of those 4th Avenue blocks.

Process

The Design Agreement for the 2023-2024 Street Improvement Project requires approval of both the City Council and County Board. We have coordinated with County Staff, and they will have the Agreement on the Board agenda for October 25th. The anticipate approval.

Once the Agreement is approved by both parties, the document will be circulated for execution and signatures.

Action

Actions requested for consideration by the City Council are:

- Review the Design Agreement for the 2023-2024 Street Improvement Project.
 - If acceptable, approve the Agreement and authorize coordination with Lake County for signatures and execution.

We will be present at the City Council meeting on October 24th 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:

- Design Agreement between City of Two Harbors and Lake County
- 2023-2024 Street Improvement Project – Location Map (Feasibility Report Figure 1)

AGREEMENT

THIS AGREEMENT is between the **CITY OF TWO HARBORS**, a municipal corporation of Lake County, Minnesota, hereinafter referred to as the "City", and the **COUNTY OF LAKE**, a duly organized county within the State of Minnesota, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, the County plans to invest Lake County Transportation Sales Tax, State Aid Highway, and County Levy and Revenue funds to reconstruct portions of **County Road 105, County State Aid Highways 35 & 36 as well as Bridge L8088** within the City of Two Harbors, hereinafter referred to as the "County Project," and,

WHEREAS, the County has contracted with Bolton & Menk, Inc. of Duluth, Minnesota, hereinafter referred to as "BMI," to prepare a professionally engineered plan and specifications for construction of the County Project, and,

WHEREAS, the City desires to replace certain utilities in conjunction with the County's Project and in conjunction with other improvements City desires to make in connection with the City's 2023-2024 capital improvement project ("City Project"), and,

WHEREAS, the City Project is not eligible for State Aid Highway funds, and,

WHEREAS, the City has contracted with BMI to prepare construction plans for City's Project, and,

WHEREAS, BMI will prepare a professionally engineered plan and specifications for the entire Project, and,

WHEREAS, it is advantageous to bid the City Project and the County Project under one construction bid, and,

WHEREAS, hereinafter, the "Project" refers to both the County Project and City Project, and

WHEREAS, local funds for ineligible costs not eligible for State Aid Highway funds will be required.

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the Project, the parties hereby agree to the following:

1. BMI shall prepare and incorporate the City's construction plans, specifications, and other construction documents for the City Project into plans and specifications for the entire Project ("Project Plan"). The Project Plan shall clearly identify the items eligible for State Aid Highway funding and any City Project items that are ineligible for State Aid Highway funds.

2. BMI shall prepare the Project Plan on behalf of the County and City in accordance with the current edition of the Minnesota Department of Transportation Standard Specifications for Construction; the most current version of associated Electronic Proposal Documents available from the Minnesota Department of Transportation Office of State Aid; and applicable City of Two Harbors standards. One construction contract will be entered into for all construction on the Project.
3. The County shall obtain all necessary permits and environmental statements as may be required by law for completion of the County Project, including but not limited to, permits and statements required by the Minnesota Pollution Control Agency, U.S. Army Corps of Engineers, and the Department of Natural Resources for the work within the County's road right of way.
4. The City shall obtain all necessary permits as may be required by law for completion of the City Project.
5. The County shall acquire and pay the cost for all right-of-way and construction easements required for the County Project in accordance with the Project Plan if applicable.
6. The City shall pay the cost for all right-of-way and construction easements required for the City Project in accordance with the Project Plan, if applicable.
7. The quantities in the Project Plan shall be separated by and for the County Project and state aid participating and the City Project non- state aid participating.
8. The District State Aid Engineer must approve the Project Plan prior to the County advertising for bids for the Project.
9. The County will administer the bidding process, including but not limited to, publishing the advertisement for bids; making the bid package available to bidders; opening bids; and preparing and reviewing the abstract of bids.
10. BMI, under the project management of Adam Nix, on behalf of the County, and Joseph Rhein, on behalf of the City, will assist in the preparation of bidding documents for the Project Plan. The bidding documents must be reviewed and approved by the City prior to the County advertising for bids for the Project.
11. The County intends to award the construction contract to the lowest responsible bidder, after review by the County, City, and District State Aid Engineer. The lowest responsible bidder will be determined by the total cost of both participating and non-participating costs. County will not award the contract for the Project unless it is approved by resolution of the City Council of the City.

12. Prior to advertising for bids for the Project, City and County shall enter into a comprehensive cooperative agreement, substantially in the style of the Cooperative Agreement described on the cover page attached hereto as Exhibit A that addresses the construction of the County Project, construction of the City Project, Project Plan changes, additional construction, etc. completion of the contract, City's responsibilities, County's responsibilities, basis of County and City costs, construction engineering responsibility and payment times and when payments for City costs are required, conditions of payment, acceptance of City's Project, acceptance of County's Project, final payment, general requirements, force majeure, termination, supervision, Government Data Practices and other relevant provisions.
13. This Agreement shall be terminated only by mutual agreement of both parties.
14. Each party designates an Authorized Representative for the purpose of administering this Agreement. A party's Authorized Representative has the authority to give and receive notices, and to make any other decision required or permitted by this Agreement.
 - a. For the City:
Joel Dhein (or his successor)
City Administrator
522 First Avenue
Two Harbors, MN
 - b. For the County
Matt Huddleston (or his successor)
County Administrator
Lake County Service Center
616 Third Avenue
Two Harbors, MN
15. The City agrees that it shall indemnify, save, and hold harmless the County and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the City's execution or performance of the work provided for herein. The City further agrees to defend at its own cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the City's execution or performance of the work provided for herein.
16. The County agrees that it shall indemnify, save, and hold harmless the City and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the County's execution or performance of the work provided for herein. The County further agrees to defend at its own cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein.

17. Any and all employees of the County of Lake, while engaged in the performance of any work or service which the County is specifically required to perform under this Agreement, shall be considered employees of the County only and not of the City, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of the County.
18. Any and all employees of the City of Two Harbors, while engaged in the performance of any work or service which the City is specifically required to perform under this Agreement, shall be considered employees of the City only and not of the County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of the City.
19. County acknowledges that City is subject to the provisions of the Minnesota Government Data Practices Act. County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by City in accordance with this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by County in accordance with this Agreement. The civil remedies of Minnesota Statutes § 13.08, apply to County and City. Minnesota Statutes, Chapter 13, provides that all government data are public unless otherwise classified. If County receives a request to release the data referred to in this Section, County must immediately notify City and consult with City as to how County should respond to the request. County's response shall comply with applicable law, including that the response is timely and, if County denies access to the data, that County's response references the statutory basis upon which County relied. County does not have a duty to provide public data to the public if the public data is available from City.
20. This Agreement is made and shall be governed in all respects by the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be venued in the District Court for Lake County, Minnesota and all parties to this Agreement waive any objection to jurisdiction, whether based on convenience or otherwise.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement this

_____ day of _____, 2022.

CITY OF TWO HARBORS

By _____
Mayor

And by _____
City Clerk

ATTEST:

By _____
Its City Administrator

COUNTY OF LAKE

By _____
County Board Chair

By _____
County Auditor/Treasurer

By _____
County Highway Engineer

APPROVED AS TO FORM:

By _____
County Attorney

EXHIBIT A

**LAKE COUNTY, MINNESOTA
AND
CITY OF TWO HARBORS, MINNESOTA
COOPERATIVE CONSTRUCTION AGREEMENT**

THIS COOPERATIVE CONSTRUCTION AGREEMENT ("Cooperative Agreement") is made effective as of the _____ day of _____, 20__ by and between Lake County, Minnesota acting through its Board of Commissioners ("County") and the City of Two Harbors ("City") in response to the following situation:

A. County will perform removals, excavation, storm sewer, grading, base, concrete, bituminous, ADA improvements, and other associated construction according to the County's prepared plans, specifications and special provisions designated by County Project No. S.A.P. 038-635-001 (4th Avenue), S.A.P. 038-630-001 (8th Street), and S.A.P. 038-620-001 (7th Street) ("County Project").

B. The City has requested the County include in the County Project roadwork, sanitary sewer and watermain and storm sewer construction along 4th Avenue, 5th Avenue, and 6th Avenue west of 7th Street ("City Project").

C. The City Project and County Project may be referred to as the "Project" when both the City Project and the County Project are referenced at the same time.

D. The City will pay all of the costs of the City Project and associated construction engineering.

E. This Agreement will supplement the Fifth Avenue Optional Improvements Agreement dated _____, 2020 between Lake Superior School District No. 381, City and County ("School JPA") and the Agreement between City and County dated _____, 2020. ("Agreement").

AGREEMENT

I. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits.

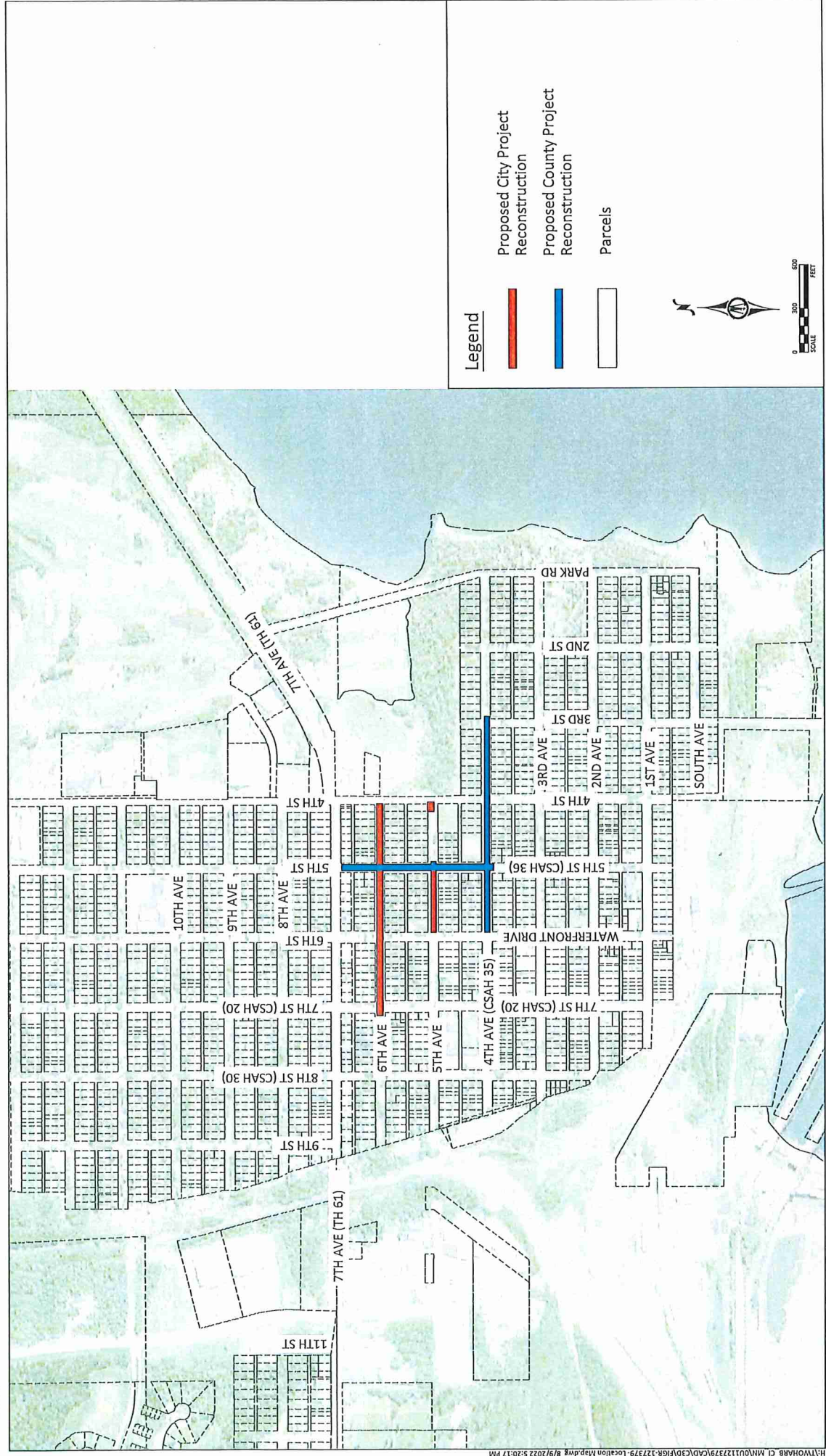
1.1. **Effective Date.** This Agreement will be effective the date all signatures are affixed hereto.

1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.

1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the



2023-2024 Street Improvements
City of Two Harbors





**BOLTON
& MENK**

Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 550
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

October 20, 2022

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

RE: 2023-2024 Street Improvement Project
Final Design Engineering Services

Dear Joel:

We've prepared a budget of the estimated Final Design Engineering Services for the City portion of the proposed 2023-2024 Street Improvement Project in Two Harbors. This letter will provide information regarding engineering from ordering of the improvements through bidding and award of contract.

Note, construction engineering services are not included in this letter. Those would be identified at a later date, once final design activities are complete, bids have been received, and it is confirmed the project will proceed to construction.

Background

The proposed 2023-2024 Street Improvement Project in the City of Two Harbors is being pursued as a joint undertaking with Lake County. On April 25, 2022 the Two Harbors City Council authorized preliminary engineering activities for the Project, consisting of the following segments: 5th Street from 4th Avenue to 7th Avenue (Lake County CSAH 36), 4th Avenue (CSAH 35) from 5th Street to 6th Street, 5th Avenue from 5th Street to 6th Street, and 6th Avenue from 4th Street to 7th Street.

During preliminary development, two additional blocks were proposed for addition to the Project. Those blocks were 4th Avenue (CSAH 35) from 5th Street to 4th Street, and 4th Avenue (County Road 105) from 4th Street to 3rd Street. On August 22, 2022 the City Council authorized the addition of those blocks to the preliminary engineering for the Project.

Preliminary engineering for the 2023-2024 Street Improvement Project was completed with the public hearing held October 10, 2022. At their meeting on October 24th, the City Council will consider whether to officially order the improvements. Adoption of a resolution to that effect would necessitate initiating the final design engineering activities for the Project.

Included with this letter is a figure showing the proposed 2023-2024 Street Improvement Project.

Project Understanding

Our understanding of the key elements of the proposed project is as follows:

- Project will be done in accordance with MN Statutes Chapter 429.
- Proposed improvements will generally be as described in the Feasibility Report dated September 12, 2022.

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- The City portion of the project will be funded through local sources. No State of Minnesota funding or federal funding will be utilized for the City portion of the project.
 - Storm sewer treatment structures may be included on the City portion of the Project, if grant funds are obtained by Lake County Soil & Water Conservation District (SWCD).
- Both City and County portions of the project will be included in a single construction contract.
- The complete bidding documents, including both City and County portions, will be subject to review and approval of the Minnesota Department of Transportation.
- Project design will be subject to an approved Design Agreement between the City and County.
 - A second, separate Agreement will be prepared if the Project proceeds to construction.
- The County is lead agency for preparation of the bid documents (Drawings and Project Manual).
- The majority of proposed improvements will be within existing public right-of-way.
 - Permanent utility and drainage easements are anticipated to be needed along the south side of 6th Avenue between 4th Street and 6th Street.
- No wetlands will be impacted by the project.

Scope of Engineering Design Services

The scope of final design engineering included in this letter would provide all activities necessary to proceed from ordering of the improvements through solicitation of bids and consideration of a contract award for construction. A summary of the main tasks anticipated to be performed as part of final design engineering for this project is outlined as follows:

- Project Management and Meetings.
- Agency Coordination (City, Lake County, MnDOT).
- Final Layout and Design.
- Detailed Drawings for inclusion in bidding documents.
- Specifications for the City portion of work, for inclusion in the bid documents Project Manual.
- Cost Estimates based on final plans.
- Assistance with applying for and obtaining necessary permits.
- Assistance with identifying and obtaining necessary easements.
- Assistance with review of bids received.
- Assistance with preparation of a Construction Agreement between the City and County, should project proceed to award of a construction contract.
 - Preparation of Exhibits A and B for the Construction Agreement.

Limitation of Scope

Limitations on the final design engineering services for the 2023-2024 Street Improvement Project are stated as follows:

- Work is on City portion of the project only.
- Does not include the following. Assumed these items will be provided by Lake County:
 - Information on the final design and estimated costs of the County portion of the project.
 - Preparation of contracting requirements for the Project Manual.
 - Preparation of the advertisement for bids.
 - Administration of the bidding process.

Estimated Engineering Fees

The estimated fees for final design engineering services based on the information described in this letter is summarized in the following table:

2023-2024 Street Improvement Project Estimated Final Design Engineering Services City of Two Harbors Portion	
Item	Amount
Project Management	\$ 30,000
Final Design – City Portion	\$ 282,000
Permits and Easements	\$ 32,750
Coordination with Lake County	\$ 68,000
Total – Estimated Final Design Engineering Services	\$ 412,750

Work performed by Bolton & Menk would be on an hourly basis in accordance with our existing master Agreement for Professional Services with the City. The amount shown in the preceding table would not be exceeded without authorization from the City of Two Harbors. Should any unforeseen circumstances be encountered we believe will cause significant deviation from the estimated budget, we will bring those to your attention as early as possible.

For reference, the estimated cost of the City portion of the 2023-2024 Street Improvement Project, based on the adopted Feasibility Report is approximately \$6,650,000. The estimated cost of the overall project, including both City and County portions, is approximately \$11,200,000.


Conclusion

Bolton & Menk is pleased to present this budget for Final Design Engineering Services on the 2023-2024 Street Improvement Project. Hopefully, this document provides a clear overview of our understanding of the proposed scope of work and summary of fees.

We appreciate the excellent working relationship we have with the City of Two Harbors and thank you for this opportunity to provide further service. If you have questions regarding this proposal or wish to discuss the work further, please contact me at (651) 968-7384.

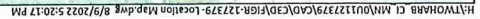
Sincerely,

Bolton & Menk, Inc.



Joseph R. Rhein, P.E.
City Engineer

Attachments: - Project Location Map from adopted Feasibility Report





Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

MEMORANDUM

Date: October 24, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
City Clerk Patty Nordean
From: City Engineer Joe Rhein
Subject: 2023-2024 Street Improvement Project
Resolution Ordering Improvement

Background

The 2023-2024 Street Improvement Project is proposed as a joint project with Lake County, and would consist of both City and County improvements. The proposed project area is shown on the attached figure and is summarized below:

2023-2024 Street Improvement Project

Lake County

- 5th Street: 4th Avenue to 7th Avenue
- 4th Avenue: 3rd Street to 6th Street

City of Two Harbors

- 5th Avenue: 5th Street to 6th Street
- 6th Avenue: 4th Street to 7th Street
- City utilities along Lake County segments

The City Council authorized preliminary design activity on its portion of the 2023-2024 Street Improvement Project at their April 25, 2022 meeting. The City held a public hearing on the completed Feasibility Report on October 10th.

Resolution Ordering the Improvement

Per MN Statute Chapter 429, the next step in project development after the public improvement hearing is a resolution ordering the improvement. A draft resolution for that action has been prepared and is provided with this memo.

In conjunction with ordering the improvement, the City should also authorize preparation of the detailed plans and specifications for bidding. It is anticipated the City Council will authorize those final design engineering activities in a separate action. Therefore, that text has been stricken in the draft resolution ordering the improvement. If the City Council prefers to authorize final engineering as part of the resolution, that stricken text would need to be included in the approved resolution.

Action

Actions requested for consideration by the City Council are:

- Consider Approval of a Resolution Ordering the Improvement for the 2023-2024 Street Improvement Project.

We will be present at the City Council meeting on October 24th 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:

- Draft Resolution Ordering the Improvement
- 2023-2024 Street Improvement Project – Location Map (Feasibility Report Figure 1)

DRAFT

RESOLUTION NO. XXX

ORDERING IMPROVEMENT ON 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, MN

WHEREAS, the City Council has received and approved a preliminary engineering report for the project ("Project") for the improvement of 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, MN, known as 2023-2024 Street Improvement Project; and

WHEREAS, the City Council held a public hearing with respect to the Project on October 10, 2022 following notice as required by law; and

WHEREAS, after due consideration the Council believes it is in the best interests of the City of Two Harbors to proceed further with the Project; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Two Harbors, Minnesota, as follows:

1. Such improvement is necessary, cost-effective and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed.
3. ~~The City Engineer is hereby authorized and directed to prepare final plans and specifications in the project known as the 2023-2024 Street Improvement Project.~~
3. The City reasonably expects to finance the Project from an issue of tax-exempt bonds. In advance of issuance of the bonds, it will be necessary for the City to temporarily finance certain costs of the Project by using either working capital or cash reserves, which are needed for other purposes. The City reasonably expects to reimburse itself from the proceeds of the bonds within eighteen (18) months after the date the Project is paid from such working capital or cash reserves.

ADOPTED, this 24th day of October A.D., 2022.

Benjamin Redden, President, City Council

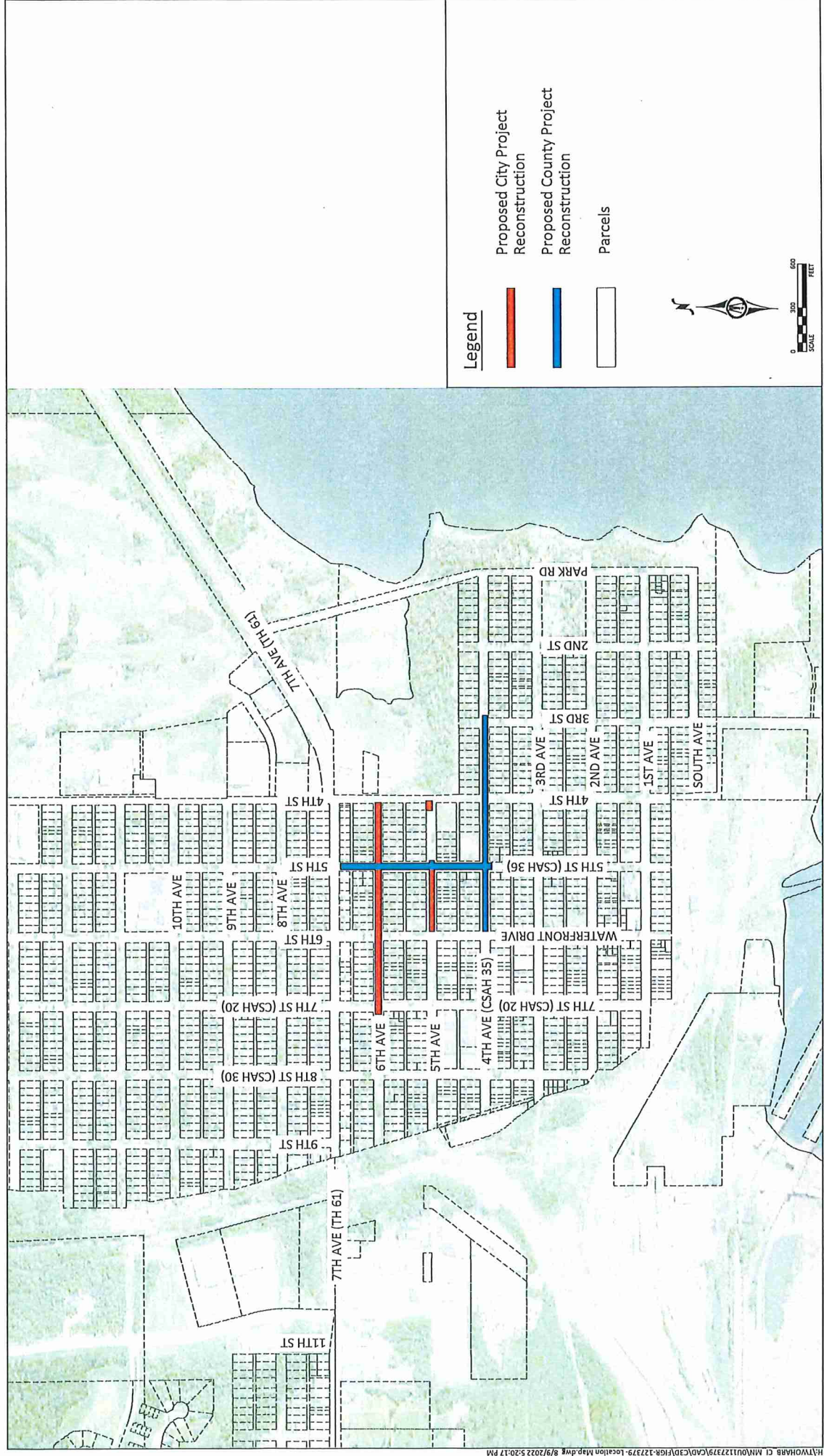
ATTEST: _____
Patricia D. Nordean, City Clerk

APPROVED, by the Mayor of the City of Two Harbors this ____ day of October, 2022.

Benjamin Redden, Acting Mayor



2023-2024 Street Improvements
City of Two Harbors





**BOLTON
& MENK**

Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

MEMORANDUM

Date: October 24, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
City Clerk Patty Nordean
From: City Engineer Joe Rhein
Subject: 2021-2022 Street Improvement Project
Final Assessments – Schedule and Process

Background

The 2021-2022 Street Improvement Project was a joint project with Lake County. The project area is shown on the attached figure and is summarized below:

City of Two Harbors

- 4th Avenue: 8th Street to west end
- 5th Avenue: 7th Street to west end
- 6th Avenue: 7th Street to west end

Lake County

- 8th Street: 4th Avenue to 7th Avenue
- 4th Avenue: 7th Street to 8th Street

Construction on the 2021-2022 Street Improvement Project is substantially complete. Final project costs can be determined and final project assessments can be calculated. This memo will review the schedule and process for the assessments.

It should be noted, the proposed assessments will be based on City costs only, allocated over the entire project area. No County costs are proposed to be included in the assessments.

Schedule

MN Statute Chapter 429 requires a public hearing be held for review of the proposed assessments. The City Council should determine the time and date for the public hearing. If the Council wishes to have the public hearing in conjunction with a regular meeting, it is recommended the hearing be set for 6:00 pm on November 28th.

MN Statute Chapter 429 requires notice for the public hearing per the following:

- Publication in official City newspaper at least once, at least two weeks prior to the hearing.
- Mailing to each affected property owner, at least two weeks prior to the hearing.

CA-11

10/24/22

An excerpt from the League of Minnesota Cities guidance is provided with this memo for reference.

If the public hearing were to be held on November 28th, a possible schedule could be:

- Publish notice in the official newspaper November 11th
- Mailing to affected properties Week of November 7th

Although not required, it is recommended the notice be published a second time, on November 18th. Two publications would be consistent with past practices for public assessment hearings on street projects in Two Harbors.

Resolutions for Assessments

The assessment process involves two resolutions; the first to order preparation of the assessment roll, and the second to receive the roll and order the public hearing. Drafts of the resolutions have been prepared and are provided with this memo.

Both resolutions require information on project costs and assessment amounts. That information is currently being prepared, but was not complete at the time this memo was submitted for the City Council meeting packet. An update on the costs will be provided at the meeting.

Based on the schedule of notifications to hold the public assessment hearing on November 28th, the resolutions for the assessment process should be considered at the October 24th Council meeting.

If the necessary cost and assessment information is not complete by the time of the October 24th meeting, it may be necessary to call a special Council meeting during the week of October 31st.

Action

Actions requested of the City Council regarding the 2021-2022 Street Improvement Project:

- Set the time and date for the public assessment hearing.
- Review the Resolution Ordering Preparation of the Proposed Assessment.
- Review the Resolution Receiving the Proposed Assessment Roll.
- Schedule a special Council meeting during the week of October 31st, if necessary.

We will be present at the City Council meeting on October 24th 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:

- *League of Minnesota Cities Special Assessment Toolkit – Page 22*
- *Draft Resolution Ordering Preparation of the Proposed Assessment*
- *Draft Resolution Receiving Proposed Assessment Roll and Ordering Hearing Thereon, with Exhibits*
- *2021-2022 Street Improvement Project – Location Map*

RELEVANT LINKS:



LMC model, *Resolution for Hearing on Proposed Assessment*, Form 13.

Minn. Stat. § 429.061, subd. 1.



LMC model, *Notice of Hearing on Proposed Assessment* (Form 14 - modify slightly, see FN 2).

Minn. Stat. § 429.061, subd. 1.
Klapmier v. Town of Center,
346 N.W.2d 133 (Minn.
1984).



LMC model, *Notice of Hearing on Proposed Assessment* (Form 14).

- A legal description of each lot or tract assessed, including an address according to tax records;
- The name of the owner according to tax records unless the records are known to be inaccurate, and
- The total amount assessed against each lot or tract; and (4) the parcel identification number of each parcel.

The assessment should be a complete statement including each installment with the interest. Ditto marks should not be used.

I. Prepare for the assessment hearing

The purpose of the second hearing, commonly known as the assessment hearing, is to give property owners an opportunity to express concerns about the actual special assessment. Best practice suggests cities pass a resolution setting the date and time of the assessment hearing and directing that the city clerk publish and mail notice about the assessment hearing. This resolution need not be published.

1. Publish notice of the assessment hearing

At least once and at least two weeks before the assessment hearing, the city must publish notice of the hearing in the city newspaper or, if no city newspaper exists, in a county seat newspaper. The published notice must include the hearing time, date, place, overall project description, area to be assessed, total cost of the improvement, a description of a landowner's right to appeal the assessment, and any deferment options, if available.

2. Mail notice of the assessment hearing

At least two weeks before the hearing the city must also mail notice of the hearing to each affected property owner. This mailed notice must include the amount of the special assessment against the individual parcels, a description of the landowner's right to appeal the assessment, possible prepayment provisions, and the interest rate on the assessments. (Note: Certain properties (e.g., railroads) may not be reflected on the county's records because these property owners pay no state property tax. To provide notice, cities may need to search other records for such owners). For the assessment hearing, failure to comply with the requirements for published and mailed notice invalidates the assessments.

**RESOLUTION ORDERING PREPARATION OF PROPOSED ASSESSMENT
FOR THE 2021-2022 STREET IMPROVEMENT PROJECT**

WHEREAS, a contract has been prepared and estimated costs have been calculated in connection with 2021-2022 Street Improvement Project ("Project"); and

WHEREAS, the expenses incurred and to be incurred in the Project amount to \$ _____ so that the total cost of the Project will be \$ _____; and

WHEREAS, the City Council of the City of Two Harbors desires to have an assessment roll prepared for this Project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of Two Harbors, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$ _____ and the portion of the cost to be assessed against benefited property owners is declared to be \$ _____.

2. Assessments shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before the first Monday in January, 2023, and shall bear interest at the rate of 2.15% per annum from the date of the adoption of the assessment resolution.

3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Clerk shall file a copy of such proposed assessment at the Two Harbors City Hall for public inspection.

4. The City Clerk shall, upon the completion of such proposed assessment, notify the City Council thereof.

ADOPTED, this ____ day of _____ A.D., 2022.

Benjamin Redden
President, City Council

ATTEST: _____
Administrator

APPROVED, by the Mayor of the City of Two Harbors this ____ day of _____, 2022.

Benjamin Redden
Acting Mayor

**RESOLUTION RECEIVING PROPOSED ASSESSMENT ROLL
FOR THE CONSTRUCTION OF 2021-2022 STREET IMPROVEMENT PROJECT
AND ORDERING HEARING THEREON**

WHEREAS, the City Council, by Resolution No. -22, ordered the City Clerk, with the assistance of the City Administrator and City Consulting Engineer, to prepare a proposed assessment roll for 2021-2022 Street Improvement Project ("Project"); and

WHEREAS, the City Clerk, with the assistance of the City Administrator and City Consulting Engineer, has prepared a proposed assessment roll for such Project; and

WHEREAS, said proposed assessment roll is on file with the City Clerk and open to public inspection and a copy is attached hereto as Exhibit A; and

WHEREAS, a public hearing is required to be held on such proposed assessment roll prior to the City Council approving such assessment roll; and

WHEREAS, the City Council desires that such public hearing be held following notice as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Two Harbors, Minnesota, as follows:

1. The proposed assessment roll prepared by the City Clerk is hereby received and ordered to be maintained on file and open to public inspection at City Hall during regular office hours.
2. A hearing on such proposed assessment roll shall be held on **November 28, 2022, at 6 o'clock p.m.** or as soon thereafter as the City Council is able to convene the hearing in the City Council Chambers, 522 1st Avenue, Two Harbors, Minnesota, and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
3. The City Clerk shall mail notice of such hearing to the owner of each parcel described in the assessment roll no later than **November 11, 2022**, and shall publish notice of such hearing in the official newspaper on **November 11, 2022** and on **November 18, 2022**.
4. The notice of the hearing to be published shall be in substantially the form of the notice attached hereto as Exhibit B.
5. The notice of the hearing to be mailed to each property owner shall be in substantially the form of the notice attached hereto as Exhibit C.

6. For the purpose of giving mailed notice; owners shall be those shown on the records of the Lake County Auditor.

7. The owner of any property so assessed may, at any time prior to December 31, 2022 pay the whole of the assessment on such property, without interest. The owner of any property so assessed may, at any time thereafter, pay to the Lake County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Any such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. Partial prepayments of the assessment have not been authorized by ordinance of the City of Two Harbors.

ADOPTED, this ____ day of _____ A.D., 2022.

Benjamin Redden
President, City Council

ATTEST: _____
Patricia D. Nordean
City Clerk

APPROVED, by the Mayor of the City of Two Harbors this ____ day of _____ A.D., 2022.

Benjamin Redden
Acting Mayor

EXHIBIT A
Proposed Assessment Roll

EXHIBIT B

(To Be Published in the *Lake County News Chronicle*)

**NOTICE OF HEARING ON ASSESSMENTS FOR THE
CONSTRUCTION OF THE 2021-2022 STREET IMPROVEMENT PROJECT**

NOTICE IS HEREBY GIVEN that the City Council will meet at 6:00 p.m. Monday, November 28, 2022 at the City Hall, 522 1st Avenue, Two Harbors, Minnesota to consider the proposed assessment for the construction of 2021-2022 Street Improvement Project ("Project").

The area proposed to be assessed for such improvements is every lot, piece or parcel of land benefited by said improvements based on benefits received.

The total cost of the above referenced improvement is estimated to be \$ _____. The City portion of the estimated total is proposed to be \$ _____, and the amount of the proposed assessment for the entire Project is \$ _____. The proposed assessment roll is on file for public inspection at the office of the City Clerk in the City Hall, 522 1st Avenue, Two Harbors, Minnesota.

Written or oral objections by any property owner to the proposed assessment will be considered at the hearing. If a property owner at or prior to the hearing files a written objection to the assessment, the City Council shall consider such objection at an adjourned meeting upon such further notice to such objecting property owner as it deems advisable.

An owner may appeal an assessment to the District Court of Lake County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment roll and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No such appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the assessment hearing.

Under Sections 435.193 to 435.195 of the Minnesota Statutes, the City Council may, in its discretion, defer the payment of a special assessment for any homestead property owned by a person sixty-five (65) years of age or older or a person who is retired due to permanent disability for whom it would be a hardship to make the payments.

When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

Any assessed property owner meeting the requirements of such law and City of Two Harbors Resolution No. 4-124-18, Resolution Establishing Procedures for Deferral of Special Assessments, may, on a form obtained from the City Clerk, within thirty (30) days of the adoption of the assessment, apply for such deferral of payment of a special assessment.

Authorized by the City Council.

Patricia Nordean, City Clerk
City of Two Harbors

EXHIBIT C

(To Be Mailed To Property Owners)

**NOTICE OF HEARING ON ASSESSMENT FOR THE
CONSTRUCTION OF THE 2021-2022 STREET IMPROVEMENT PROJECT**

NOTICE IS HEREBY GIVEN that the City Council will meet at 6:00 p.m. Monday, November 28, 2022 at the City Hall, 522 1st Avenue, Two Harbors, Minnesota, consider the proposed assessment for the construction of 2021-2022 Street Improvement Project ("Project").

The area proposed to be assessed for such improvements is every lot, piece or parcel of land benefited by said improvements based on benefits received.

The total cost of the above referenced improvement is estimated to be \$ _____. The City portion of the estimated total is proposed to be \$ _____, and the amount of the proposed assessment for the entire Project is \$ _____. The proposed assessment roll is on file for public inspection at the office of the City Clerk in the City Hall, 522 1st Avenue, Two Harbors, Minnesota.

Written or oral objections by any property owner to the proposed assessment will be considered at the hearing.

An owner may appeal an assessment to the District Court of Lake County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment roll and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.

No such appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the assessment hearing.

Under Minnesota Statutes, Sections 435.193 to 435.195, the Council may, in its discretion, defer the payment of a special assessment for any homestead property owned by a person sixty-five (65) years of age or older or a person who is retired due to permanent disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

Any assessed property owner meeting the requirements of such law and City of Two Harbors Resolution No. 4-124-18, Resolution Establishing Procedures for Deferral of Special Assessments, may, on a form obtained from the City Clerk, within thirty (30) days of the adoption of the assessment, apply for such deferral of payment of a special assessment.

The amount to be specially assessed against your particular lot, piece or parcel of land, is the amount specified at the end of this notice. You may at any time prior to December 31, 2022, pay the entire assessment on such property without interest, to the Two Harbors City Clerk. No interest shall be charged if the entire assessment is paid by December 31, 2022. You may at any time thereafter pay to the Lake County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

If you decide not to prepay the assessment before December 31, 2022, the rate of interest that will apply is 2.15% percent over fifteen (15) years. Assessments that are not paid in full by December 31, 2022 are also subject to an additional \$50.00 Lake County multi-year parcel assessment fee. Partial prepayments of the assessments have not been authorized by ordinance of the City of Two Harbors.

The proposed assessment roll may be adopted by the City Council at the hearing or at a regular meeting following the hearing.

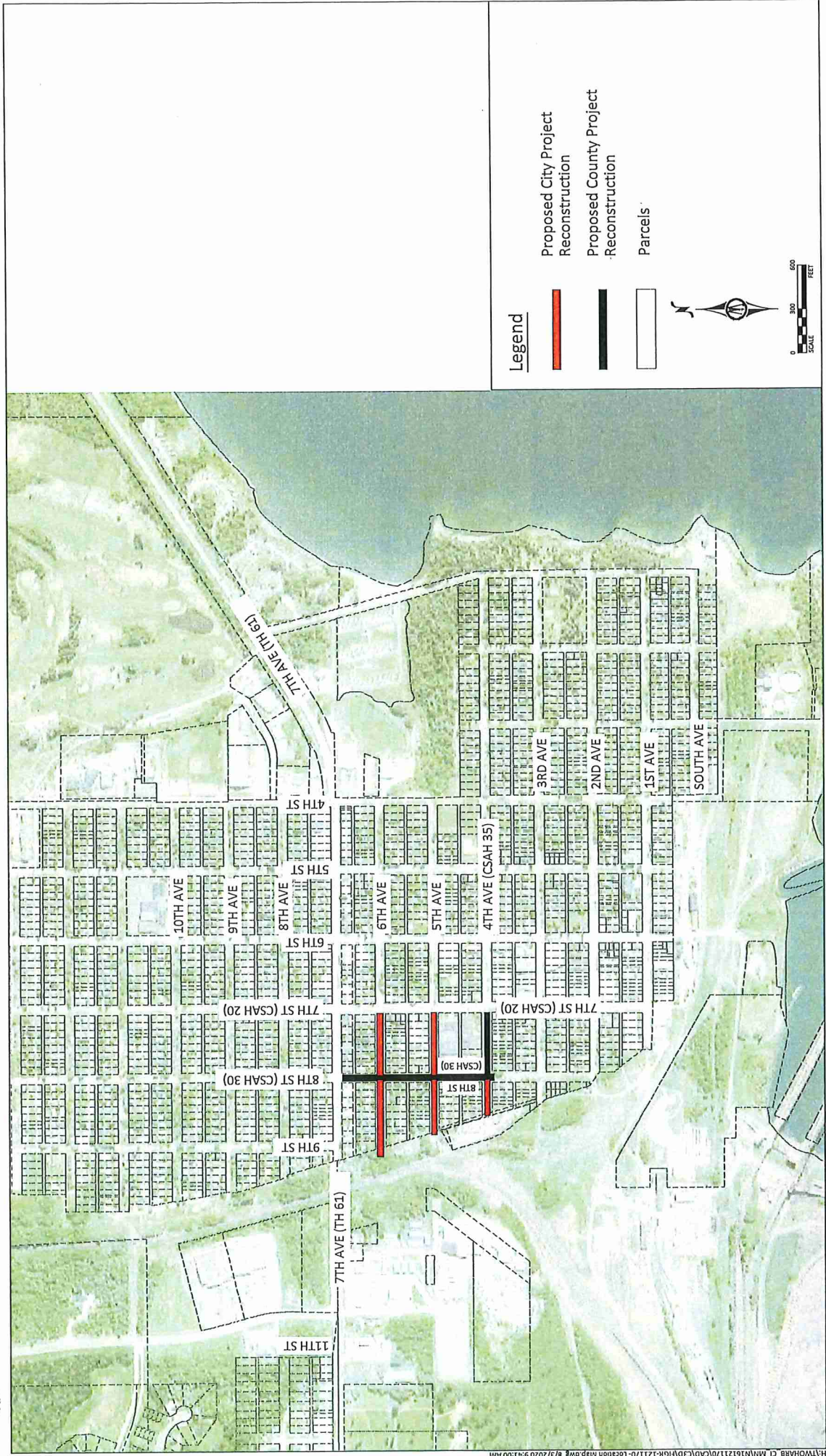
Authorized by the City Council.

Patricia Nordean, City Clerk
City of Two Harbors



2021-2022 Street Improvements
City of Two Harbors

Figure 1: Location Map
July 2020





**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 10/21/22
Agenda Item Subject: Calling for Public Hearing	Fiscal Impact:	
BACKGROUND: Part of the 429 Assessment process requires a public hearing to consider the assessments. Staff is proposing that the public hearing for the 2021-2022 Street & Alley Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 28, 2022.		
COUNCIL ACTION REQUESTED: Staff is proposing that the public hearing for the 2021-2022 Street & Alley Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 28, 2022.		
RECOMMENDATION: Staff is proposing that the public hearing for the 2021-2022 Street & Alley Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 28, 2022.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 10/21/22
Agenda Item Subject: Recreation Board	Fiscal Impact:	
BACKGROUND: The City's Recreation Board has some vacancies and Councilor Erickson has recommended the appointment of Pam Carlson as a member of the Recreation Board.		
COUNCIL ACTION REQUESTED: Appoint Pam Carlson as a member of the Rec Board		
RECOMMENDATION: Appoint Pam Carlson as a member of the Rec Board.		
ATTACHMENTS:		



CITY OF TWO HARBORS
City Council

AGENDA ITEM
COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: 10/19/22
Agenda Item Subject: Classification & Compensation Study	Fiscal Impact: Estimate \$15,000-\$25,000 (proposal requested)	
<p>BACKGROUND:</p> <p>The purpose of a classification and compensation study is to provide the city with up-to-date job descriptions, a methodology to determine compensation for the various positions and ensure that our compensation plan is within the market for the various positions. The city consistently experiences staff turnover, and the results of this study could be a key factor in maintaining a quality staff.</p> <p>Currently, there is no comprehensive compensation plan for all employees. For union employees their compensation is determined two to three years at a time. For non-union employees there is no coordinated compensation arrangement. The benefits of a classification and compensation study include assisting in labor negotiations, maintaining pay equity, budgeting, recruitment, and retention, and improving employee morale, not to mention making some personnel tasks easier.</p> <p>Cost for this service would likely run \$15,000 to \$25,000 depending on the level of services. A proposal has been requested from Flaherty & Hood, our labor negotiations attorneys. We expect to have it prior to the meeting on Monday evening.</p>		
<p>ACTION REQUESTED:</p> <p>Consider authorizing a classification and compensation study.</p>		
<p>RECOMMENDATION:</p> <p>The Personnel Committee discussed this matter at their October 18th meeting and recommends proceeding with the study.</p>		
<p>ATTACHMENTS:</p> <p>None (additional material to be presented at the meeting).</p>		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 10/21/22
Agenda Item Subject: Fire Department	Fiscal Impact:	
BACKGROUND: Rick Heath has submitted his resignation from the Fire Department.		
COUNCIL ACTION REQUESTED: Accept his resignation, with regret, and authorize a letter of appreciation for his service. The Fire Chief has indicated that it is not necessary to hire a replacement at this time.		
RECOMMENDATION: Accept the resignation of Rick Heath, with regret, and authorize a letter of appreciation for his service.		
ATTACHMENTS:		

Rick Heath
894 Old North Shore Rd
Two Harbors, MN 55616
Sept. 30th, 2022

Mark Schlangen
THFD Fire Chief

Letter of Resignation

Please accept my letter of resignation. I can't be as involved with the fire department as much as I should be. It's a great group of guys and a great fire department. I wish everyone the best.

Rick Heath



CITY OF TWO HARBORS
City Council

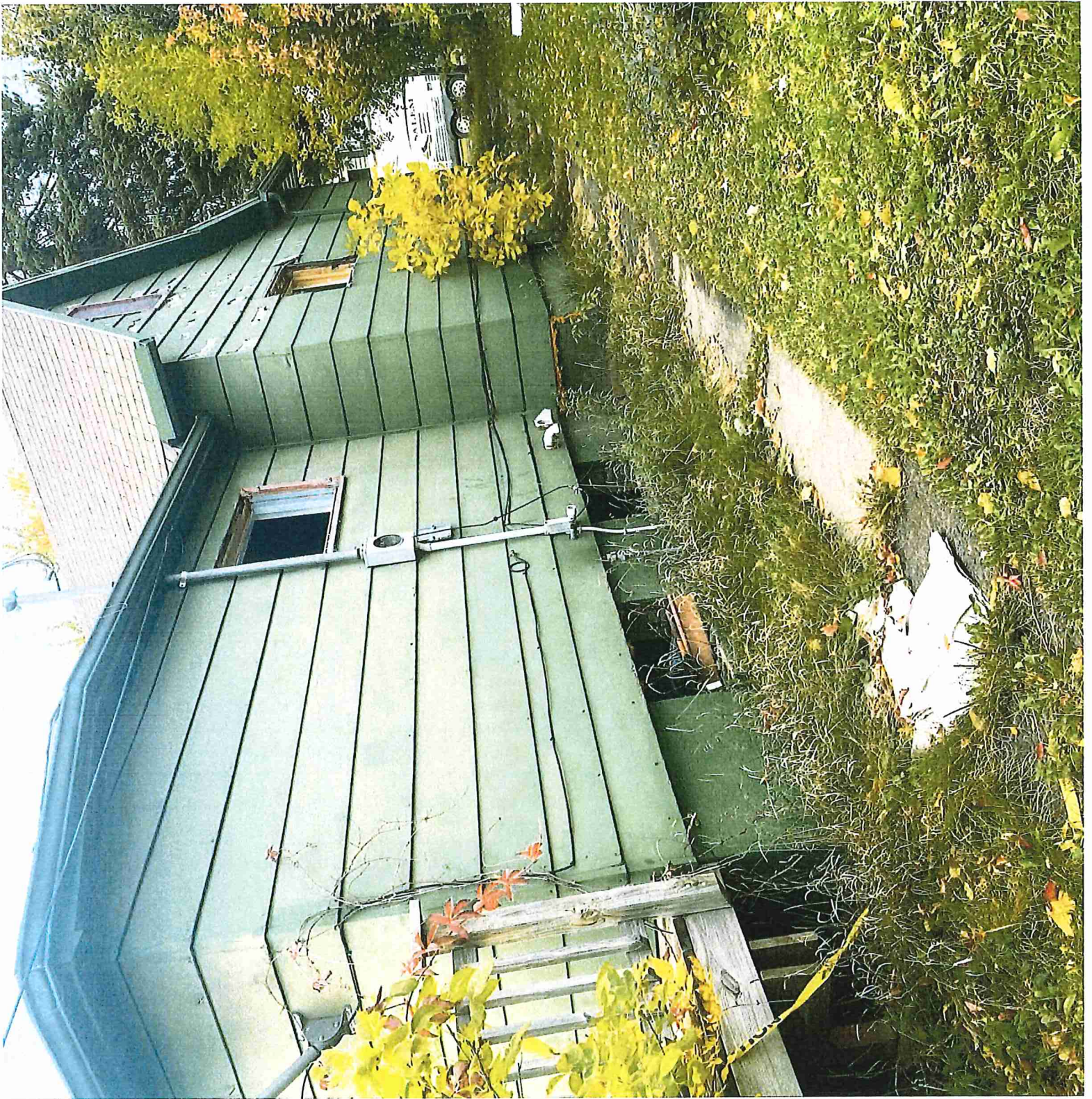
AGENDA ITEM
COVER SHEET

Originating Staff: Justin Otsea, City Planner	Department: Planning and Zoning	Date: 10/20/22
Agenda Item Subject: Demolition Grant Application	Fiscal Impact: None	
BACKGROUND: An IRRRB demolition grant application request has been made by the property owner of 506 8 th Avenue. She had been working with the previous Planner and also has solicited bids for the deconstruction, but no application had been created.		
ACTION REQUESTED: Approval of allowing to move forward with IRRRB demolition grant application		
RECOMMENDATION: Staff recommends moving forward with application process.		
ATTACHMENTS:		









Property Owner Name: Susie Mattson / Donna Mattson
Demolition Address: 506 8th Ave Two Harbors, MN 55616
Phone Number: 218-~~218-218~~

1. Provide an accurate sketch of the first and second floors of the structure, basement, garage and accessory structures to be demolished (make duplicate copies of grid if necessary). The sketch must show the dimensions and square footage for each floor, basement, garage, and accessory structure to calculate the reimbursement amount.

Note: For a 1 1/2 story house, the second floor will be calculated at 80% of the first floor square footage or actual size, whichever is less.

Decks and levels above the second floor are not to be included in the square footage.

Total Square Footage

First Floor 940
Second Floor sm. attic space
Basement 400
Garage NO
Accessory Structures NO
(Shed or other)
Total 1,340 sq. ft.

2. Attach photographs of each structure to be demolished.

3. Redevelopment use after structure(s) demolished – Please check all that apply:

☒ House
☐ Garage
☐ Green Space
☐ Other, please explain: _____

4. Blight – Please check one of the following:

☐ Blight of structure has existed for less than 2 years
☒ Blight of structure has existed for 2+ years

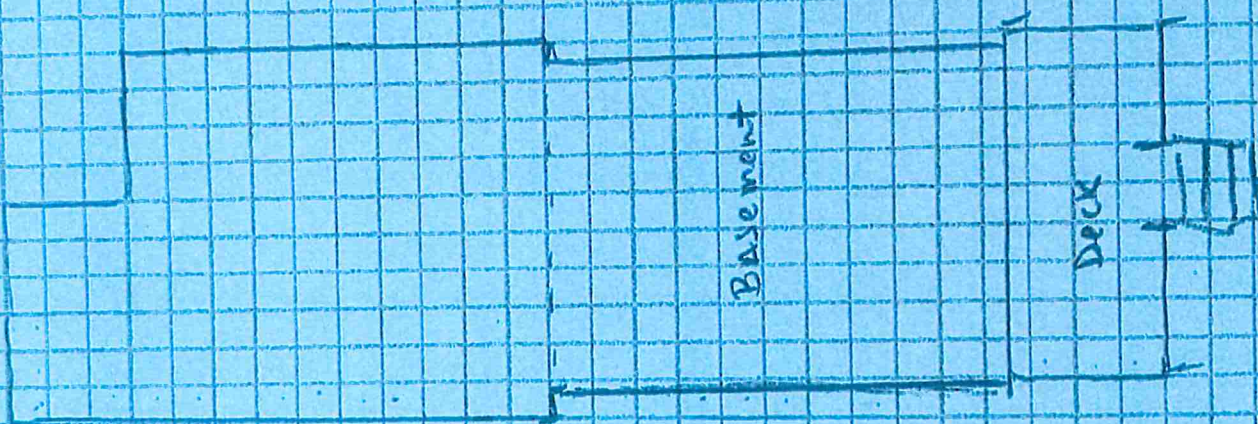
5. If urgent health and safety issues, please explain:

NONE abatement is done

6. Were there any insurance options/proceeds received?

☒ No
☐ Yes, explain: _____

8th Ave



TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Consider approving a increase for the 2022-2023 Fire Relief benefit levels.*

ORIGINATING SOURCE/DEPARTMENT: *Fire Department*

FUNDING SOURCE: *NA*

BACKGROUND: *The Two Harbors Fire Relief Association annually reviews their benefit levels. Due to favorable market conditions they are requesting an increase in the 2022-2023 benefit level; from \$4,400 to \$4,900. In order to establish and be compensated the rates listed the Two Harbors Fire Relief Association needs a resolution approving the increases to benefits. It should be noted if the City ratifies and the market "goes south" then the City is on the hook for the increased pension amounts. The THFRA plan is currently overfunded. Per the actuarial report done for YE 2021, the plan's current overfunded status, combined with Minnesota statutory funding requirements, provide sufficient reliability that projected plan assets will be sufficient to pay future retiree benefits.*

ESTIMATED DATE OF COMPLETION: **09/30/2023**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve request for 2022-2023 benefit levels.

CA 17

10/24/22

RESOLUTION NO. X-XXX-22

AUTHORIZING AN INCREASE IN BENEFIT LEVEL FOR 2022-2023 AS REQUESTED BY
THE TWO HARBORS VOLUNTEER FIRE RELIEF ASSOCIATION

WHEREAS, the Two Harbors Volunteer Fire Relief Association provides retirement benefits to their vested members, and

WHEREAS, in 2021, their benefit level was at \$4,400 per year for any vested member who chose to retire in the year, and

WHEREAS, in 2022, the benefit level was increased to \$4,900 per year for any vested member who chose to retire in the year, and

WHEREAS, the proposed increase in 2022-2023 wouldn't require additional funding from the City, and

WHEREAS, the request of the Relief Association has been presented to the City Council for consideration, and the Council recognizes that it would be in the best interest of the City to honor their request, now therefore

BE IT RESOLVED, by the City Council of the City of Two Harbors that the Council hereby approves an increase in benefit levels for 2022-2023 as requested by the Two Harbors Volunteer Fire Relief Association.

ADOPTED, this 24th day of October A.D., 2022.

Ben Redden, President, City Council

ATTEST: _____
Patricia D. Nordean, City Clerk

APPROVED, by the Mayor of the City of Two Harbors this 25th day of October 2022.

Ben Redden, Acting Mayor



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 10/21/22
Agenda Item Subject: Calling for Public Hearing	Fiscal Impact:	
BACKGROUND: Part of the 429 Assessment process requires a public hearing to consider the assessments. Staff is proposing that the public hearing for the 2022 Sidewalk Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 14, 2022.		
COUNCIL ACTION REQUESTED: Staff is proposing that the public hearing for the 2022 Sidewalk Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 14, 2022.		
RECOMMENDATION: Staff is proposing that the public hearing for the 2022 Sidewalk Improvement Project be called for 6 PM or as soon thereafter as possible on Monday, November 14, 2022.		
ATTACHMENTS:		



TEAMSTERS GENERAL LOCAL UNION No. 346

Affiliated with the International Brotherhood of Teamsters

2802 West First Street • Duluth, MN 55806
218/628-1034 • Fax 218/628-0246
Email: local@teamsters346.com

Mailing Address
P.O. Box 16208
Duluth, MN 55816-0208

ZAK RADZAK
President
LES KUNDO
Vice President
JEFF OVESON
Recording Secretary
CHAD WARD
Business Agent/Trustee

RODERICK ALSTEAD
Secretary - Treasurer

Trustees
JON ELLEGARD
JARED HOVI

October 14, 2022

SENT VIA CERTIFIED AND ELECTRONIC MAIL

City of Two Harbors
522 First Avenue
Two Harbors, MN 55616
jdhein@twoharborsmn.gov

Re: Contract Opening

To Whom It May Concern:

This is to notify you that Teamsters General Local Union No. 346 does hereby open the Working Agreement in effect between said Union and your Company, for the purpose of negotiating modifications in wage rates, pensions, health and welfare, vacations, and so forth.

This notice complies with said Agreement and modifications agreed upon are to be effective January 1, 2023.

Please notify the Union who will be your representative for the purpose of negotiating the modifications.

Very truly yours,

TEAMSTERS GENERAL LOCAL UNION NO. 346

Roderick Alstead
Roderick Alstead
Secretary-Treasurer

RA:jl

Certified Mail R/R/R #7020 2450 0001 9237 8718

Dictated but not read.

Buy American

Comm. 1 10/24/22

10/9/2022

Re: Rental of the Community Center on 10/7/22-10/8/22

To whom it may concern,

On Friday October 7th I arrived at the community center to set up for a craft show that involved myself and other local crafters. I discovered that the building was under construction and the room was full of tools, lumber and large windows to install. The floor also had a layer of sawdust. I contacted the vendors to tell them not to come at our scheduled time to set up, as I needed to find out what can be done.

Your city workers were able to find help and get the center cleaned out enough so that it was useable. There was still stacks of lumber and new windows that were not moveable. There was also construction being done on the exterior during our craft show on Friday. Part of the day the work was outside the west door which most of our visitors enter through. All of this despite our signed rental agreement for the days indicated and no notification that construction would be occurring.

Despite these barriers, we chose to move forward with a less than ideal situation as we had already advertised in the newspaper, on Facebook, and had posted flyers and signs in town; furthermore, one of our crafters made hundreds of dollars worth of fresh baked goods.

We have used the community center for years and plan about 7 shows each year. Had we had enough warning that there was construction scheduled, we would have altered our date for a better outcome for all involved. Because of this, we would like credit for our rental fee for October 7 & 8th.

Feel free to contact me through the options below:

Sarah Cox
Agate Bay Crafters Show Coordinator
218-464-2092
agatebaycrafters@gmail.com

rec'd
10/17/22

Comm. 2 10/24/22

Sent via email

October 13, 2022

Dear Two Harbors Community Leader:

The purpose of this letter is to inform you that, on or about November 15, 2022, Mediacom will be implementing the following programming changes and rate adjustments:¹

Product:	Old Rate:	New Rate:	Net Change:
Local Broadcast Station Surcharge ²	\$22.51	\$22.65	.14
Regional Sports Surcharge	\$8.81	\$9.16	.35
Variety TV	\$99.00	\$105.00	\$6.00

The decision to make price adjustments is always a difficult one. However, the fees we pay to retransmit local broadcast stations like ABC, CBS, FOX and NBC as well as regional and national sports networks continue to grow rapidly. In addition, supply chain challenges and labor shortages experienced over the past year have resulted in significant inflationary pressure across our business.

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs. If you have any questions, please contact me directly at tsunde@mediacomcc.com

Sincerely,

Theresa Sunde

¹ Depending on the terms of each customer's promotional package, these rate changes may not impact a customer until their current promotional package expires.

² Mediacom bills monthly in advance. As a result, the increases for both the Local Broadcast Surcharge and Regional Sports Surcharge are based on our best estimate of the cost increases our company will incur for broadcast and regional sports programming. Mediacom will "true up" customer bills in a subsequent month if it turns out that our estimate was too high or too low.



Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

MEMORANDUM

Date: October 24, 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
Minnehaha School Sewer Service – Final Costs

Background

During reconstruction of 4th Avenue in 2021, as part of the 2021-2022 Street Improvement Project, an existing sanitary sewer service to the Minnehaha School was inadvertently not reconnected. The circumstances of this situation were described in a memo to the City Council dated June 9, 2022. Please refer to that memo as necessary for detailed background information.

The activities to address the situation with the Minnehaha School sewer service included both hard costs and indirect costs, in both fall 2021 and spring 2022. The June 9th memo provided information on the estimated costs. As noted in the June 9th memo, the hard costs were proposed to be divided equally among four parties – the Contractor (Ulland Brothers), the School District, the City, and Bolton & Menk. Indirect costs incurred by each organization were to be covered by each.

Correction of the sewer service is complete, and the final cost information has been compiled. This memo will summarize the final costs and associated allocation.

Hard Costs

As described in the June 9th memo, hard costs incurred in 2021 included invoices for televising and cleaning, and installation of temporary plumbing inside the building. Hard costs in 2022 included removal of the temporary plumbing and reconnection of the existing service to the sanitary sewer main in 4th Avenue.

The total hard costs were estimated in the June 9th memo at \$55,721.72. The final actual hard costs were \$45,294.27, which is \$10,427.45 under the estimate. The attachment included with this memo shows a summary of the hard costs.

The June 9th memo also noted the value of the sewer service at original contract bid prices would be the responsibility of the School District, per the City of Two Harbors assessment policy. That value is \$2,622.50. Once that value is accounted for, the remaining hard cost for the sewer service to be divided amongst the parties is \$42,671.77.

This results in a final hard cost to each party of \$10,667.94 for the sewer service correction.

Collection of the hard cost from each party will be achieved as follows:

- Ulland Brothers: A deduction will be made on the final pay request for their portion.
 - Lake County will then invoice the City of Two Harbors for the remaining balance.
- School District: Their portion will be added to their final assessment for the project.
- Bolton & Menk: The value of our portion will be credited to the City.

Indirect Costs

As previously noted, the indirect costs incurred by each party regarding this situation are to be the responsibility of each party. For Bolton & Menk, our indirect costs included 81.0 hours of labor, at a value of \$12,691.00.

Bolton & Menk Credits to City

Provided with this memo is a copy of our current invoice for the 2021-2022 Street Improvement Project, covering service through September 2, 2022. Our credits related to the Minnehaha School sewer service issue are shown on the invoice as follows:

- Hard Costs: Our portion, \$10,667.95, is shown as a credit on Task 007.
- Indirect Costs: The value of \$12,691.00 is shown on Task 026.

Conclusion

Hopefully this memo and attachments provide a clear summary of the final hard costs associated with the Minnehaha School sanitary sewer service. This information is consistent as reviewed with City Staff, the Utilities Committee, and the City Council in June 2022.

If the Council is satisfied with this information and accepts the proposed solution, no formal action is needed. Payment of the portion of the hard costs for each of the other parties will be documented under separate approvals by the City Council: the invoice for Bolton & Menk; the final pay request for Ulland Brothers; and the final assessment roll for the School District.

We will be present at the City Council meeting on October 24th 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:

- Minnehaha School Sewer Service – Final Hard Costs
- Bolton & Menk Invoice No. 0297899

Two Harbors 2021-2022 Street Project Minnehaha School Sewer Service Summary of Final Hard Costs

Hard Costs Documented via Contract Change Order No. 7

Item	Company	Description	Amount
1402.621	Stack Brothers	Force Account - Temporary Sewer Service. Includes installation of temporary plumbing in Fall 2021, removal of temporary and reconnection of permanent in 2022, permits and inspections.	\$ 19,859.00
1402.621	Ulland Brothers	Force Account - Installation of sanitary sewer service from 4th Avenue to School, reconnection, and site restoration - June-July 2022.	\$ 20,977.41
2521.518	Ulland Brothers	Replacement of 6" Concrete Sidewalk.	\$ 1,625.00
2531.503	Ulland Brothers	Replacement of Concrete Curb and Gutter.	\$ 407.00
Subtotal - Hard Cost Under Change Order No. 7			\$ 42,868.41

Other Hard Costs Incurred Fall 2021

9/13/2021	Midway Sewer Service	Diagnostic sewer televising conducted September 2021 to determine cause of backup at Minnehaha Elementary.	\$ 495.00
9/13/2021	Service Master	Cleaning services conducted September 2021 due to backup at Minnehaha Elementary.	\$ 1,930.86
Subtotal - Other Hard Costs - Fall 2021			\$ 2,425.86

Minnehaha Elementary Sanitary Sewer Service Total Hard Costs			\$ 45,294.27
Value of sewer service hard cost based on equivalent original installation			\$ (2,622.50)
Net Hard Cost for allocation			\$ 42,671.77
Cost per party, based on equal division by four			\$ 10,667.94



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

September 22, 2022
Project No: N16.121170
Invoice No: 0297899
Client Account: TWOHARB_CI_MN

Two Harbors/2021-2022 Street Improvement**Professional Services from July 23, 2022 to September 2, 2022**

Project Management (001)

Project Management, Coordination and Correspondence; Begin Review of Assessment Information; Meetings with Staff to Discuss Assessments

Professional Services

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

Total this Task **\$1,833.50**

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. 18 and 19; Review of Project Retainage; Project Site Review and Preparation of Punch Lists

Professional Services

	Hours	Amount	
Principal	9.50	1,833.50	
Design Engineer	87.50	9,187.50	
Project Engineer	22.50	3,037.50	
Totals	119.50	14,058.50	
Total Labor			14,058.50

Additional Fees

Credit: Portion of Cost for Minnehaha School Sewer Service/Change Order No. 7	-10,667.95	
Total Additional Fees	-10,667.95	-10,667.95

Total this Task **\$3,390.55**

Construction Admin/Coordination - CSAH (017)

Coordination with Lake County, Including Project Retainage and Punch Lists; Weekly Progress Meetings

Project	N16.121170	Two Harbors/2021-2022 Street Improvement	Invoice	0297899
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Professional Services

	Hours	Amount	
Principal	1.50	289.50	
Design Engineer	2.00	210.00	
Project Engineer	8.00	1,080.00	
Totals	11.50	1,579.50	
Total Labor			1,579.50
		Total this Task	\$1,579.50

School Sanitary Sewer Service (026)

Activities Related to Resolution of the Sanitary Sewer Service Issue for Minnehaha School on 4th Avenue; From Initial Identification in September 2021 through Construction of Approved Repair in July 2022; Information Shown Here is for Documentation Only - As Noted, There is No Charge to the City for Any Professional Services Associated with This Issue

Professional Services

	Hours	Amount	
Principal	37.00	7,141.00	
Design Engineer	13.00	1,365.00	
Project Engineer	31.00	4,185.00	
Totals	81.00	12,691.00	
Total Labor			12,691.00

Additional Fees

Credit	-12,691.00	
Total Additional Fees	-12,691.00	-12,691.00

Total this Task	0.00
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Total this Invoice	\$6,803.55
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