

**CITY OF TWO HARBORS**  
**COMMITTEE OF THE WHOLE/AGENDA MEETING**

November 14, 2022

5:00 p.m.      Call to order.

Appearances:                      1.      Tom Furman, City HRA

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

City Engineer updates.

Other agenda questions or additions.

## TWO HARBORS CITY COUNCIL

### AGENDA

November 14, 2022

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

Roll call:

Pledge of Allegiance:

Additions or Changes to the Agenda:

[M] Approval of the Agenda.

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

[M] *Adjourning the regular meeting and calling to order a public hearing for the purpose of receiving public input regarding the proposed assessments for the 2022 Sidewalk Improvement Project which includes improvements to sidewalks on Eighth Street from Fourth Avenue to Second Avenue, the 600 Block on Fifth Avenue, the 600 Block on Fourth Avenue and the 700 Block on Second Avenue pursuant to Minn. Stat. 429.011 to 429.111.*

Appearances:

1. Miranda Pietila, Finance Director
2. Other.

Communications:

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

Appearances:

Administrative Reports:

Committee Reports:

Library Board

Planning Commission

Utilities Committee

[R] Approving the Consent Agenda Items:

*Items listed on the Consent Agenda are routine in nature and typically do not require discussion. If there is an item on the consent agenda that a councilmember feels warrants discussion, it should be removed from the consent agenda and dealt with individually.*

1. Approving minutes from the October 24, Regular City Council meeting.
2. Allowing claims against the City of Two Harbors to be paid on November 15, 2022.
3. Approving payroll for the second half of October, 2022.
4. Accepting the proposal of Quadient Inc. for the purchase of a folder/insertter through the State Cooperative Purchasing Program for an amount of \$26,305.00.
5. Authorizing the purchase of parts to replace the fuel injectors on the Public Works Department's Toolcat from Bobcat of Duluth, for an amount of \$5034.96 plus shipping.
6. Authorizing the purchase of a 2022 International CV515 for the Public Works Department from Mid-State Truck Service through the State Cooperative Purchasing Program for an amount of \$87,113 as part of the 2023 CIP.
7. Authorizing the purchase of a new Bobcat Toolcat through the State Cooperative Purchasing Program for an amount of \$75,142 as part of the 2023 CIP.
8. Authorizing the purchase of a high-pressure fuel pump and fuel rail for the Toolcat for the Public Works Department for an amount of \$5,000.
9. Authorizing a letter of intent for Greater Minnesota Transportation Alternatives Solicitation for funding years 2025, 2026 and 2027 for the Highway 61 Corridor Multi-Modal Enhancements in the amount of \$600,000.
10. Accepting the recommendation of Bolton & Menk to authorize payment to WSB for construction materials testing in the amount of \$2,315.00 for the Wastewater Treatment Improvement Project.
11. Accepting the recommendation of Bolton & Menk to authorize payment to Lakehead Constructors, Inc. in the amount of \$1,276,826.79 for Pay Application NO. 12 for the Wastewater Treatment Improvement Project.
12. Authorizing payment of annual membership for the North Shore Management Board in the amount of \$750.
13. Approving a Blandin Foundation Grant Agreement for a grant in the amount of \$100,000 for a project to improve accessibility in the restrooms at the Public Library and authorizing the Acting Mayor and City Clerk to execute documents necessary for the acceptance of the grant.
14. Approving the request of Sarah Cox, Agate Bay Crafters, for relief of Community Building Rental fees due to inconveniences caused by a window replacement project at the facility.
15. Approving the request of Blake Prince to attend the 2022 MMUA T & O Conference in St. Cloud.

16. Accepting, with regret, notices of resignation from Ryan Murphy and Matt Ferrari, from their positions on the City's Airport Commission and authorizing letters of appreciation for their service.
17. Declaring first reading of an ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the City of Two Harbors.
18. Awarding the position of Assistant Public Works Director to Steve Hedin.
19. Awarding the position of Public Works Specialist II.
20. Certifying certain unpaid utility charges against certain property within the City to the Lake County assessor's office.
21. Approving the application of The Tipsy Mosquito LLC for On-Sale and Sunday On-Sale Intoxicating Liquor License at 623 First Avenue #2 from January 1, through September 30, 2023, pending the approval of the Chief of Police, The State of Minnesota and Lake County Health Department.
22. Accepting the recommendation of the Public Affairs Committee to change the rate for dry camping at Burlington Bay Campground to \$30 per night.
23. Authorizing payment to Primetime Concrete LLC in the amount of \$149,625 for the 2022 Sidewalk Improvement Project.

**Communications:**

1. A letter from Mark Veness, 7<sup>th</sup> Avenue Auto Services, 431 Seventh Avenue, expressing concerns with the proposed Highway 61 Project.
2. A Memorandum from Jennifer Selchow, Bolton & Menk providing a progress update on the Wastewater Treatment Improvement Project.

**Unfinished Business:**

Other.

**New Business:**

1. [R] Adopting assessment roll for the 2022 Sidewalk Project, corridors along Eighth Street, from Fourth Avenue to Second Avenue, the 600 Block on Fifth Avenue, the 600 Block on Fourth Avenue and 700 Block on Second Avenue.
2. [R] Authorizing expenses for councilors to attend the Range Association of Municipalities and Schools Annual Dinner on December 15, 2022 in Virginia.



3. [R] Declaring the official intent of the City of Two Harbors to reimburse certain expenditures paid from the street improvement fund for the 2023 – 2024 Street Improvement Project from the proceeds of bonds to be used by the City.
4. [R] Accepting the recommendation of the Planning Commission and adopting findings of fact and denying variance application of Nick Christensen.
5. [R] Accepting the recommendation of the Planning Commission and approving conditional use permit for Nick Christensen to allow the expansion of an additional unit at 322 First Avenue and imposing conditions thereon.
6. [M] Nominations for committee appointments.

Other.

**Adjourn:**

# City of Two Harbors

## Memorandum

To: City Council  
From: Miranda Pietila  
Subject: 2022 Sidewalk Assessments  
Date: November 10, 2022

Good Afternoon Councilors,

The 2022 Sidewalk Improvement Project focused on Ward 2. It included the 200 block on 8<sup>th</sup> Street. This block had sidewalks that were in poor condition, however, in preparation of the 2021 to 2022 Street Improvement Project the Electric Department needed to add a loop feed for the city. This included placing a new cabinet near 201 8<sup>th</sup> Street. Because a cabinet was placed on the 200 block with a shallow depth, there was damage done to the existing sidewalks from 201 8<sup>th</sup> Street to 227 8<sup>th</sup> Street.

The 200 block of 8<sup>th</sup> Street was included in the Ward 2 Sidewalk Improvement Project and added to the assessment rolls. The Council should determine whether or not they would like to move forward with the proposed assessment for these parcels which had sidewalks that were damaged during the Electric Department loop feed work or take sidewalk repair charges for the 5 parcels off of the list of charges to be assessed.

Thank you,

Miranda

PH

11/14/22

RESOLUTION NO. 11-xxx-22

**ADOPTING ASSESSMENT ROLL FOR THE  
2022 SIDEWALK PROJECT, CORRIDORS ALONG 8<sup>TH</sup> STREET, FROM 4<sup>TH</sup> AVENUE  
TO 2<sup>ND</sup> AVENUE, THE 600 BLOCK ON 5<sup>TH</sup> AVENUE, THE 600 BLOCK ON 4<sup>TH</sup>  
AVENUE AND 700 BLOCK ON 2<sup>ND</sup> AVENUE**

WHEREAS, the City of Two Harbors ("City") has constructed improvements to corridors along 8<sup>th</sup> Street, from 4<sup>th</sup> Avenue to 2<sup>nd</sup> Avenue, the 600 block on 5<sup>th</sup> Avenue, the 600 block on 4<sup>th</sup> Avenue and 700 block on 2<sup>nd</sup> Avenue in the City of Two Harbors ("Project") and located in the City of Two Harbors, Lake County, Minnesota; and

WHEREAS, a copy of the proposed Assessment Roll for the Project is attached hereto; and

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

**FINDINGS OF FACT**

1. The methodology followed by the City in determining the amount to be assessed against the affected properties was and is fair, equitable and reasonable and in accordance with the applicable law.

2. The amount assessed against the affected properties is in accordance with the applicable law and was and is based upon benefits received by the various properties and the amount assessed against any particular parcel of property does not exceed the benefits received by such parcel of property. On the basis of the foregoing Findings of Fact, which are hereby adopted, the City Council of the City of Two Harbors is hereby resolved as follows:

1. The final assessment roll attached hereto as Exhibit A is hereby adopted and shall constitute the special assessment against each piece and parcel of property named therein.

2. Such assessment shall be payable as follows:

2.1. The assessments listed on the assessment roll attached hereto as Exhibit A shall be payable in equal annual installments, including principal and interest, extending over a period of five (5) years, with interest at the rate of 2.5% per annum, from and after December 31, 2022 in an amount annually required to pay the principal over such period at such interest rate. The first of such installments is to be paid with the general taxes for the year 2023, collectible with such taxes during the year 2023.

2.2. The owner of any property so assessed may, at any time, prior to December 31, 2022 pay the whole of the assessment against such property without interest to the Finance Director, and thereafter at any time prior to December 31 of

any year, prepay to Lake County the whole of the principal amount of the assessment remaining due, provided that no such prepayment shall be accepted without payment of (i) all installments, including interest and principal due to and including December 31 of the year of prepayment, and (ii) the original principal amount reduced only by the amount of principal included in such installments computed on an annual amortization basis. Partial prepayments of assessments have not been authorized by ordinance of the City of Two Harbors.

3. The City Clerk shall file the assessment roll pertaining to this assessment in her office and shall certify in its entirety to the Lake County Auditor on or before December 31, 2022 the total amount due.

4. The City Clerk shall mail a notice of the adoption of the assessment roll to the owners of each piece and parcel of property affected by this assessment. Such notice shall be in substantially the form of the one attached as Exhibit B

ADOPTED, this 14<sup>th</sup> day of November A.D., 2022.

---

Benjamin Redden, President, City Council

ATTEST: \_\_\_\_\_  
Patricia D. Nordean, City Clerk

## **EXHIBIT A**

PARCEL ID	ADDRESS	SIDEWALK SQUARES	COST PER	ASSESSMENT - PAID BY 12.31.2022	ASSESSMENT - PAID ON TAX ROLL FROM 2023-2027
<b>8TH ST FROM 4TH AVE TO 2ND AVE</b>					
23-7660-13010	319 8TH ST	30	\$50.00	\$1,500.00	\$1,550.00
23-7660-13160	301 8TH ST	29	\$50.00	\$1,450.00	\$1,500.00
23-7660-12010	227 8th St.	8	\$50.00	\$400.00	\$450.00
23-7660-12011	225 8TH ST	9	\$50.00	\$450.00	\$500.00
23-7660-12012	223 8TH ST.	9	\$50.00	\$450.00	\$500.00
23-7660-12013	217 8TH ST	13	\$50.00	\$650.00	\$700.00
23-7600-01795	201 8TH ST	31	\$50.00	\$1,550.00	\$1,600.00
23-7660-11090	202 8TH ST	26	\$50.00	\$1,300.00	\$1,350.00
23-7660-11080	730 3RD AVE	27	\$50.00	\$1,350.00	\$1,400.00
23-7660-14095	729 3RD AVE	14	\$50.00	\$700.00	\$750.00
23-7660-10490	308 8TH ST	16	\$50.00	\$800.00	\$850.00
23-7660-14080	730 4TH AVE	34	\$50.00	\$1,700.00	\$1,750.00
<b>600 BLK 5TH AVE "SOUTHSIDE"</b>					
23-7660-20160	601 4TH AVE	35	\$50.00	\$1,750.00	\$1,800.00
23-7661-25045	616 5TH AVE.	5	\$50.00	\$250.00	\$300.00
23-7661-25050	618 5TH AVE	19	\$50.00	\$950.00	\$1,000.00
23-7661-25070	624 5TH AVE	6	\$50.00	\$300.00	\$350.00
23-7661-25075	628 5TH AVE	6	\$50.00	\$300.00	\$350.00
23-7661-25080	718 7TH ST	7	\$50.00	\$350.00	\$400.00
<b>600 BLK 4TH AVE "NORTHSIDE"</b>					
23-7660-20095	631 4TH AVE	7	\$50.00	\$350.00	\$400.00
23-7660-20102	625 4TH AVE	18	\$50.00	\$900.00	\$950.00
23-7660-20110	623 4TH AVE	11	\$50.00	\$550.00	\$600.00
23-7660-20120	619 4TH AVE	12	\$50.00	\$600.00	\$650.00
23-7660-20130	615 4TH AVE	7	\$50.00	\$350.00	\$400.00
23-7660-20160	601 4TH AVE	11	\$50.00	\$550.00	\$600.00
<b>700 BLK 2ND AVE NORTH</b>					
23-7660-11160	703 2ND AVE	19	\$50.00	\$950.00	\$1,000.00
23-7660-11140	709 2ND AVE	12	\$50.00	\$600.00	\$650.00
23-7660-11130	711 2ND AVE	14	\$50.00	\$700.00	\$750.00
23-7660-11125	717 2ND AVE,	2	\$50.00	\$100.00	\$150.00
23-7660-11115	719 2ND AVE	17	\$50.00	\$850.00	\$900.00
23-7660-11110	723 2ND AVE	8	\$50.00	\$400.00	\$450.00
23-7660-11100	727 2ND AVE	7	\$50.00	\$350.00	\$400.00
23-7660-11090	202 8TH ST	10	\$50.00	\$500.00	\$550.00
<b>700 BLK 2ND AVE SOUTH</b>					
23-7660-04080	730 2ND AVE	10	\$50.00	\$500.00	\$550.00
23-7660-04070	728 2ND AVE	11	\$50.00	\$550.00	\$600.00
23-7660-04065	724 2ND AVE	14	\$50.00	\$700.00	\$750.00
23-7660-04050	718 2ND AVE	12	\$50.00	\$600.00	\$650.00
23-7660-04040	714 2ND AVE	16	\$50.00	\$800.00	\$850.00
23-7660-04015	127 7TH ST.	25	\$50.00	\$1,250.00	\$1,300.00
		567		\$28,350.00	\$30,250.00

**EXHIBIT B**

**NOTICE OF FINAL ASSESSMENT**

Two Harbors, Minnesota  
\_\_\_\_\_, 2022

TO:

This is to notify you that the final assessment for the construction of the 2022 Sidewalk Project as adopted by the City Council of the City of Two Harbors on November 14, 2022. The final assessment is on file for inspection in the office of the City Clerk.

As a result of the adoption of the assessment roll, 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. Such assessment will be payable, together with interest at the rate of 2.5% per annum with real estate taxes for the years 2023-2027, inclusive, payable in the years 2023-2027, inclusive. Such assessment may be prepaid in full without interest, if payment is received by the City prior to December 31, 2022 and thereafter the assessment may be prepaid at any time prior to November 15 of any year if such prepayment includes (i) all installments, including interest and principal due to and including December 31 of the year of prepayment and (ii) the original principal amount reduced only by the amount of principal included in such installments computed on an annual amortization basis. Partial prepayments of the assessment have not been authorized by ordinance of the City of Two Harbors.

CITY OF TWO HARBORS

By \_\_\_\_\_



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Karrie Seeber</b>	Department: <b>City Hall</b>	Date: <b>10/25/2022</b>
Agenda Item Subject: <b>DS-85i Folder Inserter</b>	Fiscal Impact: \$26,305.00	
<b>BACKGROUND:</b> The folder inserter currently in use is old with a lot of issues. Needs to be replaced. New machine is made of metal not plastic. This machine comes with another tray so we will be capable of putting more than one extra notice in the bills. This quote also includes a cabinet / work table for the machine. Orders are 3+ months out so if we get approval we may be able to get the machine end of January 2023.		
<b>COUNCIL ACTION REQUESTED:</b> approve purchase		
<b>RECOMMENDATION:</b> Approve order for the folder inserter for 2023.		
<b>ATTACHMENTS:</b>		



**Customer**

Organization	City of two harbors		
DBA			
Address	522 1ST AVE		
City State Zip	TWO HARBORS	MN	55616-1504
Phone	(218) 834-5631	Fax	

**Purchase Order - Purchase**

NASPO/ValuePoint Contract #: ADSP016-169901  
and / or  
State Participating Addendum (PA) #:  
135887 (MN)

**Vendor**

Company Name	Quadient Inc.	FEDERAL ID# 94-2388882
Attention	Government Sales	DUNS# 080708241
Address	478 Wheelers Farms Rd	
City State Zip	Millford	CT 06461
Phone	(203) 301-3400	Fax (203) 301-2600

**Ship To**

Organization	City of two harbors		
Attention	Miranda Pietila		
Address	522 1ST AVE		
City State Zip	TWO HARBORS	MN	55616-1504
Phone	(218) 834-5631	Email	mpietila@twoharborsmn.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point
			Ground	Destination

**Products**

QTY	Product ID	Description	Unit Price	Total
1	DS85I-INTE4	4 Station Expert: 4 Auto Fdrs, CIS Scanner and Multi License	\$22,502.00	\$22,502.00
1	DS85IMFFACL	MaxiFeeder Factory Fitted	\$2,254.00	\$2,254.00
1	DSPROFINSFURN2X	Insertor Cabinet for DS-85i / DS-95i	\$1,549.00	\$1,549.00
Delivery, installation, and operator training are included at no charge for the above products.			<b>Grand Total</b>	<b>\$26,305.00</b>

**Related Services**

Equipment Maintenance (on site)	First Year Free. Invoicing commences in year two	Years	\$4,596.00	Annual Invoicing
---------------------------------	--	-------	------------	------------------

- 1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSP016-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

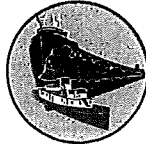
- 2) Payments will be sent to:  
Quadient, Inc.  
Dept 3689  
PO Box 123689  
Dallas TX 75312-3689

- 3) Send all correspondence to:  
Quadient, Inc.  
478 Wheelers Farms Rd  
Millford CT 06461

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** Toolcat Repairs

**ORIGINATING SOURCE/DEPARTMENT:** Public Works

---

**FUNDING SOURCE:** Equipment maintance

**BACKGROUND:** Our Toolcat is needing to have the fuel injectors replaced. At a price of \$5050 plus shipping. Reminder this is an important piece of equipment for the up coming winter season.

**ESTIMATED DATE OF COMPLETION:** will be done in house

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

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

Agenda Item # CA 5 Meeting Date: 11/14/22

**Bobcat of Duluth**  
**4610 W Arrowhead Rd**  
**Duluth, MN 558114031**  
**218-727-7377**

PT NO: Q77175

PICKING TICKET  
10/31/2022 at 01:24 PM

Page 1

SOLD TO:  
CITY OF TWO HARBORS  
522 FIRST AVE.  
TWO HARBORS, MN 55616

T/S: CHARGE  
RO#:  
CUST#: 00549  
SLSMN: BM

SHIP TO:  
CITY OF TWO HARBORS  
601 20TH AVE  
TWO HARBORS, MN 55616

PICKING TICKET DATE: 10/31/2022 PO#:

Ordered	B/O	Ship	Part Number	Description	BIN Location	Price
4.00	0.00	4.00	7275454	INJECTOR	UPSTAIRS	4154.96
	Core	0.00	CORES:	Core Chrgs		400.00
	Rtnd	4.00	7275454COR	CORE CHARG	UPSTAIRS	-400.00
4.00	0.00	4.00	7030400	GLOW PLUG		252.36
1.00	0.00	1.00	7030387	TUBELINE	CO8	86.39
1.00	0.00	1.00	7030388	TUBELINE	CO8	84.35
1.00	0.00	1.00	7030389	TUBELINE	CO8	85.17
1.00	0.00	1.00	7030390	TUBELINE	CO8	85.79
4.00	0.00	4.00	7030434	SPACER	PB3H	25.20
1.00	0.00	1.00	7400454	FILTER FUE	CO9	100.63
1.00	0.00	1.00	7250374	SEAL		82.40
1.00	0.00	1.00	7250375	SEAL	RETURN BOX	40.35
1.00	0.00	1.00	7250376	SEAL		20.76
4.00	0.00	4.00	7250377	SEAL		16.60

**Bobcat of Duluth**  
4610 W Arrowhead Rd  
Duluth, MN 558114031  
218-727-7377

PT NO: Q77175

PICKING TICKET  
10/31/2022 at 01:24 PM

Page 2

SOLD TO:  
CITY OF TWO HARBORS  
522 FIRST AVE.  
TWO HARBORS, MN 55616

T/S: CHARGE  
RO#:  
CUST#: 00549  
SLSMN: BM

SHIP TO:  
CITY OF TWO HARBORS  
601 20TH AVE  
TWO HARBORS, MN 55616

PICKING TICKET DATE: 10/31/2022 PO#:

Ordered	B/O	Ship	Part Number	Description	BIN Location	Price
					TAXABLE	0.00
					NONTAXABLE	5034.96
					NONTAX LABOR	0.00
					TAXABLE LABOR	0.00
					SALES TAX	0.00
					** TOTAL **	5034.96

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** 2022 International CV515

**ORIGINATING SOURCE/DEPARTMENT:** PUBLIC WORKS

**FUNDING SOURCE:** 2023 CIP

**BACKGROUND:** This an item that is in the 2023 CIP for purchases in Public Works. This vechicle would be used to haul our Skidsteers and Mini Excavator along with being able to fit into smaller areas that are tougher to get a Tamdom axle dump truck. This would also be used by the Water,Gas,Sewer & Electric Departments up at the North Campus to pull their Vac trailer to comply with the DOT Regulations on combined weight.

**ESTIMATED DATE OF COMPLETION:** 01/01/2023

**COMMITTEE/COMMISSION RECOMMENDATION:** We are looking for the approval to commit to purchasing for them to hold it until Jan 3rd of 2023 for us to take ownership at that time.

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

CA.6

11/14/22

# Mid-State Truck Service

705 N 6th Ave W | Duluth, MN 55806

Phone: (218) 624-4855

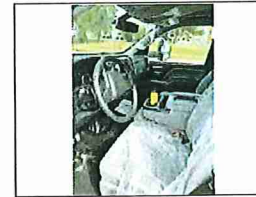
[www.midstatetruck.com](http://www.midstatetruck.com)

Mike Cooper

## 2022 International CV515

**\$87,113**

Stock# 688-22 VIN 1HTKTSWK3NH055462



### Detailed Specifications

Engine Make	International	Engine Model	INTERNATIONAL 6.6
Engine HP	350	Trans Make	Allison
Trans Model	1750RDS	Suspension Type	Spring
Front Tire Size	19.5	Rear Tire Size	19.5
Axle Configuration	Single	FA Capacity	7,500
RA Capacity	15,500	Rear End Ratio	4.30
Wheelbase	165"	GVWR	19,500
Front Wheels	Aluminum	Rear Wheels	Aluminum
Trans Speed	6 Speed Auto	Engine Brake	Yes
Bed Make	Knapheide	Bed Length	11
Bed Material	Steel	Frame Material	Steel
Color	White	Interior	Diamond
Fuel Type	Diesel	Tank #1 Capacity	40
Brakes	Hydraulic	Interior Color	GRAY

### Additional Equipment

Air Conditioning	Power Steering
Heated Mirrors	Aluminum Tanks
Power Windows	Power Mirrors
Power Door Locks	Tilt/Telescopic Wheel
Cruise Control	AM/FM Cassette
CD Player	

### Additional Notes

11' Knapheide Steel Contractor Dump

All specifications are believed to be correct. However, periodically errors and omissions do occur. Mid-State Truck Service will not be held liable for errors and omissions. Please verify pertinent specifications prior to sale.

Copyright 2022 - Interstate Online Software, Inc. SOARR Inventory Sales & Management Systems Report Date: 10/21/2022

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** Bobcat Toolcat

**ORIGINATING SOURCE/DEPARTMENT:** Public Works/Parks

**FUNDING SOURCE:** 2023 CIP

**BACKGROUND:** WE are looking for the approval to commit to start the build process on the new Toolcat as they are about 6 months out on delivery upon no parts shortages. Our old machine has 3185 hours on it and going up. This machine is used for sweeping and blowing sidewalks and rinks, doing blacktop patches, picking up branches in the parks and multi other things. New Toolcat with new blower on state bid is \$75142.00

**ESTIMATED DATE OF COMPLETION:** 6 months from date of order

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

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

Agenda Item # CA.7 Meeting Date: 11/14/22



# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** Toolcat/ high pressure fuel pump & fuel rail \$5000

**ORIGINATING SOURCE/DEPARTMENT:** Public Works

**FUNDING SOURCE:** Equipment maintenance

**BACKGROUND:** While replacing the fuel injectors the fuel pump also decided to quit also. IT is possible that fuel rail will need to be replaced also depending what we find the condition of it to be. This will be done by our mechanics. This is a very important piece of equipment for the up coming winter season.

**ESTIMATED DATE OF COMPLETION:** 11/14/2022

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

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

Agenda Item # CA.8 Meeting Date: 11/14/22





**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Greater MN Transportation Alternatives Solicitations</b>	Fiscal Impact: <b>Potential Grant Funding for Highway 61 Project</b>	
<b>BACKGROUND:</b> Lake County Highway Engineer, Jason DiPiazza, has recommended that the City make application for additional funds which have recently become available from Greater MN Transportation Alternative Solicitations that could be used for the Highway 61 Project.		
<b>COUNCIL ACTION REQUESTED:</b> Authorize a letter of solicitation for grant funding through the Greater MN Transportation Alternatives Program.		
<b>RECOMMENDATION:</b> Authorize a letter of solicitation.		
<b>ATTACHMENTS:</b>		



# Greater Minnesota Transportation Alternatives Solicitation

2022/23 Solicitation Letter of Intent Worksheet

Funding in year 2025, 2026, and 2027\*

CA .9 11/14/22

# Table of Contents

Table of Contents .....	2
Overview .....	3
Worksheet Instructions.....	3
Related Documents.....	3
2022/23 Solicitation Timeline .....	4
LOI Review Process .....	<b>Error! Bookmark not defined.</b>
Letter of Intent Worksheet .....	5
Applicant Information.....	5
Project Information.....	5

**Note:** The solicitation for Transportation Alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the [Met Council website](#).

# Overview

For the 2022/23 application cycle, MnDOT is conducting a solicitation for Transportation Alternative (TA) projects. The application will follow previous years where applicants meet eligibility requirements to be considered for the program. Important eligibility requirements are noted below.

- The TA funding available through this solicitation is for project construction in fiscal year 2026. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding. Maximum funding awards are set by each Area Transportation Partnership.

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

## Worksheet Instructions

Please use this worksheet to prepare your responses before completing the letter of intent online. All final LOIs must be submitted through the [solicitation website](#). In completing the LOI, please be specific about the work for which you are seeking support and write in plain language. **This Word document is not the form to be submitted.**

## Related Documents

- **TA Solicitation Guidebook** – includes information related to the overall solicitation process and eligibility requirements for TA funding.
- **TA Solicitation Full Application** – the full application form for the TA solicitation. Full application documents are available from each [ATP](#) directly.

## 2022/23 Solicitation Timeline

- **Friday, October 3rd, 2022** – Announce TA solicitation. Open letter of intent period.
- **Monday, November 4th, 2022** – Deadline for applicants to submit letters of intent.
- **Friday, November 18th, 2022** – Deadline for RDO/MPO/district review of letters of intent.  
Recommendation to proceed forward with full application given to applicants.
- **Monday, November 21st, 2022** – Official start of full application period.
- **Friday, January 13th, 2023** – Deadline for applicants to submit full applications.
- **Friday, April 14th, 2023** – Deadline for ATPs to select TA projects.

Interested applicants are strongly recommended to complete a letter of intent for their project prior to submitting a full application. Upon completion, the LOIs will be distributed to the appropriate regional development organization, metropolitan planning organization or MnDOT district for review. The reviewing party will discuss the project with the applicant and either recommend or not recommend that the applicant proceed to the full application. The goal of this initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application. A recommendation to proceed will be received by the applicant on or before the start of the TA full application period.

# Letter of Intent Worksheet

## Applicant Information

---

**Name of applicant organization:** City of Two Harbors

**Title of project:** Highway 61 Corridor Multi-Modal Enhancements

**Name of contact:** Jason DiPiazza, Lake County Highway Engineer

**Address:** 1513 Highway 2

**City:** Two Harbors **State:** MN **Zip:** 55616

**County:** Lake

**Phone:** 218-834-8509 **Email:** Jason.dipiazza@co.lake.mn.us

## Project Information

---

- 1. One sentence description of the work for which you are seeking support:** The City of Two Harbors desires a non-motorized multi-use path and bike route corridor along or parallel to TH 61 to connect the west and east ends of the city.
- 2. Amount of funding requested:** \$600,000
- 3. Total project budget. Please briefly explain the total estimated amount of funding needed for the project. Include the amount requested through this application and other sources. If interested in being consider for Transportation Alternatives funding, specifically identify how you will obtain the 20 percent match (100 words maximum):** Two Harbors was awarded \$300,000 of an original request for \$600,000 TA funding during the 2020/2021 application cycle. The total budget will exceed \$1 million and has grown since the original request with the addition of an underpass. This request is made possible by the additional Federal TA funds available and, if awarded, will supplement the original award, bringing the total funding closer to project needs. Local funds and other grants will provide the 20% match.
- 4. Project request type (capital, planning, both):** Capital
- 5. Describe the work you want to do for which you are seeking support. Include a description of the project development activities for this project completed to date (250 words maximum):** MnDOT has nearly completed an extensive corridor study planning process for the planned reconstruction of TH 61. Typical roadway cross section, intersection design, and pedestrian facility designs are beginning to take shape as the project moves towards final environmental review and preliminary design. The preferred alternative will include a shared use path along the TH 61 corridor, for which the City of Two Harbors will have a cost share requirement that this funding will be used for. TA funding will also enhance the connection of the trail to, and complete bicycle route infrastructure elements, along 6th Avenue, south and parallel to the TH 61 corridor because bicycle accommodation will not fit within the existing right of way and roadway footprint. This route will connect the west end of town and the North Shore Scenic

Drive's wide bikeable shoulders with the Gitchi Gami State Bike Trail at the east end of town. Near the terminus of the Gitchi Gami, the city also desires a grade separated crossing (tunnel) to provide a safer non-motorized crossing between the municipal campground along the lake and the city's bike trail system. TA funding will provide a critical component of the entire funding package for this important project.

6. **Describe how your project meets a transportation purpose (100 words maximum):** The primary outcome is to provide off-street non-motorized transportation facilities along or parallel to the TH 61 corridor. These facilities will provide a safer non-motorized link between the west and east ends of the city and tie the Gitchi Gami State Bike Trail to the US Bicycle Route along North Shore Scenic Drive.
7. **List any adopted plans that your project has been identified in (statewide, regional, Safe Routes to School, Scenic Byways, etc.):** Safe Routes to School, City of Two Harbors Trails Plan
8. **Is the proposal an initiative of a local Safe Routes to School program?** ☒ Yes ☐ No
9. **Does the proposal benefit a designated Scenic Byway?** ☒ Yes ☐ No
10. **If yes, which Scenic Byway?** North Shore Scenic Drive
11. **Describe your organization and/or the sponsoring agency's history with delivering federally funded projects, focusing on infrastructure projects. If not applicable, identify the key steps and strategies that will be used to deliver the project (250 words maximum):** Lake County is the sponsoring agency for the previously awarded funding and will also be the sponsoring agency for this funding cycle. The proposed improvements will be constructed with the MnDOT corridor project, which will be vetted through the NEPA process.
12. **Have you contacted representatives from the sponsoring agency, including elected officials and county engineers? If so, please describe what has resulted from this conversation and if you have written support for the project (50 words maximum):** The County Engineer, Lake County Board, and City of Two Harbors Council are well aware of the proposed project and have been actively involved and engaged in planning to date.

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** *Approving amendment to contract with recommendation from the Utility Committee to amend contract with WSB for the material testing for the WWTP in the amount of \$2,315, total contract \$22,695*

**ORIGINATING SOURCE/DEPARTMENT:** *Sewer Plant*

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

**BACKGROUND:** *See attached memo from Bolton and Menk, a contact with WSB was approved at the October 21, 2021 Council Meeting for \$20,035 the amended contract is \$22,695, remaining contract is \$8,807.50.*

**ESTIMATED DATE OF COMPLETION:** Click here to enter a date.

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

**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:**  
*Approve the invoice to WSB for \$2,315.*

CA 10 11/14/22



701 XENIA AVENUE S  
SUITE 300  
MINNEAPOLIS, MN  
55416



City of Two Harbors  
Attn: Miranda Pietila  
522 First Avenue  
Two Harbors, MN 55616

October 31, 2022  
Project/Invoice: R-019334-000 - 8  
Reviewed by: Chad DeMenge  
Project Manager: Terry Norlen

Two Harbors Wastewater Treatment Facility Upgrades

**Professional Services from September 1, 2022 to September 30, 2022**

Phase CMT Construction Materials Testing

Concrete Field Testing

**Unit Billing**

CMT Engineering Technician II

9/2/2022	1.5 Hours @ 60.00	90.00	
9/6/2022	2.0 Hours @ 60.00	120.00	
9/7/2022	8.75 Hours @ 60.00	525.00	
9/7/2022	9.75 Hours @ 60.00	585.00	
9/13/2022	1.5 Hours @ 60.00	90.00	
9/15/2022	3.0 Hours @ 60.00	180.00	
9/20/2022	1.5 Hours @ 60.00	90.00	
9/23/2022	1.5 Hours @ 60.00	90.00	
9/28/2022	1.5 Hours @ 60.00	90.00	
9/30/2022	1.5 Hours @ 60.00	90.00	
<b>Total Units</b>		<b>1,950.00</b>	<b>1,950.00</b>
	<b>Total this Task</b>		<b>\$1,950.00</b>

Materials Lab Testing

**Unit Billing**

Compressive Strength - Cylinder

8/30/2022	22-3679	4.0 Cylinders @ 5.00	20.00	
9/2/2022	22-3814	4.0 Cylinders @ 5.00	20.00	
9/6/2022	22-3893	4.0 Cylinders @ 5.00	20.00	
9/7/2022	22-3895	48.0 Cylinders @ 5.00	240.00	
9/13/2022	22-4037	4.0 Cylinders @ 5.00	20.00	
9/15/2022	22-4114	9.0 Cylinders @ 5.00	45.00	
<b>Total Units</b>		<b>365.00</b>	<b>365.00</b>	
	<b>Total this Task</b>		<b>\$365.00</b>	

**Total this Phase \$2,315.00**

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	2,315.00	11,572.50	13,887.50
Limit			22,695.00
Remaining			8,807.50

Project	R-019334-000	TWOH - Two Harbors Wastewater Treatment	Invoice	8
Total this Invoice				<u><u>\$2,315.00</u></u>

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** *Consider approving Pay App #12 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,276,826.79*

**ORIGINATING SOURCE/DEPARTMENT:** *Sewer Plant*

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

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

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

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

**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:**  
*Approve Pay App #12 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,276,826.79*

Agenda Item # CA-11 Meeting Date: 11/14/22



Real People. Real Solutions.

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

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

VIA EMAIL

November 8, 2022

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

RE: Two Harbors Wastewater Treatment Facility Improvements  
Pay Application No. 12  
BMI Project Number: M24.117177

Dear Joel,

Enclosed is a copy of Pay Application No. 12 from Lakehead Constructors, Inc. for \$1,276,826.79. I have reviewed this request and recommend payment to the contractor. The work reflected on this application represents 34.0% of the work to be completed under this contract. Please process this request for payment.

Please contact me if you have any questions.

Sincerely,  
**Bolton & Menk, Inc.**

**Jennifer Selchow, P.E.**  
Environmental Project Engineer

Enclosures

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

# Contractor's Application for Payment No.

Application Period: 9/25/22 - 10/25/22		Application Date: 10/25/2022	Invoice No. 12
To (Owner): City of Two Harbors, MN	From (Contractor): Lakehead Constructors, Inc.	Via (Engineer): Bolton & Menk	
Project: Wastewater Treatment Facility Improvements	Contract: Wastewater Improvements		
Owner's Contract No.:	Contractor's Project No.: 7834	Engineer's Project No.: M24.117177	

## Application For Payment Change Order Summary


Approved Change Orders		1. ORIGINAL CONTRACT PRICE	
Number	Additions	Deductions	
			2. Net change by Change Orders..... \$ \$29,297,715.00
			3. Current Contract Price (Line 1 ± 2)..... \$ \$29,297,715.00
			4. TOTAL COMPLETED AND STORED TO DATE
		(Column F on Progress Estimate).....	\$ \$10,495,427.71
		5. RETAINAGE:	
		a. 5% X \$9,132,978.75 Work Completed.....	\$ \$456,648.94
		b. 5% X \$1,362,448.96 Stored Material.....	\$ \$68,122.45
		c. Total Retainage (Line 5a + Line 5b).....	\$ \$524,771.39
		6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ \$9,970,656.32
		7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ \$8,693,829.53
		8. AMOUNT DUE THIS APPLICATION.....	\$ \$1,276,826.79
		9. BALANCE TO FINISH, PLUS RETAINAGE	
		(Column G on Progress Estimate + Line 5 above).....	\$ \$19,327,058.68
TOTALS			
NET CHANGE BY			
CHANGE ORDERS			

## Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.



By: Kerry Pylka	Date: 10/25/2022
-----------------	------------------

Payment of: \$	\$1,276,826.79	(Line 8 or other - attach explanation of the other amount)
is recommended by:		11/08/2022 (Date)
Payment of: \$	\$1,276,826.79	(Line 8 or other - attach explanation of the other amount)
is approved by:		(Owner) (Date)
Approved by:		Funding Agency (if applicable) (Date)

Endorsed by the Construction Specifications Institute.

## Progress Estimate

## Contractor's Application

Project: Wastewater Treatment Facilities Improvements				Application Number: 12				
Application Period: 9/26/02 - 10/25/02				Invoice Number				
				Application Date: 10/25/2012				
A		B	Work Completed		E	F	G	
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (D/B)	Balance to Finish (B - F)
1000	General Conditions	\$2,693,943.00	\$995,000.00	\$140,000.00		\$1,135,000.00	43.6%	\$1,468,943.00
1001	Bonds & Insurance	\$290,000.00	\$290,000.00			\$290,000.00	100.0%	
1010	General Construction Allowance	\$412,000.00	\$18,739.33	\$17,152.21		\$35,891.54	7.6%	\$439,108.46
1020	Chemical Feed Pump & Skid Allowance	\$75,000.00						\$75,000.00
1020	Raw Water Wetwell Mixer Allowance	\$5,000.00						\$5,000.00
1020	Laboratory Equipment Allowance	\$55,000.00						\$55,000.00
1020	Furnishings Allowance	\$35,000.00						\$35,000.00
1020	Computer Allowance	\$30,000.00						\$30,000.00
1020	Security System Allowance	\$40,000.00						\$40,000.00
1020	Utility Service Connection Allowance	\$35,000.00						\$35,000.00
	Earthwork General Conditions	\$219,500.00	\$219,500.00			\$219,500.00	100.0%	
2100	Site Preparation	\$43,380.00	\$43,380.00			\$43,380.00	100.0%	
2101	Demolition	\$182,000.00	\$59,135.04	\$27,500.00		\$58,635.04	47.6%	\$95,364.96
2102	Final Grading	\$6,870.00						\$6,870.00
2103	Excavation & Backfill	\$468,800.00	\$465,310.00			\$465,310.00	95.0%	\$24,490.00
2104	Remove Pavement & Misc. Structures	\$22,600.00	\$13,000.00			\$13,000.00	57.5%	\$9,600.00
2105	Rock Excavation \$170/CY	\$425,000.00	\$57,970.00			\$57,970.00	13.6%	\$367,030.00
2106	Excavation & Embankment	\$102,700.00	\$102,700.00			\$102,700.00	100.0%	
2107	Erosion & Sediment Control	\$33,150.00	\$19,116.70			\$19,116.70	57.7%	\$14,033.30
2108	Site Utilities	\$968,700.00	\$968,700.00			\$968,700.00	100.0%	
2109	Roads, Walks & Cuts	\$362,000.00						\$362,000.00
2110	Turf Restoration & Plantings	\$50,150.00						\$50,150.00
2111	Earthwork for Decorative Wall	\$270,000.00						\$270,000.00
3300	Cast In Place Concrete-below- includes rebar							
3300	Classified Concrete	\$1,245,000.00	\$933,750.00	\$249,000.00		\$1,182,750.00	95.0%	\$62,250.00
3300	Grange	\$610,000.00						\$610,000.00
3300	Acropolis Balist	\$2,375,000.00	\$1,270,000.00	\$185,000.00		\$1,455,000.00	61.3%	\$920,000.00
3300	Operations	\$475,000.00	\$50,000.00	\$92,500.00		\$142,500.00	30.0%	\$332,500.00
3300	Biosolids	\$815,000.00						\$815,000.00
3300	Chlorine Contact	\$475,000.00						\$475,000.00
3310	Concrete Decorative Walls	\$1,331,160.00						\$1,331,160.00
3410	All Precast	\$535,000.00						\$535,000.00
4010	Unit Masonry Assemblies	\$840,000.00						\$840,000.00
5100	Metals	\$595,000.00						\$595,000.00
6100	Rough Carpentry	\$55,000.00			\$3,839.43	\$3,839.43	0.4%	\$591,160.57
7100	Durysproofing	\$68,000.00						\$68,000.00
7190	Vapor Barrier	\$75,000.00						\$75,000.00
7533	Fully Adhared Membrane Roof System	\$675,000.00						\$675,000.00
7900	Caulking & Sealants	\$85,000.00						\$85,000.00
8110	Doors & Frames	\$130,000.00			\$96,616.31	\$96,616.31	74.3%	\$33,383.69
8160	O.H. Doors	\$60,000.00						\$60,000.00
8501	Windows	\$30,000.00			\$2,496.00	\$2,496.00	8.3%	\$27,504.00
9000	Painting	\$40,000.00		\$71,733.00		\$71,733.00	11.8%	\$338,267.00
10000	Division 10	\$40,000.00						\$40,000.00
11240	Chemical Feed	\$133,708.00						\$133,708.00
11250	Hydraulic Gates	\$80,000.00						\$80,000.00
11310	Centrifugal Wastewater Pumps	\$300,000.00			\$248,000.00	\$248,000.00	82.7%	\$52,000.00
11315	Rotary Lobe Pump	\$125,000.00						\$125,000.00
11318	Screw Impeller Centrifugal Pumps	\$440,000.00						\$440,000.00
11320	Grit Removal	\$90,925.00			\$80,127.00	\$80,127.00	88.1%	\$10,798.00
11330	Fine Screen	\$192,000.00						\$192,000.00
11335	Jet Mixing Aeration System	\$178,000.00						\$178,000.00
11352	Clarifier Equipment	\$540,000.00		\$170,000.00	\$252,000.00	\$522,000.00	96.7%	\$18,000.00
11374	Fine Pore Membrane Aeration Equipment	\$60,000.00			\$60,000.00	\$60,000.00	100.0%	
11376	High Efficiency Blower System	\$750,000.00						\$750,000.00
11384	Rotary Drum Thickener	\$155,000.00						\$155,000.00
11386	Rapid Mixers	\$48,000.00						\$48,000.00
11387	Submersible Mixers	\$25,000.00			\$25,000.00	\$25,000.00	100.0%	
11630	Automatic Sampler	\$17,000.00						\$17,000.00
12346	Casework	\$55,000.00						\$55,000.00
13126	Glecular Tank Covers	\$311,000.00			\$81,000.00	\$81,000.00	26.4%	\$230,000.00
13216	Prestressed Concrete Water Tanks	\$1,500,000.00	\$1,425,000.00	\$75,000.00		\$1,500,000.00	100.0%	
13900	FRP Bariles & Weirs	\$60,000.00		\$30,000.00	\$14,500.00	\$44,500.00	74.2%	\$15,500.00
14000	Holds	\$25,000.00						\$25,000.00
15000	Mechanical							
15001	Modifies & General Conditions	\$168,565.00	\$28,234.75	\$5,000.00		\$33,234.75	20.0%	\$134,830.25
15002	Buried Process Pipe	\$175,000.00	\$175,000.00			\$175,000.00	100.0%	
15003	Flanged Process Pipe	\$514,000.00	\$145,000.00			\$145,000.00	28.2%	\$369,000.00
15004	Process Flanged Fittings	\$286,000.00		\$218,540.00		\$218,540.00	76.4%	\$67,460.00
15005	Process Valves	\$305,000.00						\$305,000.00
15006	Process Pipe Labor	\$425,000.00	\$30,000.00	\$5,000.00		\$35,000.00	8.2%	\$390,000.00
15008	Stainless Pipe Material	\$34,000.00						\$34,000.00
15009	Gas Piping	\$16,000.00						\$16,000.00
15010	Aeration Piping Install	\$15,600.00						\$15,600.00
15011	Pipe Supports & Hangers	\$78,000.00						\$78,000.00
15012	Sampler Piping	\$31,000.00						\$31,000.00
15013	Pipe Dams	\$3,000.00						\$3,000.00
15014	Chem Feed Material	\$32,000.00						\$32,000.00
15015	Chem Feed Labor	\$16,000.00						\$16,000.00
15016	Mechanical Equipment Install	\$17,600.00						\$17,600.00
15017	Duct Field Material	\$34,050.00						\$34,050.00
15018	Fabricated Ductwork	\$31,625.00						\$31,625.00
15019	Duct Field Labor	\$22,000.00						\$22,000.00
15020	Plumbing Material	\$121,000.00	\$14,520.00			\$14,520.00	12.0%	\$106,480.00
15021	Insulation Material	\$17,050.00						\$17,050.00
15022	Revolution Material	\$17,050.00						\$17,050.00
15023	Plumbing Labor	\$179,466.00	\$21,048.72	\$76,664.00		\$26,664.00	31.3%	\$152,801.28
15024	Insulation Labor	\$18,985.00						\$18,985.00
15025	Ventilation Equipment	\$172,760.00						\$172,760.00
15026	Plumbing Fixtures/Equipment	\$93,170.00	\$46,585.00			\$46,585.00	50.0%	\$46,585.00
15027	Refrigeration Piping/Start-up	\$15,730.00						\$15,730.00
15028	T&B	\$9,486.00						\$9,486.00
16000	Temp Control Sub	\$137,006.00	\$13,700.00		\$50,692.22	\$64,392.22	47.0%	\$72,613.78
16001	Electrical							
16001	Permit	\$2,500.00	\$2,500.00			\$2,500.00	100.0%	
16002	Mobilization	\$50,000.00	\$10,000.00			\$10,000.00	20.0%	\$40,000.00
16003	Temp Power/Lighting	\$25,000.00	\$10,500.00			\$10,500.00	42.0%	\$14,500.00
16004	Site Electrical	\$40,319.00	\$90,000.00			\$90,000.00	22.1%	\$172,319.00
16005	Site Lighting	\$58,116.00						\$58,116.00
16006	Final Clarifier	\$47,684.00						\$47,684.00
16007	Aeration Basin	\$37,476.00						\$37,476.00
16008	Operations Building	\$156,343.00	\$22,500.00	\$10,000.00		\$32,500.00	16.6%	\$163,843.00
16009	Storage Garage	\$49,873.00						\$49,873.00
16010	Biosolids Building	\$214,073.00						\$214,073.00
16011	Pre Treatment	\$5,000.00						\$5,000.00
16012	Existing Pre Treatment	\$88,943.00		\$2,000.00		\$2,000.00	2.2%	\$86,943.00
16013	Existing Filter Building	\$142,976.00		\$3,500.00		\$3,500.00	2.4%	\$139,476.00
16014	Wall Lighting	\$45,837.00						\$45,837.00
16015	Equipment	\$14,018.00						\$14,018.00
16016	Service	\$160,937.00						\$160,937.00
16017	Lighting Fixtures Material	\$224,200.00			\$224,200.00	\$224,200.00	100.0%	
16018	Gear	\$204,738.00			\$74,758.00	\$74,758.00	36.2%	\$130,980.00
16019	Cabinet Unit Heaters	\$34,220.00			\$34,220.00	\$34,220.00	100.0%	
16020	Generator	\$228,377.00						\$228,377.00
16021	Integrator	\$136,800.00	\$133,000.00			\$133,000.00	97.2%	\$3,800.00
16022	Integrator Materials	\$118,834.00			\$115,000.00	\$115,000.00	27.5%	\$303,834.00
16023	Integrator Hardware	\$139,611.00						\$139,611.00
16024	Integrator Start-up	\$18,109.00						\$18,109.00
Totals		\$29,297,715.00	\$7,704,389.54	\$1,428,589.21	\$1,362,448.96	\$10,495,427.71		\$18,802,287.29

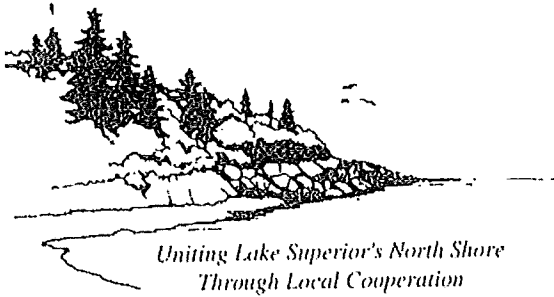


**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>Miranda Pietila</b>	Department: <b>General Fund</b>	Date: <b>11/14/2022</b>
Agenda Item Subject: North Shore Management Board Dues	Fiscal Impact: \$750 annual local match	
<b>BACKGROUND:</b> See attached communication from North Shore Management Board		
<b>COUNCIL ACTION REQUESTED:</b> Pay annual dues		
<b>RECOMMENDATION:</b>		
<b>ATTACHMENTS:</b> Communication and Invoice		





# North Shore Management Board

October 3, 2022

Dear North Shore Management Board Member:

Each new fiscal year, the North Shore Management Board (NSMB) asks its member entities to continue their membership and to provide funding towards the NSMB's activities. Enclosed is an invoice for Fiscal Year 2023 (July 1, 2022 to June 30, 2023) funding. The North Shore Management Board is responsible for defining the minimum zoning standards for Minnesota's North Shore of Lake Superior. The Board's area of authority is property that lies between Lake Superior and a line that is 300 feet inland from Highway 61 or a line that is 1,000 feet from the Lake Superior high water line, whichever is greater. The NSMB also reviews variance, conditional use, and other zoning applications/issues to provide local jurisdictions with additional feedback regarding pertinent development issues along the shore.

Over the last fiscal year, the NSMB has been focused on updating the Hazard Erosion Zones layer developed in the late 1980's for Minnesota's entire north shore. Once this data is available, local units of government and private citizens alike will have a greater understanding of potential at-risk areas, and ideally lead to better coastal management. In Fiscal Year 2022, the Board focused on phase 3 of the project, after securing funding from Minnesota's Lake Superior Coastal Program to extrapolate the analysis to the entire NSMB zone. This project is a crucial stepping-stone for updating the hazard layer to help land use managers make informed decisions during permitting, variance, and other development decisions along the entire shoreline. In FY 2023, we anticipate nearing completion on Phase III of the project and attempting to secure funds for a NSMB Plan Update to correspond with the updated data and potential minimum standard recommendations.

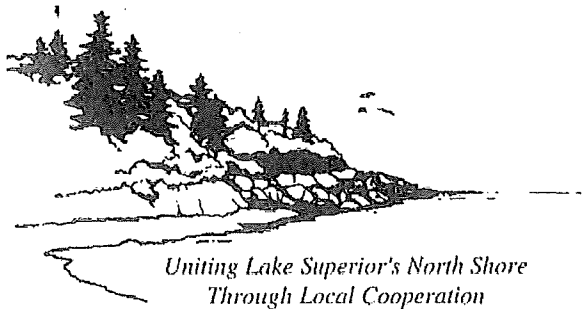
If you have questions or comments regarding the NSMB or the map update project, you may make your request to any NSMB member or contact Justin Otsea, Planner, ARDC Planning Division at 218-529-7529 or by email to [jotsea@ardc.org](mailto:jotsea@ardc.org) directly.

We hope you will join us in our efforts by continuing your support.

Chuck Voss  
Chair  
North Shore Management Board

Enc.





# North Shore Management Board

---

## Invoice

October 12, 2022

City of Two Harbors  
Attn: Miranda Pietla  
522 First Avenue  
Two Harbors, MN 55616

Invoice # : 5446

Order #: 170028-Two Harbors

Description: Annual Local Match pledged toward the NSMB 7/1/2022 to 6/30/2023

Total Amount Due

\$750.00

Make checks payable to the North Shore Management Board. Please reference our order # and invoice # on your remittance.

Remit to: North Shore Management Board  
c/o ARDC  
221 West First St.  
Duluth, MN 55802





# CITY OF TWO HARBORS CITY COUNCIL

## AGENDA ITEM COVER SHEET

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Approving a Blandin Foundation Grant Agreement and authorizing Acting Mayor and City Clerk to execute documents necessary.</b>	Fiscal Impact: <b>Receiving funding in the amount of \$100,000 for ADA improvements to the Library restrooms.</b>	
<b>BACKGROUND:</b> Library Director, Madelin Jarvis, has made application to the Blandin Foundation for a Leadership Boost Grant for the purpose of making improvements to the Library restrooms in the form of ADA accessibility.		
<b>COUNCIL ACTION REQUESTED:</b> Approve the grant agreement and authorize the Acting Mayor and City Clerk to execute documents necessary for acceptance of the grant on behalf of the City.		
<b>RECOMMENDATION:</b> Approve the grant and authorize the execution of the necessary documents.		
<b>** Staff Note – Congratulations to Madelyn on this successful grant application!!</b>		
<b>ATTACHMENTS:</b>		

October 26, 2022

Miranda Pietila  
City of Two Harbors  
522 1st Ave  
Two Harbors, MN 55616

RE: G-2022-13172

Dear Miranda:

I am pleased to inform you that the Blandin Foundation approve a grant of \$100,000 to City of Two Harbors for a leadership boost grant in Two Harbors in rural Minnesota.

Please review this Grant Agreement for the specific terms and/or conditions of this grant. If you agree, please follow the instructions provided to electronically sign your Grant Agreement and submit to the Blandin Foundation. A copy will automatically be sent to you after signing. Please retain a copy of the Grant Agreement for your files. If you have questions about any part of this agreement, feel free to contact me or anyone else on our grants team at 218-326-0523.

The release of grant funds, in accordance with the schedule stated in the agreement, is contingent on the timely return of this signed Grant Agreement. This document should be returned to the Blandin Foundation within 30 days of the date specified on the Grant Agreement.

You will notice that the date of December 01, 2023 is inserted in the Grant Agreement for you to submit a report about the outcomes of this grant. Please let me know if this date is reasonable given other commitments you may have at that time. In addition to our interest in your work, reporting is important for the Foundation's annual audit and we appreciate your help with this portion of fulfilling the conditions of the grant.

On behalf of the Board of Trustees of the Blandin Foundation, I would like to congratulate you on receiving this award. We are pleased to be a part of this effort and look forward to hearing from you as progress is made towards achieving your goals.

Sincerely,

DocuSigned by:  
  
348D9CFD7D1541E...  
Kyle Erickson  
Program Officer

c: File

CA.13

11/14/22

**Blandin Foundation  
Grant Agreement**

This Agreement, made and executed this 26th day of October 2022, by and between the Blandin Foundation (hereinafter referred to as "Foundation") and City of Two Harbors (hereinafter referred to as "Grantee").

The Foundation agrees to make the following grant, and Grantee agrees to accept such grant, in accordance with the terms and provisions hereinafter set forth.

- I. PURPOSE AND TERMS OF THE GRANT.** The grant shall be used solely for the purposes described in the grant application submitted by Grantee, including administrative expenses necessary thereto. Except as otherwise approved in writing by the Foundation, Grantee shall perform its obligations under this Agreement. **This document must be completed and returned to the Foundation before grant funds are disbursed.**
- II. GRANT AMOUNT AND PERIOD.** The maximum amount the Foundation will disburse under this Agreement is \$100,000. Grantee shall perform this grant for the period November 01, 2022 - October 31, 2023. Disbursements under the grant are subject to compliance with the conditions of this Agreement.
- III. USE OF GRANT FUNDS.** The grant (and all income earned upon investment of the grant, hereinafter together referred to as the "grant funds") shall be used exclusively for the purposes specified herein and approved by the Foundation, unless otherwise approved by the Foundation in writing. The following conditions apply:

  - (A) Grantee has ratified and affirmed that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or a unit of government and classified as a *nonprivate* foundation under Sections 509(a)(1), (2) or (3) of the Code.
  - (B) Grantee will utilize the grant funds only for charitable and/or educational activities consistent with its tax-exempt or government status described above.
  - (C) Grantee agrees that it will not intervene in any campaign for elective public office, or support or oppose any political party, by expenditure of any resource (including volunteered labor) or in any other way. Grantee also agrees that it will not undertake propaganda or attempt to influence legislation outside the limits of Section 501(c)(3) of the Code or more specifically, if applicable, Sections 501(h) and 4911 of the Code.
  - (D) The grant has not been earmarked to support or carry on any lobbying. If the grant is restricted to a specific project, grantee has submitted a budget for the entire project's operation and affirms that the project's budget accurately reflects Grantee's intentions to expend at least the amount of this grant on the non-lobbying portion of the project.

G-2022-13172

- (E) Grantee agrees that the grant shall not be used to, except as otherwise provided in Section 4941(d)(2) of the Code and the regulations thereunder, make any direct or indirect transfer to, or use by or for the benefit of a disqualified person (as defined in Section 4946(a)(1) of the Code), including the payment of compensation, with respect to the Foundation.
- (F) Grantee will inform the Foundation immediately of any change in, or IRS proposal to revoke (whether or not appealed), its tax-exempt status or its *nonprivate* foundation classification.
- (G) This grant is not earmarked for transmittal to any other entity or person, even if Grantee's proposal or other correspondence expresses intentions to remit expenditures to third parties. Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this Agreement's terms and conditions.

**IV. GRANT APPLICATION.** The Foundation has relied on the information, representations and statements in the grant application submitted by the Grantee via the Foundation's online grant website. As such, Grantee represents and warrants that all information, representations and statements contained in its grant application are true, complete and correct in all material respects.

Furthermore, Grantee represents and warrants that it has received and reviewed certain governing policies of the Foundation, including without limitation the anti-discrimination policy. Grantee also represents and warrants that it does not engage in, nor shall it engage in, any activities that violate, or will violate, such governing policies of the Foundation, including without limitation, the anti-discrimination policy.

**V. DISBURSEMENT OF GRANT FUNDS.** The Foundation shall disburse grant funds as follows, provided that the Foundation reserves the right to delay or withhold a scheduled disbursement if progress or reporting on the project is not satisfactory or the project requires less funding than originally budgeted, as determined in accordance with the interim report(s) and final report submitted by Grantee in accordance with Section VI. Satisfactory progress will be determined at the sole discretion of the Foundation, and will be assessed as progress toward stated goals within the project timeline and receipt of timely progress and financial reports. Unsatisfactory progress will be communicated to the Grantee and a plan for addressing any deficiencies in progress will be negotiated between the Foundation and the Grantee.

**Upon receipt of the signed Agreement, this grant will be scheduled to be paid out on or about:**

**December 8, 2022      \$100,000**

Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds form provided by the Foundation with the transmittal of this Agreement.



G-2022-13172

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

**VI. REPORTING REQUIREMENTS - MAINTENANCE OF RECORDS.** The Foundation will evaluate the success of the Grantee's activities on the basis of the goals that were outlined in the grant application and on a number of specific indicators the Foundation is tracking on its grants. We understand the general goals of the grant to be:

- Renovate facilities to meet or exceed ADA compliance requirements;
- Increase inclusive community usage by removing functional barriers to access.

Grantee shall provide to the Foundation reports relating to this grant pursuant to guidelines and formats in effect at the time the report is due (these reporting requirements and formats may be changed from time to time by the Foundation at its discretion). To assist you in your evaluation work and reports to the Foundation on the progress that is being made on the grant's goals and overall to the end of accomplishing the grant's purposes, please refer to the instructions for completion of the Narrative and Grant Revenue and Expense Worksheet. A copy of these instructions, and the worksheet, can be accessed on our website at <http://grants.blandinfoundation.org/report-forms/> The schedule upon which reports will be due is as follows:

**Final Report: December 01, 2023**

**Documentation.** The Grantee agrees to maintain records consistent with generally accepted accounting principles to account for the funds received under this grant and to identify how they have been expended. Grantee agrees to maintain documentation of expenditures and activities at its own expense and at its own offices for a period of no less than six years after the expiration of the grant period. Grantee agrees to make records of such documentation available to the Foundation at reasonable times upon the Foundation's request.

**Audit.** If the Grantee has an independent opinion provided on its financial statements (i.e., an "audit") for any period in which it has received grant funds or made disbursements therefrom, Grantee agrees to provide a copy of those audited financial statements within two weeks of the acceptance of the audit by the Grantee's Board of Directors.

**VII. PUBLICITY.** To help the public gain awareness, both of this project and the Foundation's work, we request that you recognize the Foundation's contribution, where appropriate, on signage, brochures, web site or publicity you generate about your project. Please contact the Foundation's communications staff at 218-326-0523 for questions about developing public awareness of your grant or to obtain logos as you may need them.

In addition, the Foundation regularly communicates with its many stakeholders and audiences about its grant activities. As part of this effort, Foundation staff may wish to obtain additional information about and/or photograph/videotape various aspects of your project for use in Foundation communications tools. These may include the Foundation Web site, public reports including the annual report, news releases, brochures or other printed materials and board tours. Foundation staff would contact and coordinate with the key contact listed on the grant application to make arrangements.

**VIII. WITHHOLDING OF FUNDS - TERMINATION.** This Agreement may be terminated at any time by either party in writing. Any use by the Grantee of the grant proceeds for any purpose other than as specified herein will terminate the Foundation's obligation to make further payments under this Agreement. In addition, the Foundation may, at its sole option, terminate this Agreement at any time if:

- (A) Grantee receives notice of any proposed revocation of Grantee's tax-exempt status or reclassification to other than *nonprivate* foundation status by the Internal Revenue Service or if Grantee loses status as an organization in good standing with any State authority.
- (B) In the Foundation's judgment, Grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with conditions in this Agreement.
- (C) The Foundation reserves the right as to any moneys not yet paid under this Agreement, to withhold payment if the Grantee fails to submit to it any report or reports required hereunder. Said withheld payment or payments may be later released, but only at the discretion of the Foundation. Upon final termination of this Agreement, the Grantee shall promptly, upon the request of the Foundation, repay to the Foundation all expected grant funds, and the Grantee shall not be entitled to any further funds under this grant.

**IX. NON-WAIVER BY CONDUCT.** The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. The waiver by either party of any breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this Agreement may be waived except by the further written agreement of the parties.

**X. LIABILITY AND INDEMNITY.** The Foundation does not assume any liability or responsibility for the actions of the Grantee in carrying out the purposes of the grant. Grantee shall defend, indemnify and hold harmless the Foundation and the Foundation's directors, officers, employees, affiliates, agents, successors, and assigns from any and all liability, losses, damages, claims, demands, actions, causes of actions, attorney's fees, cost, expenses of whatever nature arising directly or indirectly from, or relating to this Agreement.

**XI. GOVERNING LAW AND VENUE; ENTIRE AGREEMENT.** This Agreement and any executed amendments hereto shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in a court of competent jurisdiction in Itasca County. This Agreement, with any executed amendments, constitutes the entire agreement between the parties with regard to the matters set forth herein.

**XII. COPYRIGHTS, PATENTS AND PROPERTY RIGHTS.** If it is anticipated that intellectual property issues will result from this grant, specific understandings should be negotiated as part of this Agreement. Unless otherwise agreed, intellectual property rights

G-2022-13172

resulting from the grant may be copyrighted by grantee subject to the right of first refusal to copyright such materials by the Foundation. In regard to personal and real property acquired with grant proceeds, it is expected that in the event of a grantee ceasing to use such property for the purposes outlined in this Agreement, that such property or the proceeds from sale or lease of said property be directed to a consistent charitable purpose in the same geographic area.

**XIII. AUTHORIZATION OF GRANTEE.** The Grantee warrants and represents that (i) it is authorized to enter into and legally is able to perform all obligations imposed on and entered in this Agreement and (ii) this Agreement shall bind any of its successors or assigns.

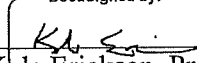
**XIV. AMENDMENT.** This Agreement may not be modified or amended except by written instrument signed by both parties to this Agreement.

CITY OF TWO HARBORS

BLANDIN FOUNDATION

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Title

DocuSigned by:  
  
\_\_\_\_\_  
Kyle Erickson, Program Officer



G-2022-13172

In order to expedite the processing of grant funds and to conform with the internal auditing controls of your organization, would you please designate the person responsible for processing grant funds. All grant payments will be forwarded to his/her attention:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_

**Certificate Of Completion**

Envelope Id: FC9A989FEE7E425CB5024CB25D5A1AE2

Status: Delivered

Subject: Complete with DocuSign: Grant Agreement - City of Two Harbors - Round 2 - Capital - Small Commu...

Source Envelope:

Document Pages: 7

Signatures: 2

Certificate Pages: 1

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Envelope Originator:

LuAnn Robinson

100 North Pokegama Avenue

Grand Rapids, MN 55744

lrobinson@blandinfoundation.org

IP Address: 206.145.1.1

**Record Tracking**

Status: Original

Holder: LuAnn Robinson

Location: DocuSign

10/26/2022 2:59:46 PM

lrobinson@blandinfoundation.org

**Signer Events**

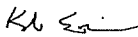
Kyle Erickson

kherickson@blandinfoundation.org

Charles K. Blandin Foundation

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:



34809CFD7D1541E...

Signature Adoption: Drawn on Device

Using IP Address: 104.219.199.145

**Timestamp**

Sent: 10/26/2022 3:02:00 PM

Viewed: 10/27/2022 8:27:09 AM

Signed: 10/27/2022 9:05:31 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Miranda Pietila

mpietila@twoharborsmn.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Sent: 10/27/2022 9:05:32 AM

Viewed: 10/27/2022 9:08:49 AM

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

10/26/2022 3:02:00 PM

Certified Delivered

Security Checked

10/27/2022 9:08:49 AM

**Payment Events****Status****Timestamps**



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Agate Bay Crafters Refund</b>	Fiscal Impact: <b>\$100.00</b>	
<b>BACKGROUND:</b> When they arrived at the community building to set up their craft show for the weekend, there was construction materials, tools, and equipment in the room that they had rented. There was a layer of sawdust on everything. Here were items that they weren't able to move such as large windows and a pile of lumber so there was space that they lost that they had intended to use. There was construction work going on during their sale and they were dissatisfied with the situation.		
<b>COUNCIL ACTION REQUESTED:</b> Provide relief of the rental fees for the event. <b>RECOMMENDATION:</b> Staff recommends refunding the rental fees for this event in the amount of \$100.		
<b>ATTACHMENTS:</b>		

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

# TWO HARBORS CITY COUNCIL

## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** Request for Blake Prince to attend the MMUA 2022 T & O Conference – December 6-8, 2022 in St. Cloud, Minnesota. Costs for lodging and conference is \$900.00, plus tax and meal reimbursement.

**ORIGINATING SOURCE/DEPARTMENT:** Electric Department

**FUNDING SOURCE:** Electric Department

**BACKGROUND:** Minnesota Municipal Utilities Association

**ESTIMATED DATE OF COMPLETION:** 12/12/22

**COMMITTEE/COMMISSION RECOMMENDATION:**

**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:**

Agenda Item # CA-15 Meeting Date: 11/14/22



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Airport Commission Resignations</b>	Fiscal Impact:	
<b>BACKGROUND:</b> Matt Ferrari called and gave a verbal resignation from his position on the Airport Commission and there was an email received from Ryan Murphy for his resignation from the Airport Commission which is attached.		
<b>COUNCIL ACTION REQUESTED:</b> Accept these resignations with regret and authorize letters of appreciation for their service.		
<b>RECOMMENDATION:</b> Accept these resignations with regret and authorize letters of appreciation for their service.		
<b>ATTACHMENTS:</b>		

## Patty Nordean

---

**From:** Ryan Murphy <rmurf23@gmail.com>  
**Sent:** Wednesday, October 26, 2022 8:28 AM  
**To:** Patty Nordean  
**Subject:** Airport commission

Good morning patty,  
With regrets I am resigning from the airport commission effective today.

Thanks,  
Ryan Murphy  
218-343-5431

--

Ryan Murphy

Mobile 218-343-5431  
Home 218-834-2941

CA-16

11/14/22



# CITY OF TWO HARBORS CITY COUNCIL

## AGENDA ITEM COVER SHEET

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>1<sup>st</sup> Reading of Ordinance Enacting and Adopting a Supplement to the Code of Ordinances.</b>	Fiscal Impact:	
<b>BACKGROUND:</b> Each year, we gather ordinances which have been adopted over the past year and send them to American Legal Publishing for the purpose of codifying the ordinances for incorporation into the City Code. Once the codification is completed, it requires an ordinance to adopt the ordinances a part of the City Code. This takes three readings.		
<b>COUNCIL ACTION REQUESTED:</b> Declare first reading of the proposed ordinance.		
<b>RECOMMENDATION:</b> Declare first reading of the proposed ordinance.		
<b>ATTACHMENTS:</b>		

Agenda Item # CA-17

Meeting Date 11/14/22



**DRAFT**

**ORDINANCE NO. XXX, SECOND SERIES**

**AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT  
OF THE CODE OF ORDINANCES FOR THE CITY OF TWO HARBORS**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, ("American Legal Publishing") has completed the 2022 supplement to the Code of ordinances of the City of Two Harbors ("City"), which supplement contains all ordinances of general and permanent nature enacted since the prior supplement to the Code of Ordinances of City; and

WHEREAS, it is necessary to provide for the usual and daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this Ordinance take effect at an early date.

**THE CITY COUNCIL OF THE CITY OF TWO HARBORS DOES ORDAIN:**

**Section 1.**     Adoption of Supplement. That the 2022 supplement to the Code of Ordinances of City as submitted by American Legal Publishing on file in the office of the City Clerk be and the same is hereby adopted by reference as if set out in its entirety.

**Section 2.**     Added to Code. The City Clerk is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the City Clerk following the effective date.

**Section 3.**     Effective Date. This Ordinance shall be effective: (a) thirty (30) days after (1) its passage and (2) approval by the Mayor, and (b) upon its publication once in the legal newspaper for the City of Two Harbors.

ADOPTED, this XX day of December, A.D., 2022.

\_\_\_\_\_  
Ben Redden, President, City Council

ATTEST: \_\_\_\_\_  
Patricia D. Nordean, City Clerk

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** utility assessment

**ORIGINATING SOURCE/DEPARTMENT:** City Hall

**FUNDING SOURCE:** Click here to enter text.

**BACKGROUND:** Click here to enter text.

**ESTIMATED DATE OF COMPLETION:** Click here to enter a date.

**COMMITTEE/COMMISSION RECOMMENDATION:** ASSESS TO 2023 TAX ROLLS

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

Agenda Item # CA 20 Meeting Date: 11/14/22

ADDRESS	ASSESSABLE CHARGE	ASSESSABLE CHARGES	FEE	TOTAL
714 13TH AVE	UNPAID UTILITIES	\$ 45.10	\$25.00	70.10
			\$ -	-
		\$ 45.10	\$25.00	70.10



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Approving the Application of the Topsy Mosquito LLC for On-Sale and Sunday On-Sale Intoxicating Liquor License at 623 First Avenue #2</b>	Fiscal Impact: <b>Fee based.</b>	
<b>BACKGROUND:</b> This is an application for full on-sale and Sunday on-sale intoxicating liquor for a new establishment at this address. The State of MN will still need to inspect and the County will need to issue their license (preliminary approval has been received.)		
<b>COUNCIL ACTION REQUESTED:</b> Approve the application of Topsy Mosquito LLC with pending requirement shown on the agenda. <b>RECOMMENDATION:</b> Approve with pending requirements listed on agenda.		
<b>ATTACHMENTS:</b>		



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Changing Dry Camping Rate</b>	Fiscal Impact:	
<b>BACKGROUND:</b> Public Affairs has reviewed a staff recommendation to increase dry camping rates to \$30 per day and has recommended that the Council authorize the rate increase.		
<b>COUNCIL ACTION REQUESTED:</b> Authorize an increase in the dry camping rate to \$30.00 for Burlington Bay Campground.		
<b>RECOMMENDATION:</b> Approve the increase.		
<b>ATTACHMENTS:</b>		

# TWO HARBORS CITY COUNCIL



## AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:** *Consider approving Primetime Concrete LLC for the 2022 Sidewalk Project for \$149,625.*

**ORIGINATING SOURCE/DEPARTMENT:** *Capital Equipment Fund*

**FUNDING SOURCE:** *Capital Equipment Fund*

**BACKGROUND:** *The 2022 Sidewalk Project began on June 1, 2021. Work completed on this Pay App included sidewalks from residents who had signed up for sidewalk work with the program we began in early 2020. 2021 Sidewalk project is complete.*

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

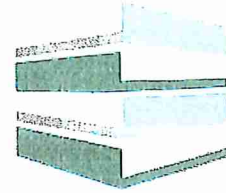
**COMMITTEE/COMMISSION RECOMMENDATION:** Click here to enter text.

**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:**  
*Approve Primetime Concrete LLC for the 2022 Sidewalk Project for \$149,625.*

Agenda Item # CA 23 Meeting Date: 11/14/22

**Primetime Concrete LLC**

1767 Old North Shore Road  
Duluth, MN 55804 US  
courtney@primetimeconcretemn.com  
www.primetimeconcretemn.com

**PRIMETIME CONCRETE****INVOICE**

BILL TO  
City of Two Harbors  
City of Two Harbors  
Attn: Miranda Pietila  
522 1st Ave  
Two Harbors, MN 55616

INVOICE 1253  
DATE 10/26/2022  
TERMS Due on receipt  
DUE DATE 10/26/2022

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	319 8th Street	30	225.00	6,750.00
Sales	Alley Apron	12	225.00	2,700.00
Sales	301 8th Street	29	225.00	6,525.00
Sales	8th Street & 3rd Ave N	7	225.00	1,575.00
Sales	8th Street & 3rd Ave S	6	225.00	1,350.00
Sales	277 8th Street	18	225.00	4,050.00
Sales	225 8th Street	9	225.00	2,025.00
Sales	221 8th Street	13	225.00	2,925.00
Sales	201 8th Street	31	225.00	6,975.00
Sales	8th Street & 2nd Ave	4	225.00	900.00
Sales	8th Street & 2nd Ave	8	225.00	1,800.00
Sales	202 8th Street	26	225.00	5,850.00
Sales	Alley Apron	12	225.00	2,700.00
Sales	730 3rd Ave	27	225.00	6,075.00
Sales	8th Street & 3rd Ave S	7	225.00	1,575.00
Sales	8th Street & 3rd Ave N	7	225.00	1,575.00
Sales	729 3rd Ave	14	225.00	3,150.00
Sales	308 8th Street	16	225.00	3,600.00
Sales	Alley Apron	12	225.00	2,700.00
Sales	730 4th Ave	34	225.00	7,650.00
Sales	601 4th Ave	40	225.00	9,000.00
Sales	618 5th Ave	19	225.00	4,275.00
Sales	624 5th Ave	6	225.00	1,350.00

Sales	628 5th Ave	6	225.00	1,350.00
Sales	Shelly P	7	225.00	1,575.00
Sales	631 4th Ave	7	225.00	1,575.00
Sales	625 4th Ave	18	225.00	4,050.00
Sales	623 4th Ave	11	225.00	2,475.00
Sales	619 4th Ave	12	225.00	2,700.00
Sales	615 4th Ave	7	225.00	1,575.00
Sales	601 4th Ave	11	225.00	2,475.00
Sales	7th Street & 2nd Ave	9	225.00	2,025.00
Sales	703 2nd Ave	19	225.00	4,275.00
Sales	709 2nd Ave	12	225.00	2,700.00
Sales	EMPTY LOT (700 blk 2nd Ave North)	16	225.00	3,600.00
Sales	719 2nd Ave	17	225.00	3,825.00
Sales	723 2nd Ave	8	225.00	1,800.00
Sales	727 2nd Ave	7	225.00	1,575.00
Sales	202 8th Street	10	225.00	2,250.00
Sales	8th Street & 2nd Ave	3	225.00	675.00
Sales	730 2nd Ave	10	225.00	2,250.00
Sales	728 2nd Ave	11	225.00	2,475.00
Sales	724 2nd Ave	14	225.00	3,150.00
Sales	718 2nd Ave	12	225.00	2,700.00
Sales	714 2nd Ave	16	225.00	3,600.00
Sales	702 2nd Ave	25	225.00	5,625.00
Sales	7th Street & 2nd Ave	10	225.00	2,250.00

BALANCE DUE

**\$149,625.00**



October 28, 2022



To Whom This May Concern:

I am writing this to voice some concerns on the upcoming Two Harbors Corridor/Hwy 61 project.

My first concern is how this is going to affect my business, 7<sup>th</sup> Avenue Auto Service at 431 7<sup>th</sup> Ave. The primary access to my business is from 7<sup>th</sup> Avenue/Hwy 61. If the parking is moved all to the south side of 7<sup>th</sup> Avenue that will take away the buffer in front of my business, which will create safety issues in entering and exiting my business, due to the fact of the traffic will be driving right up to the curb. I am concerned that this will encourage people to be driving over the sidewalk in order to avoid an accident.

In looking at both sides of 7<sup>th</sup> Avenue from 4<sup>th</sup> Street to 9<sup>th</sup> Street, removing the parking from the north side of the street makes less sense then removing it from the south side, if you take into consideration parking and access to businesses.

- 400 block – On the north side both Lil' Dog Car Wash and 7<sup>th</sup> Avenue Auto Service rely on their entrance/exit on 7<sup>th</sup> Avenue and the added buffer between the curb and the actual driving lane. On the south side, the North Shore Federal Credit Union has its own parking lot and the two residential houses have their parking in the back.
- 500 block – On the north side, Living Waters Church relies on the parking on 7<sup>th</sup> Avenue, especially for funerals and parking of the hearse. The remainder of the north side is residential and has parking in the rear. On the south side, the 5<sup>th</sup> Street Malt Shoppe has its own parking lot, the next two residential houses have parking in the rear and the Dairy Queen has its own parking lot.
- 600 block – On the north side Moose-cellaneous Gifts has no parking other then on 7<sup>th</sup> Avenue in front of their business and the same with Sweet Peas/Back Forty Books. The one residential house and the other businesses have their own parking. On the south side Blackwoods and the Liquor Store have their own parking lots and the others have parking in the rear.
- 700 block – both sides either have their own parking lot or parking in the rear
- 800 block – north side all have parking in the rear for residential houses and the south side Lily's is the only one that relies on parking on 7<sup>th</sup> Avenue.

In looking at the above information, it appears that removing the parking from the north side of 7<sup>th</sup> Avenue will by far affect more businesses then if you remove it from the south side of 7<sup>th</sup> Avenue.

I would like to also point out that the map that you have on your website is not accurate as far as how is displays 7<sup>th</sup> Avenue Auto Service. The map shows 7<sup>th</sup> Avenue Auto Service in the lot next to the business and that lot is owned by Vicki Pearson. The map also does not show our driveway entrance in the correct location; our entrance is directly in front of our two overhead doors.

Comm. 1

11/14/22

I think that the actual businesses and residents that are directly located on 7<sup>th</sup> Avenue/Hwy 61 in Two Harbors should be considered when making the decisions on this corridor, especially when it will affect their business.

Sincerely,

A handwritten signature in black ink that reads "Mark Veness". The signature is fluid and cursive, with the first name "Mark" and last name "Veness" clearly distinguishable.

Mark Veness, Owner

7<sup>th</sup> Avenue Auto Service

431 7<sup>th</sup> Avenue

Two Harbors, MN 55616

(218)834-4408



Real People. Real Solutions.

4960 Miller Trunk Highway  
Suite 350  
Duluth, MN 55811

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

## MEMORANDUM

**Date:** November 8, 2022  
**To:** Mayor and City Council  
**From:** Jennifer Selchow, P.E., Bolton & Menk, Inc.  
**Subject:** Two Harbors WWTF Improvements  
Project No.: M24.117177

Since the last progress update and pay request, the contractor has completed the following work:

### Clarifier

- Lakehead completed the second ring of the of clarifier #1 walls.
- Lakehead installed clarifier #2 mechanism, weirs, and baffles.
- Lakehead is installing clarifier #1 center column, weirs, and baffles.

### Process Building

- Lakehead poured the pump room base slab and walls.
- Lakehead has started pouring chemical containment channels and footings.

### Aeration Basin

- Woody's continued setting rebar for the first level of the aeration walls.
- Lakehead poured the first 8 pours in the first level of the aeration basin wall.

### Biosolids

- Rachel installed process piping into the biosolids building.
- Lakehead completed the pipe encasement under the biosolids building.

Construction photos are included at the end of this memorandum for your information and reference.

Comm. 2 11/14/22

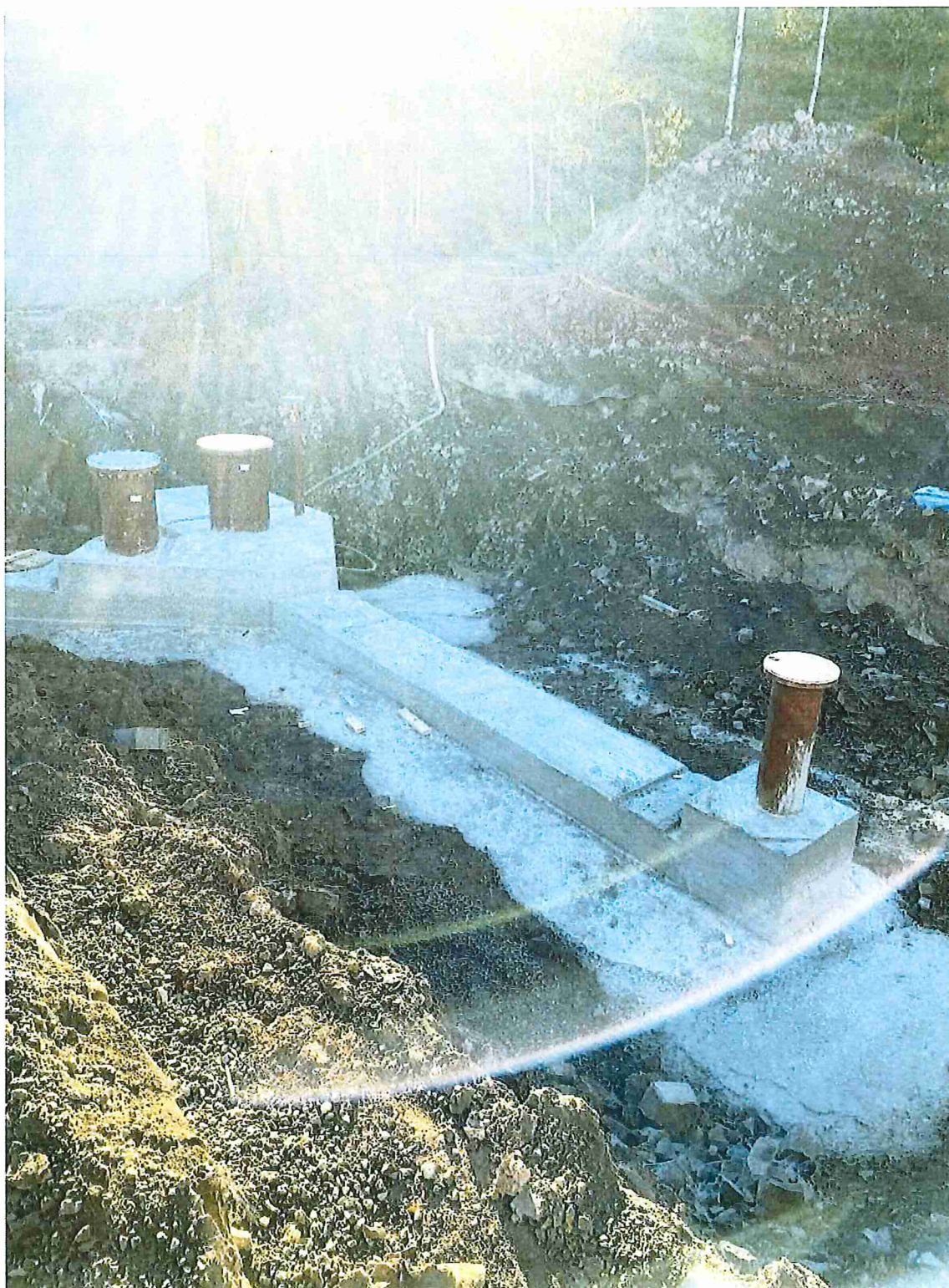


### Aeration Basin Wall Pour





### Pipe Encasement for Biosolids Building Process Piping





**Clarifier #1 Center Column**





### Clarifier #1 Bridge



### Completed Clarifier #2





RESOLUTION NO. 11-xxx-22

**ADOPTING ASSESSMENT ROLL FOR THE  
2022 SIDEWALK PROJECT, CORRIDORS ALONG 8<sup>TH</sup> STREET, FROM 4<sup>TH</sup> AVENUE  
TO 2<sup>ND</sup> AVENUE, THE 600 BLOCK ON 5<sup>TH</sup> AVENUE, THE 600 BLOCK ON 4<sup>TH</sup>  
AVENUE AND 700 BLOCK ON 2<sup>ND</sup> AVENUE**

WHEREAS, the City of Two Harbors ("City") has constructed improvements to corridors along 8<sup>th</sup> Street, from 4<sup>th</sup> Avenue to 2<sup>nd</sup> Avenue, the 600 block on 5<sup>th</sup> Avenue, the 600 block on 4<sup>th</sup> Avenue and 700 block on 2<sup>nd</sup> Avenue in the City of Two Harbors ("Project") and located in the City of Two Harbors, Lake County, Minnesota; and

WHEREAS, a copy of the proposed Assessment Roll for the Project is attached hereto; and

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

**FINDINGS OF FACT**

1. The methodology followed by the City in determining the amount to be assessed against the affected properties was and is fair, equitable and reasonable and in accordance with the applicable law.

2. The amount assessed against the affected properties is in accordance with the applicable law and was and is based upon benefits received by the various properties and the amount assessed against any particular parcel of property does not exceed the benefits received by such parcel of property. On the basis of the foregoing Findings of Fact, which are hereby adopted, the City Council of the City of Two Harbors is hereby resolved as follows:

1. The final assessment roll attached hereto as Exhibit A is hereby adopted and shall constitute the special assessment against each piece and parcel of property named therein.

2. Such assessment shall be payable as follows:

2.1. The assessments listed on the assessment roll attached hereto as Exhibit A shall be payable in equal annual installments, including principal and interest, extending over a period of five (5) years, with interest at the rate of 2.5% per annum, from and after December 31, 2022 in an amount annually required to pay the principal over such period at such interest rate. The first of such installments is to be paid with the general taxes for the year 2023, collectible with such taxes during the year 2023.

2.2. The owner of any property so assessed may, at any time, prior to December 31, 2022 pay the whole of the assessment against such property without interest to the Finance Director, and thereafter at any time prior to December 31 of

any year, prepay to Lake County the whole of the principal amount of the assessment remaining due, provided that no such prepayment shall be accepted without payment of (i) all installments, including interest and principal due to and including December 31 of the year of prepayment, and (ii) the original principal amount reduced only by the amount of principal included in such installments computed on an annual amortization basis. Partial prepayments of assessments have not been authorized by ordinance of the City of Two Harbors.

3. The City Clerk shall file the assessment roll pertaining to this assessment in her office and shall certify in its entirety to the Lake County Auditor on or before December 31, 2022 the total amount due.

4. The City Clerk shall mail a notice of the adoption of the assessment roll to the owners of each piece and parcel of property affected by this assessment. Such notice shall be in substantially the form of the one attached as Exhibit B

ADOPTED, this 14<sup>th</sup> day of November A.D., 2022.

---

Benjamin Redden, President, City Council

ATTEST: \_\_\_\_\_  
Patricia D. Nordean, City Clerk

## **EXHIBIT A**

PARCEL ID	ADDRESS	SIDEWALK SQUARES	COST PER	ASSESSMENT - PAID BY 12.31.2022	ASSESSMENT - PAID ON TAX ROLL FROM 2023-2027
<b>8TH ST FROM 4TH AVE TO 2ND AVE</b>					
23-7660-13010	319 8TH ST	30	\$50.00	\$1,500.00	\$1,550.00
23-7660-13160	301 8TH ST	29	\$50.00	\$1,450.00	\$1,500.00
23-7660-12010	227 8th St.	8	\$50.00	\$400.00	\$450.00
23-7660-12011	225 8TH ST	9	\$50.00	\$450.00	\$500.00
23-7660-12012	223 8TH ST.	9	\$50.00	\$450.00	\$500.00
23-7660-12013	217 8TH ST	13	\$50.00	\$650.00	\$700.00
23-7600-01795	201 8TH ST	31	\$50.00	\$1,550.00	\$1,600.00
23-7660-11090	202 8TH ST	26	\$50.00	\$1,300.00	\$1,350.00
23-7660-11080	730 3RD AVE	27	\$50.00	\$1,350.00	\$1,400.00
23-7660-14095	729 3RD AVE	14	\$50.00	\$700.00	\$750.00
23-7660-10490	308 8TH ST	16	\$50.00	\$800.00	\$850.00
23-7660-14080	730 4TH AVE	34	\$50.00	\$1,700.00	\$1,750.00
<b>600 BLK 5TH AVE "SOUTHSIDE"</b>					
23-7660-20160	601 4TH AVE	35	\$50.00	\$1,750.00	\$1,800.00
23-7661-25045	616 5TH AVE.	5	\$50.00	\$250.00	\$300.00
23-7661-25050	618 5TH AVE	19	\$50.00	\$950.00	\$1,000.00
23-7661-25070	624 5TH AVE	6	\$50.00	\$300.00	\$350.00
23-7661-25075	628 5TH AVE	6	\$50.00	\$300.00	\$350.00
23-7661-25080	718 7TH ST	7	\$50.00	\$350.00	\$400.00
<b>600 BLK 4TH AVE "NORTHSIDE"</b>					
23-7660-20095	631 4TH AVE	7	\$50.00	\$350.00	\$400.00
23-7660-20102	625 4TH AVE	18	\$50.00	\$900.00	\$950.00
23-7660-20110	623 4TH AVE	11	\$50.00	\$550.00	\$600.00
23-7660-20120	619 4TH AVE	12	\$50.00	\$600.00	\$650.00
23-7660-20130	615 4TH AVE	7	\$50.00	\$350.00	\$400.00
23-7660-20160	601 4TH AVE	11	\$50.00	\$550.00	\$600.00
<b>700 BLK 2ND AVE NORTH</b>					
23-7660-11160	703 2ND AVE	19	\$50.00	\$950.00	\$1,000.00
23-7660-11140	709 2ND AVE	12	\$50.00	\$600.00	\$650.00
23-7660-11130	711 2ND AVE	14	\$50.00	\$700.00	\$750.00
23-7660-11125	717 2ND AVE,	2	\$50.00	\$100.00	\$150.00
23-7660-11115	719 2ND AVE	17	\$50.00	\$850.00	\$900.00
23-7660-11110	723 2ND AVE	8	\$50.00	\$400.00	\$450.00
23-7660-11100	727 2ND AVE	7	\$50.00	\$350.00	\$400.00
23-7660-11090	202 8TH ST	10	\$50.00	\$500.00	\$550.00
<b>700 BLK 2ND AVE SOUTH</b>					
23-7660-04080	730 2ND AVE	10	\$50.00	\$500.00	\$550.00
23-7660-04070	728 2ND AVE	11	\$50.00	\$550.00	\$600.00
23-7660-04065	724 2ND AVE	14	\$50.00	\$700.00	\$750.00
23-7660-04050	718 2ND AVE	12	\$50.00	\$600.00	\$650.00
23-7660-04040	714 2ND AVE	16	\$50.00	\$800.00	\$850.00
23-7660-04015	127 7TH ST.	25	\$50.00	\$1,250.00	\$1,300.00
		567		\$28,350.00	\$30,250.00

**EXHIBIT B**

**NOTICE OF FINAL ASSESSMENT**

Two Harbors, Minnesota  
\_\_\_\_\_, 2022

TO:

This is to notify you that the final assessment for the construction of the 2022 Sidewalk Project as adopted by the City Council of the City of Two Harbors on November 14, 2022. The final assessment is on file for inspection in the office of the City Clerk.

As a result of the adoption of the assessment roll, 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. Such assessment will be payable, together with interest at the rate of 2.5% per annum with real estate taxes for the years 2023-2027, inclusive, payable in the years 2023-2027, inclusive. Such assessment may be prepaid in full without interest, if payment is received by the City prior to December 31, 2022 and thereafter the assessment may be prepaid at any time prior to November 15 of any year if such prepayment includes (i) all installments, including interest and principal due to and including December 31 of the year of prepayment and (ii) the original principal amount reduced only by the amount of principal included in such installments computed on an annual amortization basis. Partial prepayments of the assessment have not been authorized by ordinance of the City of Two Harbors.

CITY OF TWO HARBORS

By \_\_\_\_\_



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Authorize expenses for Councilor attendance at RAMS Annual dinner in Virginia MN.</b>	Fiscal Impact:	
<b>BACKGROUND:</b> Councilors have been invited to attend the RAMS Annual dinner in Virginia MN. This action would allow expenses for councilors wishing to attend.		
<b>COUNCIL ACTION REQUESTED:</b> Authorize expenses for councilor attendance at RAMS Annual dinner. <b>RECOMMENDATION:</b> Authorize expenses for councilor attendance at RAMS Annual dinner.		
<b>ATTACHMENTS:</b>		

Save  
THE  
date.

**RATLS** range association  
of municipalities  
and schools



12|15|22

**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:** *Consider adopting a reimbursement resolution related to the projects being financed and a portion of the bond proceeds being utilized to reimburse the City for costs already paid*

**ORIGINATING SOURCE/DEPARTMENT:** *Street Improvement Fund*

**FUNDING SOURCE:** *Bond proceeds and Street Improvement Fund*

**BACKGROUND:** *In order to utilize bond proceeds for expenses we have paid we need to pass a resolution of a declaration and/or intent to utilize bond proceeds to reimburse the City for costs already paid*

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

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

**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:** *Adopt resolution to reimbursement resolution related to the projects being financed and a portion of the bond proceeds being utilized to reimburse the City for costs already paid*

NB.3.

11/14/22



CITY OF TWO HARBORS, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

DECLARING THE OFFICIAL INTENT OF THE CITY OF TWO HARBORS TO REIMBURSE  
CERTAIN EXPENDITURES PAID FROM THE STREET IMPROVEMENT FUND FOR THE  
2023- 2024 STREET IMPROVEMENT PROJECT FROM THE PROCEEDS OF BONDS TO BE  
ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TWO HARBORS AS FOLLOWS:

1. The City proposes to undertake the construction of the 2023-2024 Street Improvement Project in the City as described in the Feasibility Report, dated September 12, 2022 (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$1,000,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are

consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of the City of Two Harbors this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF TWO HARBORS, MINNESOTA

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



**CITY OF TWO HARBORS**  
**City Council**

**AGENDA ITEM**  
**COVER SHEET**

Originating Staff: Justin Otsea, Zoning Administrator	Department: Planning and Zoning	Date: 10/31/22
Agenda Item Subject: CUP Approval	Fiscal Impact: None	
<b>BACKGROUND:</b> A conditional Use Permit and Variance application was submitted for 322 First Avenue to expand the dwelling units available and request variance on additional parking requirements to provide additional dwelling units.		
<b>ACTION REQUESTED:</b> Approval of the CUP for one additional dwelling unit provided an additional off-street parking space is provided.		
<b>RECOMMENDATION:</b> Approval of the CUP for 8 units including the addition of required off-street parking with the opportunity to add two additional units if two off street parking locations can be secured and approved by the Zoning Administrator and denial of the requested variance.		
<b>ATTACHMENTS:</b> Staff report, Application Materials, Public Hearing Minutes and Resolution.		

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING FINDINGS OF FACT AND GRANTING  
VARIANCE APPLICATION OF NICK CHRISTENSEN**

WHEREAS, Nick Christensen ("Applicant") is the owner of property located within the City of Two Harbors ("City") legally described on Exhibit A attached hereto ("Property"); and

WHEREAS, Applicant has made an application for a variance from the standards of the City Code, Section 11.52, Subd. 1 C, Parking Minimums ("City Code") in order to eliminate the requirement of on required off-street parking space per residential dwelling unit, and

WHEREAS, the variance requested by Applicant is to reduce the required off-street parking minimums to zero to add two additional dwelling units to the property without the required parking spaces,

WHEREAS, the Planning Commission duly held a public hearing ("Public Hearing") on the Application on October 25<sup>th</sup>, 2022, and

WHEREAS, after considering the application, the testimony presented at the public hearing held on October 25<sup>th</sup>, 2022 and all other matters deemed appropriate, the Board of Zoning Appeals hereby adopts the following:

**FINDINGS OF FACT**

1. Applicant is the owner of real estate located 322 1<sup>st</sup> Avenue, Two Harbors, Lake County, Minnesota legally described on Exhibit A ("Property") attached hereto.
2. Applicant desires to build additional dwelling units and requests variance from the off-street parking requirement of one space for each additional unit. ("Project").
3. Current code does not allow any additional dwelling units be established without off-street parking being established for each unit.
4. If Applicant is not allowed to expand the dwelling to 10 units, no unreasonable hardships has been placed on the applicant, as the off-street parking requirements have been in place throughout the applicant's ownership of the property.
5. A variance is not necessary to prevent practical difficulties and unnecessary hardships that would be inconsistent with the purpose and intent of the Zoning Ordinance if the provisions of the Zoning Ordinance are strictly applied.
6. The Board of Zoning Appeals is authorized to issue this variance pursuant to Minnesota Statutes Section 394.027, Subd. 7 and Section 11.81, Subd. 5 of the Two Harbors City Code.

7. Granting the requested variance is in harmony with the purpose and intent of the City Code as it is an allowed use.

8. The variance is consistent with the Comprehensive Plan of the City of Two Harbors.

9. The factual statements contained in the staff report prepared by Justin Otsea are adopted by the City Council and reflect rationale for denial.

10. The Planning Commission held a public hearing on the matter on October 25<sup>th</sup>, 2022 and formally recommended denial of the variance.

NOW THEREFORE, BE IT RESOLVED, after considering such Findings of Fact the City of Two Harbors hereby resolves as follows:

1. The variance for adding the 9<sup>th</sup> and 10<sup>th</sup> unit to the property without the required off-street parking spaces is therefore denied.

ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
President, City Council

ATTEST: \_\_\_\_\_  
Administrator

APPROVED, by the Mayor of the City of Two Harbors this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

**EXHIBIT A**  
**Legal Description**

Lot Four (4), Block Twenty-Nine (29), East Two Harbors

Parcel No. 23-7640-29040

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING CONDITIONAL USE PERMIT FOR  
NICK CHRISTENSEN TO ALLOW THE EXPANSION OF AN ADDITIONAL UNIT AT  
322 FIRST AVENUE  
AND IMPOSING CONDITIONS THEREON**

WHEREAS, Nick Christensen, a single person, ("Owner") made application for a Conditional Use Permit to allow the current dwelling on the property located at 322 First Avenue in the City of Two Harbors, County of Lake, State of Minnesota and legally described on Exhibit A attached hereto to add an 8<sup>th</sup> unit to the dwelling and required parking; and

WHEREAS, the Planning and Zoning Commission considered the application and recommended that the City Council approve the application subject to certain conditions; and

WHEREAS, the City Council of the City of Two Harbors has carefully reviewed the application for a Conditional Use Permit and the recommendations of the Planning and Zoning Commission.

NOW, THEREFORE, on the basis of the foregoing, the City Council of the City of Two Harbors, in connection with the application by Owner for a Conditional Use Permit for the Project does hereby make the following:

**FINDINGS OF FACT**

1. Owner made application for the Project which is to be located within the City of Two Harbors.
2. The location, size and intensity of the Project is not expected to cause significant traffic concerns.
3. The Project's proposed layout provides adequate off-street parking and screening opportunities for existing needs.
4. The fee required to be submitted with the Conditional Use Permit application has been paid.
5. The Planning and Zoning Commission of the City of Two Harbors submitted its report and recommendation on such application to the City Council.
6. The City Council considered such application after receiving the report and recommendation of the Planning and Zoning Commission.
7. The activity proposed in such application is compatible with development permitted under the general provisions of the Two Harbors Zoning Ordinance and is compatible with land uses on substantially all land in the vicinity of the proposed development.



8. The activity proposed will not be injurious to the use and enjoyment of the environment, or detrimental to the rightful use and enjoyment of other property in the immediate vicinity of the proposed development.

9. The proposed activity is consistent with the overall Two Harbors Comprehensive Plan and with the spirit and intent of the provisions of the Two Harbors Zoning Ordinance.

10. The proposed use will not result in a random pattern of development with little contiguity to existing programmed development and will not cause negative fiscal and environmental effects upon the community, except that the project will not generate any tax base or tax revenue for the City.

11. In order to insure that the spirit and intent of the Two Harbors Zoning Ordinance are met, conditions must be imposed on the permit requested by Owner.

On the basis of the foregoing Findings of Fact, the City Council of the City of Two Harbors is hereby resolved as follows:

1. The application for Conditional Use Permit to construct the Project is hereby approved and permission is hereby granted to conduct the activity described in Owner's application.

2. The Conditional Use Permit hereby approved is hereby expressly subject to the following conditions:

2.1. The approval is for the allowance of 8 units at 322 First Avenue provided the owner establish off-street parking for each of the units.

2.2. Two additional units may be approved if off-street parking agreement is secured by property owner and approved by zoning administrator.

2.3. No change shall be made in the Project without written permission being previously obtained from the City of Two Harbors.

2.4. The permit is permissive only. No liability shall be imposed upon or incurred by the City of Two Harbors or any of its officers, agents or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of Owner or any of Owner's agents, employees or contractors relating to any matter hereunder. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person against Owner, its agents, employees or contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the City of Two Harbors against Owner, its agents, employees or contractors for violation of or failure to comply with the permit or applicable provisions of law.

2.5. Owner recognizes that if any of the above conditions are not met the City has the right to terminate the Conditional Use Permit for the multiple dwelling unit on the property located at 322 First Avenue.

ADOPTED, this \_\_\_\_ day of \_\_\_\_\_ A.D., 2022.

\_\_\_\_\_  
President, City Council

ATTEST: \_\_\_\_\_  
Administrator

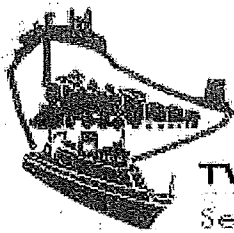
APPROVED, by the Mayor of the City of Two Harbors this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

**EXHIBIT A**  
**Legal Description**

Lot Four (4), Block Twenty-Nine (29), East Two Harbors

Parcel No. 23-7640-29040



## TWO HARBORS PLANNING COMMISSION

Serving the People of Two Harbors

522 First Avenue  
Two Harbors, Minnesota  
Phone 218-834-5631  
FAX 218-834-2674

### MEMORANDUM

To: Two Harbors Planning Commission  
CC: Joel Dhein, Interim City Administrator, Tim Costley, City Attorney  
From: Justin Otsea, ARDC  
Date: October 31<sup>st</sup>, 2022  
Subject: 322 First Avenue Conditional Use Permit and Variance Request-Staff Report

#### **Background**

The owner of 322 First Avenue in Two Harbors has requested a Conditional Use Permit for a Multiple Dwelling Unit, four-units or more as defined in Section 11.30 Land Use Table in the City Code. The variance application requests relief from Section 11.52. Subd.1.C which states that all residential uses will be required to provide one (off-street parking) space per dwelling unit in any district. The property requires ten off-street parking spaces. The applicant is seeking relief to provide eight parking spaces, two fewer than the requirement.

The applicant owns and operates a seven-unit apartment building at 322 First Avenue. Applicant proposes to renovate the unused upper level and add three additional apartment units. A parking lot off the alley provides six off-street parking spaces. Applicant proposes to widen the parking lot by approximately ten feet to add two additional parking spaces. Applicant is proposing a new deck off the back of the building. The deck is not covered by the CUP application. The site and building will be otherwise unchanged.

#### **Zoning Requirements**

Zoning District: B2, Downtown Business District		
	Required	Provided
Lot Area	None	9,375 sf
Front Yard	None	6'
Side Yard	None	9.5'
Rear Yard	None	34'
Height	3 stories, 35 feet	

The proposed use is allowed in the Zoning Code.

The off-street parking requirements for residential uses is one space per unit. The applicant has applied for a variance to allow only eight instead of the required ten spaces.

#### **VARIANCE**

No variance shall be authorized by the Board unless the Board makes factual findings that support conclusions that:

A. The variance is in harmony with the general purposes and intent of this Chapter.

*The variance of two parking spaces would allow the expansion of a multi-unit apartment building from seven to ten units which is an allowable use in the B-2 zoning district and supports the zoning code's support of expanding housing options in the city.*

B. The variance is consistent with the Comprehensive Plan of the City.

*The variance of two parking spaces would allow the expansion of a multi-unit apartment building from seven to ten units which is consistent with the Comprehensive Plan's goal of expanding housing options in the city.*

C. The property owner applying for the variance establishes that there are practical difficulties in complying with the terms of this Chapter and the property owner demonstrates and the Board makes factual findings that support conclusions that:

1. The property owner proposes to use the property in a reasonable manner not permitted by this Chapter;

*The variance would allow an additional three housing units to be added to an existing seven-unit multi-family building which is an allowed and reasonable land use in the zoning district.*

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner;

*The plight is due to the landowner proposing to add units for which there is not enough room on the lot to accommodate the required parking spaces.*

3. The variance, if granted, will not alter the essential character of the locality, neighborhood, or district in which it is located.

*The area is made up of predominantly single-family residential uses and some small apartment buildings. The area is largely built out. The use is consistent with the surrounding area.*

#### **Staff Recommendation**

Upon review of all submitted materials, and based upon the above findings of fact, it is the Planning & Zoning Department's recommendation to deny variance application.

#### **CONDITIONAL USE**

##### **Standards and Findings**

The City of Two Harbors requires that the Planning Commission make factual findings that support all the following questions prior to approving the Conditional Use Permit:

A. The location and size of the proposed conditional use, the nature and intensity of the operations involved or to be conducted in connection with it; its site layout and its relation to streets giving access to it should be such that traffic to and from the use will not be more hazardous or inconvenient to the predominant character of the district or conflict with the normal traffic of the district, both at the time, and as the same may be expected to increase with the development of the City. 7

1. *The area is made up of predominantly single-family residential uses and some small apartment buildings. The area is largely built out. The use is consistent with the surrounding area. The proposed use will increase the number of housing units and vehicular trips on the block by about ten percent. The use should not negatively affect the traffic or character of the area.*

B. In addition to the foregoing the Board shall consider the following criteria in making a decision on any conditional use. No conditional use permit shall be approved unless positive findings are made with respect to each and every one of the following criteria:

1. *The proposed development is likely to be compatible with development permitted under the general provisions of the City Code on substantially all land in the vicinity of the proposed development.*

***The area is made up of predominantly single-family residential uses and some small apartment buildings. The area is largely built out. The use is consistent with the surrounding area.***

***2. The proposed use is consistent with the overall Two Harbors Comprehensive Plan with the spirit and intent of the provisions of the City Code.***

***The use is consistent with Comprehensive Plan goals to provide a mix of housing types and increase housing throughout the community. The proposal is consistent with the Zoning Code intent to allow a variety of apartment buildings throughout the community, especially in the business and denser residential zones.***

***3. The proposed use will not result in a random pattern of development with little contiguity to existing programmed development and will not cause negative fiscal and environmental effects upon the community.***

***The proposed use will maintain the pattern of development of the area by not expanding or changing the exterior elements of the preexisting building or lot with the exception of an addition of rear deck.***

***4. The proposed use or development is permitted under the general provisions of the City Code.***

***The proposed use is an allowed conditional use within the B-2 Zone of the City Code.***

***5. The establishment, maintenance or operation of the use will not be detrimental to nor endanger the public health, safety, morals or general welfare. In making its findings, the Board shall be guided by the following policies:***

- (a) The proposed use shall have a favorable property tax impact.***
- (b) Adequate utilities, access roads, drainage and other facilities must be provided either by the City or by the applicant.***
- (c) The development will be adequately served by police and fire protection.***
- (d) The development will be adequately served by water and sewer facilities.***

***6. The proposed use will not be injurious to the use and enjoyment of the environment or injurious or detrimental to the rightful use and enjoyment of other property in the vicinity of the proposed development, nor will it substantially diminish or impair the existing property values within the vicinity of the proposed development.***

***7. The establishment of the proposed use will not impede normal and orderly development and improvement of the surrounding property for uses permitted within the district. In making its finding, the Board shall be guided by the following policies:***

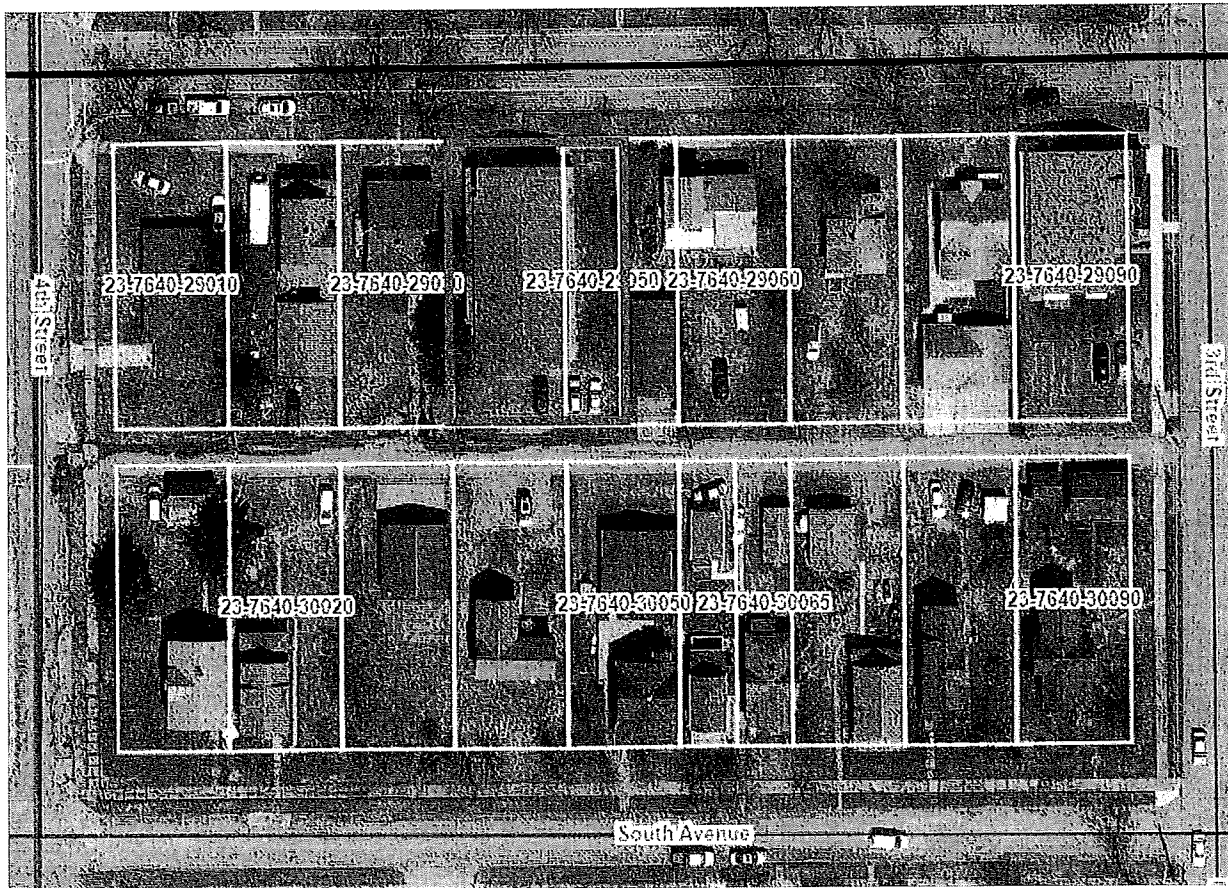
***The proposed use is consistent and compatible with items 5,6, and 7.***

#### **Staff Recommendation**

Upon review of all submitted materials, and based upon the above findings of fact, it is the Planning & Zoning Department's recommendation to approve the Conditional Use Permit application with the following conditions:

- One additional dwelling unit is approved provided 2 additional off-street parking spaces are provided on site.

- Up to two additional dwelling units may be allowed by the Zoning Administrator provided the applicant provide proof of a parking agreement acceptable to the Zoning Administrator according to Section 11.51 Subd. 1.F. of the zoning code.



### Commission Recommendation


Upon review of all submitted materials and based upon the above findings of fact and public comment received at the public hearing on October 25<sup>th</sup>, it is the Planning Commission's recommendation to approve the Conditional Use Permit including the above Conditions.



## CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 · FAX (218) 834-2674

### Conditional Use Permit Application

<b>1. Applicant Information</b>	
Name:	<u>Nick Christensen</u>
Address:	<u>808 E 2nd St, Duluth MN 55805</u>
Telephone #:	<u>218-591-9987</u>
Email Address:	<u>Nickinduluth@gmail.com</u>
Application # (to be assigned by City): _____	
	<u>8-30-2022</u>
Signature of Applicant	Date:
Owner (If different from above): _____	
Address: _____	
Telephone #:	Email Address:

<b>2. Property Information</b>	
Street Address:	<u>322 1st Ave, Two Harbors</u>
Legal Description (attach additional sheets if necessary): <u>Lot 004 Blk 029</u>	
Parcel #:	<u>23-7640-29040</u> + <u>23-7640-29050</u>
Zoning District	Shoreland Overlay Zone: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Property Size (square feet or acres):	<u>.21 acres</u> <u>9375 sq/ft</u>
***Applicant to attach plat plan (drawn to scale)***	

<b>3. Project Description (attach additional sheets if necessary)</b>
<b>3.1 Describe the proposed project. Describe the type of business or activity, type and function of proposed or existing buildings and other proposed uses of property.</b>
<u>see attached</u>
<b>3.2 Describe adjacent and surrounding land uses. How will your project impact these properties?</b>
<u>see attached</u>





## CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 • FAX (218) 834-2674

3.3 Describe proposed alternations to the existing landscape. Describe how storm water runoff will be collected and drained off the property or treated on-site.

*see attached*

3.4 Describe the proposed landscaping of the site. Describe how the existing vegetation will be preserved or removed.

*see attached*

3.5 Describe the quantity, type and schedule of traffic that will be generated.

*see attached*

#### 4. Other services and approvals

4.1 Will the proposed project require new or expanded public utility connections including water, sewer or storm water?

☐ Yes ☒ No

4.2 Will the proposed project require new or expanded electrical service?

☒ Yes ☐ No

4.3 Will the proposed project require a street extension or new drive-way access?

☐ Yes ☒ No

4.4 Will the proposed project require a building permit?

☒ Yes ☐ No

4.5 Will the proposed project include new signage?

☐ Yes ☒ No

4.6 Will the proposed project require another land use approval from the City of Two Harbors including, but not limited to, rezoning, zoning text amendment, platting, vacation or a variance?

☐ Yes ☐ No

If so, please indicate which approval is needed:

*Unknown*

4.7 Does the proposed project require approval or review from another government agency? This includes, but is not limited to, Minnesota Department of Transportation, Minnesota Department of Natural Resources, Lake County Highway Department and the U.S. Army Corps of Engineers.

☐ Yes ☒ No



## CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 - FAX (218) 834-2674

If yes, please indicate which agencies and permits have been applied for or received:

N/A

**5. Attach a site plan and landscaping plan consistent with the requirements of Two Harbors City Code, Section 11.82, Subd. 3 must be reviewed and approved prior to zoning approval or issuance of a building permit.**

*Preparation of the site plan – make the drawing to scale. The scale that is used must be sufficient to show the project's necessary details. Please show:*

5.1 Dimensions of the property: length, width and depth



5.2 Location and size of existing and proposed structures (please show the distance from the property lot lines to existing and proposed structures)



5.3 Size and location of parking areas – include how many vehicles can be accommodated

8 parking spots @ 8' wide



5.4 Loading and unloading areas

NONE



5.5 Landscaped areas, blacktopped or paved driving areas



5.6 Access driveways

Direct access from alley



5.7 Location of signs advertising the business

N/A



5.8 Show how runoff from the site will be collected and drained

The lot slopes front to rear. Landscaping will not be changed



**6. Properties within the Shoreland Overlay District are subject to the requirements of Two Harbors City Code, Section 11.50, Shoreland Overlay Ordinance. If applicable, submit the following information.**

6.1 Surface water runoff plan certified by a professional engineer if impervious surface coverage exceeds thirty percent (30%) of the lot.



6.2 Vegetation management plan.



6.3 Erosion and sediment control plan, if applicable.



6.4 Wetland mitigation plan, if applicable.





## CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 • FAX (218) 834-2674

### **CITY USE ONLY**

The Conditional Use Permit Application is complete:

☐

The Conditional Use Permit Application requires the modifications listed below:

☐

Further information needed:

☐

The project is not a use permitted with a conditional use permit:

☐

Signature of Zoning Administrator	Date

322 1st Ave, Two Harbors

3.1

This project will add three apartments to the upper level at 322 1st Ave. The current building houses 7 apartments on the main level and has been used as an apartment building since the 50's. I am looking to renovate and finish the unused space in the upper level. Originally a built as a dance hall the building is quite large and currently has the upper level unfinished. I would be adding 3 apartments and continuing to use the building as an apartment building. I would not be changing the size of the building with any additions, I would only be using existing space within the building.

3.2

The adjacent land use is used as a residential neighborhood, mainly houses but there are other apartment buildings within a couple of blocks. I do not believe there will be much of an impact on the neighborhood as this property already houses multiple rental residences.

3.3

There is currently a parking lot in the rear of the building, we will be widening the existing parking lot by about 10', using a similar gravel material. There is not plan to collect storm water run off, any run off will follow the same path it has been for the past 50 years.

3.4

No plans to remove any existing vegetation.

3.5

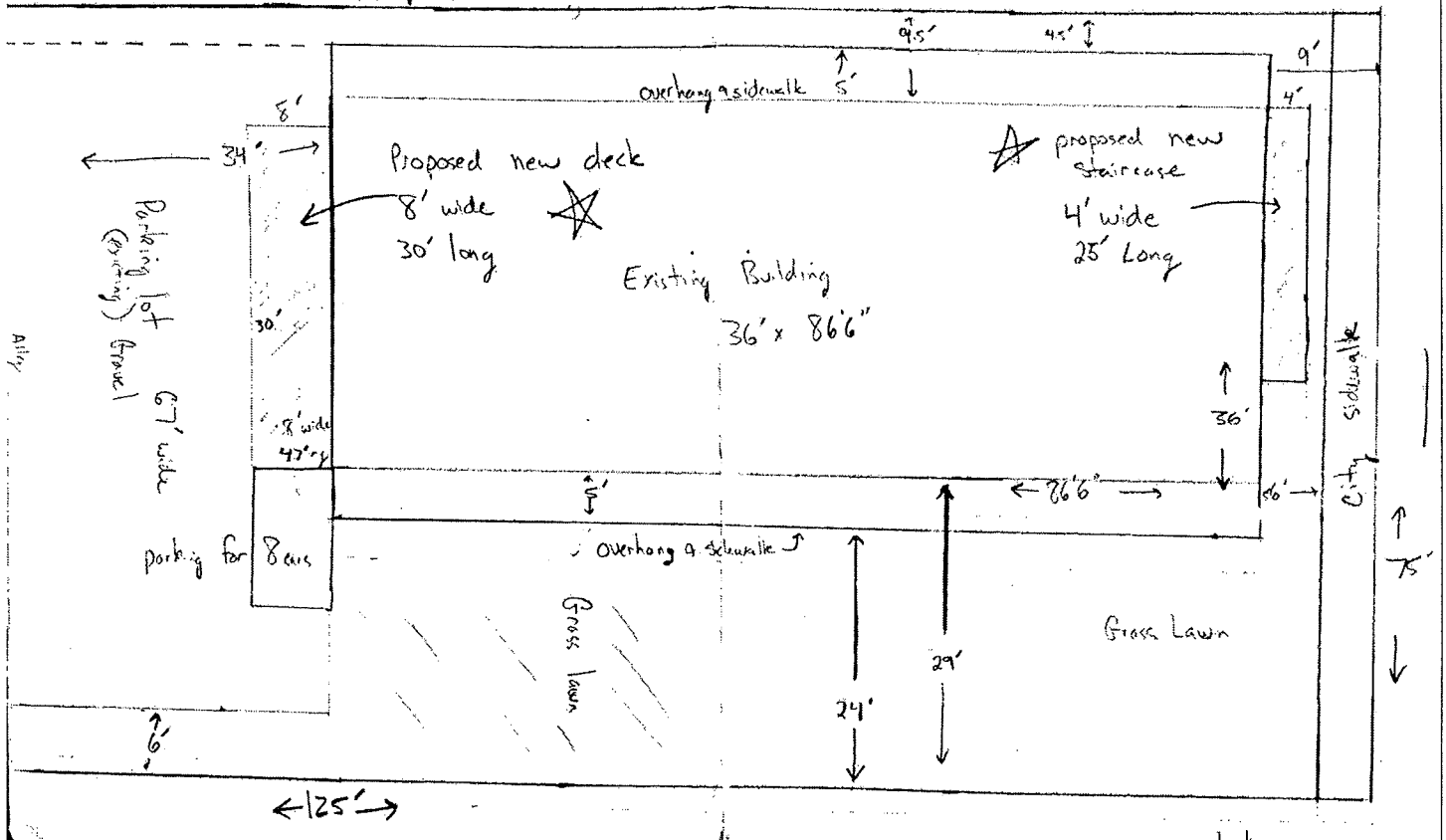
Traffic will only increase that amount used by adding 3 apartments, maybe 3-5 additional cars accessing the location.

322 1st Ave

Nick Christensen

1/8" = 1' SCALE

Property Line

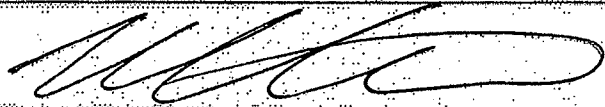




# CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 FAX (218) 834-2674

## Variance Application

<b>1. Applicant Information</b>	
Name: <u>Nick Christensen</u>	
Address: <u>808 E 2nd St Duluth MN 55805</u>	
Telephone #: <u>218-591-9987</u>	Email Address: <u>nickinduluth@gmail.com</u>
Application # (to be assigned by City): _____	
	
Signature of Applicant	Date: <u>9-14-2022</u>
Owner (if different from above): _____	
Address: _____	
Telephone #: _____	Email Address: _____

<b>2. Property Information</b>	
Street Address: <u>322 1st Ave, Two Harbors</u>	
Legal Description (attach additional sheets if necessary): <u>Lot 004 Block 029</u>	
Parcel #: <u>23-7640-29040</u> & <u>23-7640-29050</u>	
Zoning District: _____	Shoreland Overlay Zone: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Property Size (square feet or acres): <u>.21 acres 9375 sq/ft</u>	
***Applicant to attach plat plan (drawn to scale)***	

<b>3. Requested Variance</b>	
Zoning Ordinance section Variance is requested from: <u>Section 11.52</u> <u>Subd. 1.c</u>	
State exactly what is intended to be done on or with the property described above that does not conform with the Zoning Ordinance: <u>I am looking to add 3 apartments to the existing building. I do not have 1 parking spot per apartment. I will only have 8 of 10.</u>	



## CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 • FAX (218) 834-2674

**4. Explain in detail how your request conforms to the following requirements (attach additional sheets if necessary):**

4.1 That the landowner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance. *I am looking to add housing to the neighborhood. I think the housing is important, unfortunately I do not conform to the parking guidelines. The neighborhood already has apartments, more would simply be added.*

4.2 That the plight of the landowner is due to circumstances unique to the property not created by the landowner. *The old building is plenty big to handle more housing. The parking ordinance will hold back additional housing.*

4.3 That the variance, if granted, will not alter the essential character of the locating neighborhood or district in which it is located. *Numerous apartments are already close by. There are parking lanes on 1st Ave. Plenty of parking space near by, not enough housing.*

**CITY USE ONLY**

The Variance Application is complete:

☐

The Variance Application requires the modifications listed below:

☐

Further information needed:

☐

The variance is not permitted:

☐

Signature of Zoning Administrator

Date



**Two Harbors Planning Commission**  
Meeting Minutes

October 25<sup>th</sup>, 2022

Present:	Koehler, Snowdon, Glaser, Nielson, Chapek,
Absent:	Anderson
Other	Nordean, Justin Otsea (virtual).
Next meeting:	TBD

---

**I. Call to Order**

Koehler called the meeting to order at 6:00 p.m.

**II. Approval of Agenda**

Motion by Glaser to approve the agenda. Support by Snowdon. Motion approved by all members present and voting.

**III. Public Hearing**

Patty read the Conditional Use Permit Application report prepared by the Planning and Zoning Department. Justin was unable to attend due to Covid-19, but provide additional insight and answer technical questions as needed. Nick Christensen (applicant) provided a brief presentation regarding the need for housing in Two Harbors and the difficulties that parking minimums create on infill development. The Planning Commission had questions and brief discussion for Nick. Patty then read the following comments submitted to be included in the record.

Robert Cummings 314 1st Avenue concerns about traffic in the alley and down the block.

Holly Gangelhoff 322 2<sup>nd</sup> avenue concerns on traffic

Eve Levine also added that she had concerns for parking on the street which already has limited off street opportunities, especially for visitors.

Motion by Glaser for recommendation to approve the CUP with 8 units provided the off-street parking requirement of 8 spaces is met and 9-10 units will be available provided that secured parking can be provided and approved by the Zoning Administrator- Support by Neilson. Motion approved by all members present and voting.

**Public hearing closed at 6:49**

**IV. Meeting Minutes**

Motion by Chapek to approve the May 3, 2022. Support by Nielson. Motion approved by all members present and voting.

**V. Public Discussion- None**

**VI. New Business**

Motion by Glaser to table the remaining agenda items until the next meeting where Justin could be in attendance. Support by Neilson. Motion approved by all members present and voting.

**VII. Reports & Communications** – Patty noted that she would have staff send a doodle poll to the PC to find a new date in November since Justin had a conflict with the existing November date.

Motion by Glaser to adjourn. Supported by Chapek. *Motion approved by all members present and voting.*

**Meeting adjourned at 7:30 p.m.**



**CITY OF TWO HARBORS  
CITY COUNCIL**

**AGENDA ITEM  
COVER SHEET**

Originating Staff: <b>P. Nordean</b>	Department: <b>Administration</b>	Date: <b>11/14/22</b>
Agenda Item Subject: <b>Nominations for Commissions and Boards</b>	Fiscal Impact:	
<b>BACKGROUND:</b> Last week, the City Council interviewed applicants for positions on the following boards and commissions: Charter Commission, Library Board, Recreation Board, THEDA, HRA, Trees & Trails and Planning Commission.		
<b>COUNCIL ACTION REQUESTED:</b> Councilors should nominate those individuals that they wish to appoint to each commission or board.		
<b>RECOMMENDATION:</b> Councilors should nominate those individuals that they wish to appoint to each commission or board.		
<b>ATTACHMENTS:</b>		

**Board and Commission New Applicant Interviews  
7-Nov-22**

<i>Board or Commission</i>	<i>Applicant Name</i>	<i>Interview Time</i>
Airport Commission	n/a	
Charter Commission	Deborah Anderson	6:30
	Thomas Koehler	6:30
	Paul Iversen	6:30
Edna G. Commission	n/a	
Library Board	Jamie Sisson	6:30
Planning Commission	Todd Redmann	6:30
Recreation Board	Pamela Carlson	7:00
	William Anderson	7:00
Public Arts Commission	n/a	
City HRA	Krista Busse	7:00
	Adam Bauman	7:00
THEDA	Krista Busse	7:00
	Susan Rosette	7:00
Trees & Trails Commission	Daniel Cruikshank	7:00
	Judy Sausen	7:00

**Adjourn:**