

CITY OF TWO HARBORS
COMMITTEE OF THE WHOLE/AGENDA MEETING

July 25, 2022

5:00 p.m. Call to order.

Appearances: 1.

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

Community Development Planner updates.

City Engineer updates.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL

AGENDA

July 25, 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.

- Appearances:**
1. Drew Christensen, 313 South Avenue, re: cannabis.
 2. Judy Olson, 836 Seventh Avenue, upcoming election.

Administrative Reports:

Committee Reports:

THEDA

HRA

Public Works Committee

Recreation Board

Edna G. Commission

Utilities Committee

Public Affairs Committee

Trees & Trails Commission

Other.

[R] Approving the Consent Agenda Items:

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

1. Approving minutes from the June 27 and July 11, 2022 Regular City Council meetings.
2. Allowing claims against the City of Two Harbors to be paid on July 26, 2022.
3. Approving payroll for the first half of July, 2022.

4. Certifying assessments for certain unpaid utility charges to the Lake County Auditor.
5. Declaring second reading of an ordinance prohibiting the establishing of new uses or the expansion of existing uses related to cannabis and nonintoxicating cannabinoids (cbd) and Tetrahydrocannabinol (THC) sales, testing, manufacturing or distribution of a period of up to one year.
6. Authorizing payment to Lake County in the amount of \$149,095.39 for the 2021 – 2022 Street Improvement Project through July 13, 2022.
7. Approving the request of Brendan Johnston, Bethlehem Lutheran Church, for a special event permit to close the alley between Fourth and Fifth Avenues between Sixth Street and the edge of the church parking lot and use additional Road Closed signs for the north entrances to their parking lot from August 3 through 7, 2022.
8. Designating certain golf course items as discarded equipment and authorizing their disposal as appropriate.
9. Approving the request of the Water and Wastewater Treatment Plant Superintendent to attend the National Rural Water Association Water Pro Conference in Maryland.
10. Approving the request of the Library Director to allow Emily Savageau to attend the Arrowhead Library System Meeting in Mountain Iron.
11. Authorizing the Library Director to make application for a mini grant from Lake County Public Health to improve worksite wellness by updating physical workspace for Library employees.
12. Authorizing the internal posting of a bulletin for the position of Lead Lineman in the Electrical Department.
13. Appointing election judges for the 2022 Primary/Special and General Elections.
14. Authorizing the Mayor and City Clerk to execute and deliver a license agreement between the City and White Pine Market for use of certain City property for the sale of food during the Festival of Sails.

Communications:

1. A memorandum from Joe Rhein, Bolton & Menk providing a status update on the 2021 – 2022 Street Improvement Project.
2. A memorandum from Barbie Tanaka, 608 12th Avenue, requesting permission to conduct a prayer time at the campground each weekend in August and September, depending on weather.

Unfinished Business:

1. [R] Authorizing the Mayor and City Clerk to execute and deliver a license agreement between the U.S. Army Corps of Engineers, the City of Two Harbors and Draw Events, LLC for the Festival of Sail.

2. [R] Consider authorizing the Mayor and City Clerk to execute and deliver the Event and License Agreement between the City of Two Harbors and Draw Events, LLC with Option 1, no alcohol sales on City property; or with Option 2, providing authorization for sale and consumption of alcohol on City property with the appropriate permits and/or licenses.

New Business:

1. [R] Authorizing the Mayor and City Clerk to execute and deliver a purchase agreement between the City and GNT, LLC, for the proposed liquor store project and authorizing the City Attorney to draft a reciprocal easement agreement for the parcel.
2. [M] Authorizing the publication of a request for proposals for architectural services for a new liquor store.
3. [R] Authorizing payment to Bolton & Menk in the amount of \$52,512 for engineering services from May 14 – June 10, for the Wastewater Treatment Plant Project.
4. [R] Authorizing payment to Bolton & Menk in the amount of \$2,775 for professional services associated with the Significant User Agreement for Castle Danger Brewing.
5. [R] Providing preliminary approval for the City HRA to levy a property tax to support their activities for collection in 2023.
6. [R] Authorizing the Mayor and City Clerk to execute and deliver a Public Information Officer Service Agreement between the City and Marasco Eliassen Communications & Public Relations Management, LLC for the period of July 18, through August 31, 2022 for the Festival of Sail event.

Adjourn:

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June 27, 2022

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, June 27, 2022, at 6:00 p.m.

The meeting was called to order by President Redden.

Members present, Councilors: Woodruff, Glaser, Rennwald, Redden. 4.

Members absent, Councilors: Swanson, Passe, Erickson. 3.

Others present: Deputy Administrator, Finance Director, Pietila
City Clerk, Nordean
Community Development/Planner, Sterbenz
City Attorney, Costley.

Clerk Nordean requested the addition of New Business 4. [R] Consider authorizing Bolton & Menk to prepare preliminary design concepts for two tunnels to move ATV and snowmobile traffic across Highway 61 at each end of the City for an amount not to exceed \$50,000.

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

Appearances:

Paul Iversen, 809 Third Avenue, was present and addressed the Council requesting a report for all expenses related to the lawsuit. Finance Director, Pietila reported that she has not yet received billing from Attorney Nauen, however, the fees to date from Attorney Costley amount to \$6,240.

Lisa Knight, 3452 Drummond Grade, was present and addressed the Council regarding THEDA appointments, expressing concern with the appointment of employees of Mayor Swanson to this commission and the recommendation by a commission member to not acquire the services of SCPDC due to their being in competition with Garage Starts. Mrs. Knight recommended that Mayor Swanson be removed from all City committees and commissions.

Jean Sewell, Executive Director of North Shore Horizons, was present and addressed the Council providing information regarding sexual assault victims, offering contact information to provide guidance and support for Councilors who may have questions regarding legal matters related to public discussion regarding sexual assault victims. She requested that the Council consider allowing sexual assault victims to speak.

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Brian Entzion, 287 East First Street, Knife River, was present and addressed the Council regarding Mayor Swanson's abuse of public confidence and lack of honesty.

Deanne Royce, 419 Eleventh Avenue, was present and addressed the Council expressing concern with the Tall Ships Festival being too large for the community. She reported her belief that people who live here don't want to pay for the event and it will be a burden for the community.

Utilities Committee:

Vice President Glaser reported that at their meeting held on June 15, the committee reviewed the wastewater treatment project designs and discussed the Significant User Agreement with Castle Danger Brewing.

Public Affairs Committee:

Councilor Rennwald and Vice President Glaser reported on the June 16, 2022 meeting of the Public Affairs Committee where they discussed proposed changes to the City Code regarding commission appointments, residency requirements for commission membership, the Neighborhood Revitalization Mini Grant Program, rules for public appearances at City Council meetings, Zoom meetings and compensation for elected officials. They noted that language for the proposed changes is being drafted by Attorney Costley and will be reviewed by the committee before recommendations are made to the Council.

Liquor Store Ad Hoc Committee:

Councilor Rennwald reported that the committee met and discussed various parcels which could be considered for the construction of a new liquor store. She indicated that one of the parcels that the City had looked at is located on Seventh Avenue, but when combined with the recently purchased property and the existing store property, would not provide adequate space for a larger store with an increased number of on-site parking spaces. She noted that based on this information, the group was focusing on another site and will continue to investigate other options.

Finance Committee:

Council President Redden reported that at their June 20 meeting, they discussed finance options for expenses related to the Festival of Sails.

Motion by Woodruff and Glaser 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 May 9 and 23 and June 13, 2022 Regular City Council meetings.

2. **RESOLUTION NO. 6-164-22 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON JUNE 28, 2022 IN THE AMOUNT OF \$1,890,226.44.**
3. Approving payroll for the first half of June, 2022 in the amount of \$242,363.60.
4. **RESOLUTION NO. 6-165-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$38,347.85 FOR ENGINEERING CONSTRUCTION SERVICES FROM APRIL 16 – MAY 13, 2022 FOR THE WASTEWATER TREATMENT PLANT PROJECT.**
5. **RESOLUTION NO. 6-166-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$1,312.50 FOR ENGINEERING SERVICES FROM APRIL 2 – 29, 2022, FOR GIS MAPPING UPDATES, AUDIT ASSISTANCE WITH PROJECT FINANCIAL INFORMATION AND RUSTIC CREEK CONSTRUCTION PLAN REVIEW AND COMMENTS.**
6. **RESOLUTION NO. 6-167-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$1,947.00 FOR PROFESSIONAL SERVICES FOR THE 2023 – 2024 STREET & ALLEY IMPROVEMENT PROJECT FROM APRIL 26 – 29, 2022.**
7. **RESOLUTION NO. 6-168-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$395.50 TO PROVIDE PROFESSIONAL SERVICES FOR THE MNDOT HIGHWAY 61 RECONSTRUCTION PROJECT.**
8. **RESOLUTION NO. 6-169-22 APPROVING PLANS FOR RESURFACING OF COUNTY STATE-AID HIGHWAY (CSAH) 26.**
9. **RESOLUTION NO. 6-170-22 AUTHORIZING ADDITIONAL PAYMENT IN THE AMOUNT OF \$1,500 TO NORTHERN ELITE EPOXY FOR ADDITIONAL LABOR AND MATERIALS FOR EPOXY FLOOR COATING AT THE CAMPGROUND BATHHOUSE FOR A TOTAL AMOUNT OF \$7,500.**
10. **RESOLUTION NO. 6-171-22 AUTHORIZING PAYMENT TO LAKE COUNTY FOR PAY APPLICATION NO. 15 IN THE AMOUNT OF \$112,200.68 FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT.**
11. **RESOLUTION NO. 6-172-22 APPROVING CHANGE ORDER NO. 7 FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT FOR THE MINNEHAHA SCHOOL SEWER SERVICE TO INCREASE THE PROJECT COST BY AN AMOUNT OF \$51,640, WITH THE CITY'S SHARE AT \$13,275.**
12. Accepting with regret, the resignation of Samuel Martinen from the Charter Commission and authorizing a letter of appreciation for his services.
13. **RESOLUTION NO. 6-173-22 CERTIFYING AN ASSESSMENT AGAINST THE PROPERTY LOCATED AT 515 TENTH AVENUE FOR CERTAIN DELINQUENT UTILITY CHARGES IN THE AMOUNT OF \$1,451.**

14. **RESOLUTION NO. 6-174-22 AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A GRANT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND TWO HARBORS AREA FUND FOR EXTENSION OF THE GRANT DEADLINE FROM DECEMBER 31, 2022 TO NOVEMBER 1, 2023, FOR THE TWO HARBORS TRAIL PROJECT, DUE TO PROJECT DELAYS.**
15. **RESOLUTION NO. 6-175-22 APPROVING THE RENEWAL OF MASSAGE THERAPY LICENSES FOR JUDY WICK AND AMY SPEECE, AT 601 SEVENTH AVENUE.**
16. Approving the Special Event Permit of Carey Hogenson for the Play Ball Minnesota – Baseball/Softball Clinic put on by the Minnesota Twins to be held at Odegard Park on July 8, 2022 from 10 AM - 6 PM.
17. Moving forward with the Party in the Park event, sponsored by the City, to be held on August 28, 2022 at Thomas Owens Park/Bandshell.

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

Communications:

1. A letter from Chuck Hays, 1483 Summit Shores Dr., Burnsville, MN 55306, expressing his displeasure with the condition of City streets.
2. A note from Castle Danger Brewery, expressing appreciation for working with them in approving their off-sale license so that they could begin selling growlers within one week of the adoption of the revised language.
3. A memorandum from Joe Rhein, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project.
4. A memorandum from Joe Rhein, Bolton & Menk, regarding Lake County CSAH 26 Mill & Overlay Project and City approval of plans.

Unfinished Business:

Motion by Rennwald and Woodruff that **RESOLUTION NO. 6-176-22 AUTHORIZING A FUNDING PLAN FOR RECOVERY OF CITY EXPENSES ASSOCIATED WITH THE FESTIVAL OF SAILS, 2022** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Other.

New Business:

Motion by Woodruff and Rennwald that **RESOLUTION NO. 6-177-22 APPROVING THE REQUEST OF TWIN PORTS ENTERTAINMENT AND LOVIN LAKE COUNTY FOR A SPECIAL EVENT PERMIT WHICH INCLUDES STREET CLOSURES AND ELECTRICAL CONNECTION FOR A SHENANDOAH CONCERT TO BE HELD ON AUGUST 20, 2022, IN THE PARKING LOT LOCATED IN THE 500 BLOCK BETWEEN SOUTH AVENUE AND THE ALLEY SOUTH OF FIRST AVENUE, PENDING THE**

RECEIPT OF APPROVAL OF 75% OF THE AFFECTED PROPERTY OWNERS AND AUTHORIZATION FROM LAKE COUNTY FOR PERMISSION TO USE AND CONDUCT LIQUOR SALES ON THEIR PROPERTY be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Rennwald that **RESOLUTION NO. 6-178-22 AUTHORIZING A GRANT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND LOVIN LAKE COUNTY FOR THE PURPOSE OF PROVIDING FUNDING ASSISTANCE FOR CERTAIN COSTS ASSOCIATED WITH THE 2022 FESTIVAL OF SAILS, WHICH INCLUDES A CITY MATCH IN THE AMOUNT OF \$50,000** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Rennwald authorizing the City Attorney to draft an agreement with Draw Events requiring a payment bond covering reimbursement of expenses and payment of vendor fees, and to provide indemnification for the City. Carried.

Motion by Rennwald and Glaser that **RESOLUTION NO. 6-179-22 AUTHORIZING BOLTON & MENK TO PREPARE PRELIMINARY DESIGN CONCEPTS FOR TWO TUNNELS – ONE ON THE WEST END OF TOWN AND ONE ON THE EAST END OF TOWN TO BE USED BY ATV'S AND SNOWMOBILES FOR SAFETY PURPOSES** be adopted as read. Carried by the following vote: Yeas: Glaser, Rennwald, Redden. 3. Nays: Woodruff. 1.

Motion by Glaser and Rennwald that the meeting adjourn. Carried.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk

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July 11, 2022

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, July 11, 2022, at 6:00 p.m.

The meeting was called to order by President Redden.

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

Members absent, Councilors: Rennwald, Swanson. 2.

Others present: Interim Administrator/Finance Director, Pietila
City Clerk, Nordean
Community Development/Planner, Sterbenz, via Zoom.

Clerk Nordean requested the addition of Communications #3. A memorandum from Joe Rhein, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project; and New Business 3, Declaring first reading of an ordinance prohibiting the establishment of new uses or the expansion of existing uses related to cannabis and nonintoxicating cannabinoids (cbd) and Tetrahydrocannabinol (THC) sales, testing, manufacturing or distribution of a period of up to one year, and referring the matter to the Police Chief and Planning Commission.

Motion by Woodruff and Glaser approving the agenda with the changes recommended by the City Clerk. Carried.

Appearances:

Thomas Furman, Executive Director, Housing & Redevelopment Authority of Two Harbors, was present and addressed the Council providing a review of items requested by the HRA for their proposed senior housing development(s). His requests included land appropriation, and authorization for the City Attorney to provide assistance to the HRA in obtaining a tax levy to provide funding for future housing projects.

Paul Iversen, 809 Third Avenue, was present and addressed the Council requesting that they consider filing a counter suit to cover legal expenses from the recent suit filed by Tim Jezierski and John and Jane Doe.

Joe Rhein, Bolton & Menk, was present and provided an update on the Wastewater Treatment Plant Improvement Project noting that they have started pouring concrete for the large tanks and equipment for the clarifier has started to arrive. He indicated that these items are quite expensive which resulted in a high dollar amount on their current pay request. Rhein also provided an update

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on the 2021 – 2022 Street Improvement project noting that all of the utility and street base work is done and they are starting on curbs; he also informed the Council that there will be a public open house at 6 PM on July 21 regarding the 2023 – 2024 Street Improvement Project, at the Lake County Law Enforcement Center.

Personnel Committee:

Vice President Glaser reported that at their last meeting, the Personnel Committee reviewed matters pertaining to pending litigation and a lack of applicants for temporary positions.

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

1. **RESOLUTION NO. 7-180-22 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON JULY 12, 2022, IN THE AMOUNT OF \$2,436,340.08.**
2. Approving payroll for the second half of June, 2022, in the amount of \$256,107.50.
3. **RESOLUTION NO. 7-181-22 AUTHORIZING PAYMENT TO LAKEHEAD CONSTRUCTORS FOR PAY APPLICATION #8 IN THE AMOUNT OF \$1,631,193.12 FOR THE WASTEWATER TREATMENT FACILITY PROJECT.**
4. **RESOLUTION NO. 7-182-22 AUTHORIZING PAYMENT TO LAKE COUNTY IN THE AMOUNT OF \$118,767.43 FOR PAY APPLICATION #16 FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT.**
5. **RESOLUTION NO. 7-183-22 APPOINTING ELECTION JUDGES FOR THE PRIMARY AND GENERAL ELECTIONS FOR TUESDAYS, AUGUST, 9, AND NOVEMBER 8, 2022.**
6. **RESOLUTION NO. 7-184-22 APPROVING THE UPDATED SAFETY EYEWEAR POLICY.**
7. Accepting the recommendation of the Public Affairs Committee to forego the Neighborhood Revitalization Mini Grant Program for 2022, with the intention of offering grants again in 2023.
8. **RESOLUTION NO. 7-185-22 APPOINTING CHASE ANDERSON AS A TEMPORARY EMPLOYEE IN THE PUBLIC WORKS DEPARTMENT.**

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

Communications:

1. A memorandum from Brain Guldán, Bolton & Menk, providing a status update on the Wastewater Treatment Plant Project.
2. Notice of Open House Public Information Meeting regarding proposed 2023-2024 Street Improvement Project.

3. A memorandum from Joe Rhein, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project

New Business:

Motion by Erickson and Glaser to refer to Public Affairs, a request from the Two Harbors Housing and Redevelopment Authority for the appropriation of three parcels of land to be included in a request for qualifications for a housing development project in the City. Carried.

Councilors Woodruff, Glaser and Erickson requested that a special meeting of the City Council be scheduled for 6 PM on Monday, July 18, 2022 for the purpose of considering the requests of the Two Harbors Housing and Redevelopment Authority and the proposed liquor store project.

Motion by Erickson and Glaser that **RESOLUTION NO. 7-186-22 COMMITTING TO CERTAIN FINANCIAL OBLIGATIONS IN CONJUNCTION WITH MINNESOTA PUBLIC FACILITIES AUTHORITY FOR THE 2022 WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous vote of all members present on roll call.

Motion by Erickson and Passe declaring first reading of an ordinance prohibiting the establishment of new uses or the expansion of existing uses related to cannabis and nonintoxicating cannabinoids (cbd) and Tetrahydrocannabinol (THC) sales, testing, manufacturing or distribution of a period of up to one year and referring the matter to the Police Chief and Planning Commission. Carried.

Motion by Glaser and Woodruff that the meeting adjourn. Carried.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-3679 AMERICAN BOTTLING COMPANY						
<hr/>						
I-3313619364		MIX	204.10			
7/12/2022	APBNK	DUE: 8/11/2022 DISC: 8/11/2022		1099: N		
		MIX		609 49750-264	PURCHASES - MIX	204.10
== VENDOR TOTALS ==			204.10			
<hr/>						
01-3430 AMERICAN LEGAL PUBLISHING CORP						
<hr/>						
I-18178		INTERNET RENEWAL 8/11/22-23	450.00			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		INTERNET RENEWAL 8/11/22-23		101 41510-101	CODIFICATION	450.00
== VENDOR TOTALS ==			450.00			
<hr/>						
01-4226 ARTISAN BEER COMPANY						
<hr/>						
I-3546450		BEER	1,295.80			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	1,295.80
<hr/>						
I-3548951		BEER	978.40			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	978.40
== VENDOR TOTALS ==			2,274.20			
<hr/>						
01-4703 ARTISANS						
<hr/>						
C-CR-006295		PULLOVER/T-SHIRT	30.25CR			
7/12/2022	APBNK	DUE: 7/12/2022 DISC: 7/12/2022		1099: N		
		PULLOVER/T-SHIRT		660 45183-243	PURCHASES - MERCHANDISE	30.25CR
== VENDOR TOTALS ==			30.25CR			
<hr/>						
01-4378 ASTRONOMY MAGAZINE						
<hr/>						
I-202207224526		ASTRONOMY MAGAZINE	86.95			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		ASTRONOMY MAGAZINE		211 45500-435	BOOKS AND PERIODICALS	86.95
== VENDOR TOTALS ==			86.95			

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PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-2672	BERNICK'S						
C-839850		BEER		34.00CR			
7/08/2022	APBNK	DUE: 7/08/2022 DISC: 7/08/2022			1099: N		
		BEER			609 49750-262	PURCHASES - BEER	34.00CR
I-307884		ICE		85.90			
3/01/2022	APBNK	DUE: 3/31/2022 DISC: 3/31/2022			1099: N		
		ICE			609 49750-210	OPERATING SUPPLIES	85.90
I-318497		ICE		85.90			
4/01/2022	APBNK	DUE: 5/01/2022 DISC: 5/01/2022			1099: N		
		ICE			609 49750-210	OPERATING SUPPLIES	85.90
I-340127		ICE		85.90			
6/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022			1099: N		
		ICE			609 49750-210	OPERATING SUPPLIES	85.90
I-351194		ICE		85.90			
7/01/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022			1099: N		
		ICE			609 49750-210	OPERATING SUPPLIES	85.90
I-839849		MIX		78.21			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022			1099: N		
		MIX			609 49750-264	PURCHASES - MIX	78.21
I-839851		BEER		13,876.55			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022			1099: N		
		BEER			609 49750-262	PURCHASES - BEER	13,876.55
I-839852		BEER		140.00			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022			1099: N		
		BEER			609 49750-262	PURCHASES - BEER	140.00
I-840166		MIX		42.00			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022			1099: N		
		MIX			609 49750-264	PURCHASES - MIX	42.00
I-840167		BEER		8,928.45			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022			1099: N		
		BEER			609 49750-262	PURCHASES - BEER	8,928.45
I-840279		BEER		2,194.20			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022			1099: N		
		BEER			609 49750-262	PURCHASES - BEER	2,194.20
I-840971		PURCHASE MIX		42.00			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022			1099: N		
		PURCHASE MIX			609 49750-264	PURCHASES - MIX	42.00

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-2672	BERNICK'S	(** CONTINUED **)				
I-840972		PURCHASE BEER	1,819.20			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		PURCHASE BEER		609 49750-262	PURCHASES - BEER	1,819.20
I-841225		BERNICK'S	42.21			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		BERNICK'S		609 49750-264	PURCHASES - MIX	42.21
I-841226		BERNICK'S	12,497.20			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		BERNICK'S		609 49750-262	PURCHASES - BEER	12,446.20
		BERNICK'S		609 49750-264	PURCHASES - MIX	51.00
		=== VENDOR TOTALS ===	39,969.62			
01-2174	BEST CONCRETE INC.					
I-18148		SHORT LOAD/HAND SET CURB	532.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		SHORT LOAD/HAND SET CURB		101 43100-224	STREET MATERIALS	532.00
		=== VENDOR TOTALS ===	532.00			
01-4128	BOLTON & MENK, INC					
I-0292235		CASTLE DANGER SIU	2,775.00			
6/28/2022	APBNK	DUE: 7/28/2022 DISC: 7/28/2022		1099: N		
		CASTLE DANGER SIU		602 49480-300	PROFESSIONAL SERVICES	2,775.00
I-0292839		WWTF ENG. 5/14-6/10	27,512.50			
6/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		WWTF ENG. 5/14-6/10		602 49480-530	CAPITAL OUTLAY - IMPROVE	27,512.50
		=== VENDOR TOTALS ===	30,287.50			
01-0935	BORDER STATE ELECTRIC SUPPLY					
C-CM92440427		RV UN MTR PED	826.92CR			
6/16/2022	APBNK	DUE: 6/16/2022 DISC: 6/16/2022		1099: N		
		RV UN MTR PED		660 45183-221	MAINT. & REPAIR SUPPLIES	826.92CR
I-924498159		U6281-XL 200-5T9 200A RL MAIN	399.41			
7/01/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N		
		U6281-XL 200-5T9 200A RL MAIN		604 49570-229	METERS AND TRANSFORMERS	399.41
I-924557521		1/2X4 - 1/2 MASTIC PAD	306.29			
7/13/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		1/2X4 - 1/2 MASTIC PAD		604 49570-221	MAINT. AND REPAIR SUPPLI	306.29

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0935		BORDER STATE ELECTRIC SUPPLY (** CONTINUED **)				
I-924574505		CRH-TP7146 WP-BX 1G RND 1/2KO	68.89			
7/15/2022	APBNK	DUE: 8/09/2022 DISC: 8/09/2022		1099: N		
		CRH-TP7146 WP-BX 1G RND 1/2KO		604 49570-221	MAINT. AND REPAIR SUPPLI	68.89
		== VENDOR TOTALS ==	52.33CR			
01-4409		BOURGET IMPORTS LLC				
I-188458		BEER	1,010.90			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	66.40
		WINE		609 49750-263	PURCHASES - WINE	920.00
		FREIGHT		609 49750-333	FREIGHT	24.50
		== VENDOR TOTALS ==	1,010.90			
01-0896		BOYER TRUCK SAVAGE				
I-006S604636.02		TRUCK 26 REPAIR	1,848.48			
7/20/2022	APBNK	DUE: 7/20/2022 DISC: 7/20/2022		1099: N		
		TRUCK 26 REPAIR		101 42200-222	VEHICLES - SUPPLIES & MA	1,848.48
		== VENDOR TOTALS ==	1,848.48			
01-4319		BREAKTHRU BEVERAGE MN				
I-344864422		LIQUOR	4,359.52			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	4,213.36
		MIX		609 49750-264	PURCHASES - MIX	67.38
		FREIGHT		609 49750-333	FREIGHT	78.78
I-344950415		BREAKTHRU BEVERAGE MN	4,931.82			
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022		1099: N		
		BREAKTHRU BEVERAGE MN		609 49750-261	PURCHASES - LIQUOR	4,617.06
		BREAKTHRU BEVERAGE MN		609 49750-263	PURCHASES - WINE	243.38
		BREAKTHRU BEVERAGE MN		609 49750-333	FREIGHT	71.38
		== VENDOR TOTALS ==	9,291.34			
01-1370		BRENT'S BIFFIES				
I-46986		601 20TH AVE 6/7-7/4	92.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		601 20TH AVE 6/7-7/4		101 43100-210	OPERATING SUPPLIES	92.00

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1370	BRENT'S BIFFIES		(** CONTINUED **)			
=====						
I-46987		ODEGARD 6/7-7/4	99.50			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		ODEGARD 6/7-7/4		101 45123-210	OPERATING SUPPLIES	99.50
=====						
I-46988		BAND SHELL 6/7-7/4	162.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		BAND SHELL 6/7-7/4		101 45123-210	OPERATING SUPPLIES	162.00
=====						
I-46989		2 WATERFRONT DR	369.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		2 WATERFRONT DR		101 45123-210	OPERATING SUPPLIES	369.00
=====						
I-46990		3RD AVE & 1ST ST 6/7-7/4	163.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		3RD AVE & 1ST ST 6/7-7/4		101 45123-210	OPERATING SUPPLIES	163.00
=====						
I-46991		13TH AVE & 8TH ST 6/7-7/4	486.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		13TH AVE & 8TH ST 6/7-7/4		101 45123-210	OPERATING SUPPLIES	486.00
=====						
I-46992		6/7-7/4	562.00			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		6/7-7/4		101 45123-210	OPERATING SUPPLIES	562.00
=====						
I-46993		SEGOG 6/7/-7/4	221.50			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		SEGOG 6/7/-7/4		101 45123-210	OPERATING SUPPLIES	221.50
		=== VENDOR TOTALS ===	2,155.00			
=====						
01-1502	CINTAS CORPORATION					
=====						
I-4125160754		FD BLUE MATS	10.14			
7/13/2022	APBNK	DUE: 7/23/2022 DISC: 7/23/2022		1099: N		
		FD BLUE MATS		101 42200-210	OPERATING SUPPLIES	10.14
=====						
I-4125160766		SHOP TOWELS/UNIFORMS	220.31			
7/13/2022	APBNK	DUE: 7/23/2022 DISC: 7/23/2022		1099: N		
		SHOP TOWELS/UNIFORMS		101 43100-210	OPERATING SUPPLIES	129.48
		SHOP TOWELS/UNIFORMS		604 49570-210	OPERATING SUPPLIES	45.42
		SHOP TOWELS/UNIFORMS		605 49610-210	OPERATING SUPPLIES	45.41
=====						
I-4125844498		CINTAS CORPORATION	23.69			
7/20/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		CINTAS CORPORATION		609 49750-210	OPERATING SUPPLIES	23.69
		=== VENDOR TOTALS ===	254.14			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-4680 CIRCLE K FLEET						
<hr/>						
I-05/08/2022		HAFFILED TRAVEL CARD FUEL	10.00			
5/08/2022	APBNK	DUE: 5/08/2022 DISC: 5/08/2022		1099: N		
		HAFFILED TRAVEL CARD FUEL		101 43100-331	TRAVEL & TRAINING	10.00
=== VENDOR TOTALS ===			10.00			
<hr/>						
01-0651 COCA COLA BEVERAGES OF DULUTH						
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I-2951759		MIX	247.45			
7/18/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N		
		MIX		609 49750-264	PURCHASES - MIX	247.45
=== VENDOR TOTALS ===			247.45			
<hr/>						
01-0875 EHLERS & ASSOCIATES INC						
<hr/>						
I-91179		CDB&CRUIKSHANK ABATEMENT	325.00			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		CDB&CRUIKSHANK ABATEMENT		101 49100-300	PROFESSIONAL SERVICES	325.00
=== VENDOR TOTALS ===			325.00			
<hr/>						
01-2032 FAMILY HANDYMAN						
<hr/>						
I-202207224527		FAMILY HANDYMAN	20.00			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		FAMILY HANDYMAN		211 45500-435	BOOKS AND PERIODICALS	20.00
=== VENDOR TOTALS ===			20.00			
<hr/>						
01-3329 FASTENAL						
<hr/>						
I-MNTWH34879		USS THRU HARD 3/4 Y2	157.72			
6/28/2022	APBNK	DUE: 7/28/2022 DISC: 7/28/2022		1099: N		
		USS THRU HARD 3/4 Y2		101 43100-215	WAREHOUSE SUPPLIES	157.72
=== VENDOR TOTALS ===			157.72			
<hr/>						
01-0673 FEDERATED CO-OPS, INC.						
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C-1500159		BEER	5.82CR			
7/21/2022	APBNK	DUE: 7/21/2022 DISC: 7/21/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	5.82CR
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I-20023165		BEER	4,241.00			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	4,157.80
		MIX		609 49750-264	PURCHASES - MIX	79.20
		FREIGHT		609 49750-333	FREIGHT	4.00
=== VENDOR TOTALS ===			4,235.18			

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<hr/>						
01-2014 FRONTIER ENERGY, INC.						
<hr/>						
I-189777		JUNE 1 - JUNE 30, 2022	1,037.34			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		JUNE 1 - JUNE 30, 2022		604 49590-446	CONSERVATION IMPROVEMENT	1,037.34
=== VENDOR TOTALS ===			1,037.34			
<hr/>						
01-0382 GOODIN COMPANY						
<hr/>						
I-03820859-00		LINESET/POWER COM WIRE	437.85			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		LINESET/POWER COM WIRE		660 45183-221	MAINT. & REPAIR SUPPLIES	437.85
=== VENDOR TOTALS ===			437.85			
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01-4582 KATHRYN GROENEVELD						
<hr/>						
I-07/01/22-07/14/22		PAYROLL REIMB. 07/01-07/14/22	2,418.39			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: Y		
		PAYROLL REIMB. 07/01-07/14/22		660 45183-303	CONTRACTUAL SERVICES	2,418.39
=== VENDOR TOTALS ===			2,418.39			
<hr/>						
01-0387 HAWKINS, INC.						
<hr/>						
I-623		150LB CHLORINE	10.00			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		150LB CHLORINE		601 49420-216	CHEMICALS	10.00
<hr/>						
I-6238422		CHLORINE CYLINDER	20.00			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		CHLORINE CYLINDER		602 49480-216	CHEMICALS	20.00
=== VENDOR TOTALS ===			30.00			
<hr/>						
01-0783 INGRAM LIBRARY SERVICES						
<hr/>						
I-70327703		BOOKS	335.32			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		BOOKS		211 45500-435	BOOKS AND PERIODICALS	335.32
=== VENDOR TOTALS ===			335.32			

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<hr/>						
01-4794	J & M DISPLAYS					
I-56583		JULY 4 FIREWORKS DISPLAY	12,000.00			
7/13/2022	APBNK	DUE: 7/13/2022 DISC: 7/13/2022		1099: N		
		JULY 4 FIREWORKS DISPLAY		609 49750-470	CONTRIBUTIONS	12,000.00
		=== VENDOR TOTALS ===	12,000.00			
<hr/>						
01-0781	JBL TRUCKING & EXCAVATING					
I-89		WATERLINE REPAIR	4,160.00			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		WATERLINE REPAIR		601 49430-235	WATER LEAK REPAIR & MAIN	4,160.00
		=== VENDOR TOTALS ===	4,160.00			
<hr/>						
01-4743	JOEL D DHEIN					
I-202207154523		CELL PHONE/MILEAGE REIM	366.24			
7/14/2022	APBNK	DUE: 7/14/2022 DISC: 7/14/2022		1099: N		
		CELL PHONE/MILEAGE REIM		101 41400-331	TRAVEL & TRAINING	366.24
		=== VENDOR TOTALS ===	366.24			
<hr/>						
01-0399	JOHNSON BROS LIQUOR CO					
I-2089612		LIQUOR	5,843.73			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,095.69
		WINE		609 49750-263	PURCHASES - WINE	2,470.69
		MIX		609 49750-264	PURCHASES - MIX	74.00
		FREIGHT		609 49750-333	FREIGHT	203.35
I-2093955		LIQUOR	3,162.53			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	1,778.54
		WINE		609 49750-263	PURCHASES - WINE	1,244.35
		MIX		609 49750-264	PURCHASES - MIX	37.00
		GREIGHT		609 49750-333	FREIGHT	102.64
I-2093956		BEER	60.00			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	60.00
I-2098657		LIQUOR	8,566.64			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	5,319.96
		WINE		609 49750-263	PURCHASES - WINE	2,987.43
		FREIGHT		609 49750-333	FREIGHT	259.25
		=== VENDOR TOTALS ===	17,632.90			

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01-0325	LAKESHORE ICE					
I-05-203885		LAKESHORE ICE	134.40			
7/01/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		LAKESHORE ICE		660 45183-230	PURCHASES - ICE	134.40
I-05-203916		84 SMALL BAG ICE	134.40			
7/05/2022	APBNK	DUE: 8/04/2022 DISC: 8/04/2022		1099: N		
		84 SMALL BAG ICE		660 45183-230	PURCHASES - ICE	134.40
		== VENDOR TOTALS ==	268.80			
01-4695	LS DENTAL					
I-202207154521		CITY GRANT TO DEV.8.4TO8.6 3R	30,000.00			
7/15/2022	APBNK	DUE: 7/15/2022 DISC: 7/15/2022		1099: N		
		CITY GRANT TO DEV.8.4TO8.6 3RD		500 20600	CONTRACTS PAYABLE	30,000.00
		== VENDOR TOTALS ==	30,000.00			
01-3035	MAC TOOLS					
I-D81678		ET 7200 UPDS SWS UPDATE	1,629.98			
7/06/2022	APBNK	DUE: 8/05/2022 DISC: 8/05/2022		1099: N		
		ET 7200 UPDS SWS UPDATE		101 43100-210	OPERATING SUPPLIES	1,629.98
		== VENDOR TOTALS ==	1,629.98			
01-3028	MADDEN GALANTER HANSEN					
I-202207154522		6/1-6/30 LABOR REL. SRVCS	1,086.40			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		6/1-6/30 LABOR REL. SRVCS		101 49100-300	PROFESSIONAL SERVICES	1,086.40
		== VENDOR TOTALS ==	1,086.40			
01-3855	METRO SALES INC.					
I-2079728		RICOH IM C600 COPIER	881.53			
7/06/2022	APBNK	DUE: 8/05/2022 DISC: 8/05/2022		1099: N		
		RICOH IM C600 COPIER		101 41400-404	EQUIP. MAINTENANCE CONTR	122.40
		RICOH IM C600 COPIER		601 49440-404	EQUIP. MAINTENANCE CONTR	6.78
		RICOH IM C600 COPIER		602 49490-404	EQUIP. MAINTENANCE CONTR	165.70
		RICOH IM C 600 COPIER		604 49590-404	EQUIP. MAINTENANCE CONTR	434.97
		RICOH IM C 600 COPIER		605 49620-404	EQUIP. MAINTENANCE CONTR	142.33
		RICOH IM C 600 COPIER		651 49520-404	EQUIP. MAINTENANCE CONTR	9.35
		== VENDOR TOTALS ==	881.53			

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<hr/>							
01-0697	MICHAUD DIST. CORP.						
I-0307041		WATER		8.00			
6/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022			1099: N		
		WATER			660 45183-210	OPERATING SUPPLIES	8.00
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I-239833		WATER		8.00			
6/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022			1099: N		
		WATER			660 45183-210	OPERATING SUPPLIES	8.00
<hr/>							
I-368879		MICHAUD DIST. CORP.		2,552.00			
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022			1099: N		
		MICHAUD DIST. CORP.			609 49750-262	PURCHASES - BEER	2,367.60
		MICHAUD DIST. CORP.			609 49750-264	PURCHASES - MIX	181.40
		MICHAUD DIST. CORP.			609 49750-333	FREIGHT	3.00
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I-MN21		WINE		876.84			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022			1099: N		
		WINE			609 49750-263	PURCHASES - WINE	876.84
		=== VENDOR TOTALS ===		3,444.84			
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01-2269	MIDWEST TAPE						
I-502234272		audio/dvd		108.46			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022			1099: N		
		audio/dvd			211 45500-434	AUDIO AND VIDEO TAPES	44.99
		63.47			211 45500-434	AUDIO AND VIDEO TAPES	63.47
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I-502358326		DVD		146.93			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022			1099: N		
		DVD			211 45500-434	AUDIO AND VIDEO TAPES	134.94
		DVD			211 45500-434	AUDIO AND VIDEO TAPES	11.99
		=== VENDOR TOTALS ===		255.39			
<hr/>							
01-0416	MN MUNICIPAL UTILITIES ASSN						
I-59727		SAFETY PROGRAMS		5,942.50			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022			1099: N		
		SAFETY PROGRAMS			101 42500-300	PROFESSIONAL SERVICES	810.43
		SAFETY PROGRAMS			601 49440-300	PROFESSIONAL SERVICES	63.61
		SAFETY PROGRAMS			602 49490-300	PROFESSIONAL SERVICES	1,223.10
		SAFETY PROGRAMS			604 49590-300	PROFESSIONAL SERVICES	2,825.65
		SAFETY PROGRAMS			605 49620-300	PROFESSIONAL SERVICES	879.47
		SAFETY PROGRAMS			651 49520-300	PROFESSIONAL SERVICES	140.24
		=== VENDOR TOTALS ===		5,942.50			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-1411	MTI DISTRIBUTING INC.					
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I-1354651-01		SCREW HOC	51.38			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		SCREW HOC		241 45125-221	MAINT. AND REPAIR SUPPLI	51.38
=== VENDOR TOTALS ===			51.38			
<hr/>						
01-3255	NFFA					
<hr/>						
I-202207224529		RENEWAL 7/4/22-8/4/23	175.00			
7/04/2022	APBNK	DUE: 7/04/2022 DISC: 7/04/2022		1099: N		
		RENEWAL 7/4/22-8/4/23		101 42200-433	DUES AND SUBSCRIPTIONS	175.00
<hr/>						
I-8237932Y		610 GUIDE FOR EMERGENCY SAFET	70.00			
7/02/2022	APBNK	DUE: 7/02/2022 DISC: 7/02/2022		1099: N		
		610 GUIDE FOR EMERGENCY SAFETY		101 42200-210	OPERATING SUPPLIES	70.00
=== VENDOR TOTALS ===			245.00			
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01-1464	NORTHERN ENGINE & SUPPLY, INC.					
<hr/>						
I-143250		FAST FLAGS KIT	186.10			
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022		1099: N		
		FAST FLAGS KIT		101 43126-221	MAINT. AND REPAIR SUPPLI	186.10
=== VENDOR TOTALS ===			186.10			
<hr/>						
01-4566	O'REILLY AUTO PARTS					
<hr/>						
I-3972-373172		ASSY PLUG	9.99			
7/07/2022	APBNK	DUE: 7/07/2022 DISC: 7/07/2022		1099: N		
		ASSY PLUG		101 43126-221	MAINT. AND REPAIR SUPPLI	9.99
<hr/>						
I-3972-373215		PAINT MARKER	11.98			
7/07/2022	APBNK	DUE: 7/07/2022 DISC: 7/07/2022		1099: N		
		PAINT MARKER		604 49570-210	OPERATING SUPPLIES	11.98
=== VENDOR TOTALS ===			21.97			
<hr/>						
01-0845	PARK STATE BANK					
<hr/>						
I-341030000498		5 MO CD @ .58% MATURES 12/8/2	325,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		5 MO CD @ .58% MATURES 12/8/22		651 10400	INVESTMENTS	325,000.00
=== VENDOR TOTALS ===			325,000.00			

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0845 PARK STATE BANK						
=====						
I-341030000501		5 MO CD @ .58% MATURES 12/8/2	595,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		5 MO CD @ .58% MATURES 12/8/22		261 10400	INVESTMENTS	595,000.00
== VENDOR TOTALS ==			595,000.00			
=====						
01-0845 PARK STATE BANK						
=====						
I-341030000504		5 MO CD @ 0.58 MATURES 12/8/2	225,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		5 MO CD MATURES 12/8/22		263 10400	INVESTMENTS	225,000.00
== VENDOR TOTALS ==			225,000.00			
=====						
01-0845 PARK STATE BANK						
=====						
I-341030000510		5 MO CD @ .58% MATURES 12/08/	359,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		5 MO CD @ .58% MATURES 12/08/2		301 10400	INVESTMENTS	359,000.00
== VENDOR TOTALS ==			359,000.00			
=====						
01-0845 PARK STATE BANK						
=====						
I-341030000513		8 MO CD @ .83% MATURES 3/23/2	650,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		8 MO CD @ .83% MATURES 3/23/22		402 10400	INVESTMENTS	650,000.00
== VENDOR TOTALS ==			650,000.00			
=====						
01-0845 PARK STATE BANK						
=====						
I-341030000516		8 MO CD @ 0.83% MATURE 3/23/2	350,000.00			
7/21/2022	APBNK	DRAFT 7/21/2022		1099: N		
		8 MO CD @ 0.83% MATURE 3/23/22		601 10400	INVESTMENTS	350,000.00
== VENDOR TOTALS ==			350,000.00			
=====						
01-3514 PAUSTIS & SONS						
=====						
I-171082		WINE	1,120.00			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		WINE		609 49750-262	PURCHASES - BEER	1,090.00
		FREIGHT		609 49750-333	FREIGHT	30.00
== VENDOR TOTALS ==			1,120.00			

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VENDOR SET: 01 CITY OF TWO HARBORS

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-2113	PER MAR					
I-2824397		CH MONITORING	153.18			
7/08/2022	APBNK	DUE: 7/28/2022 DISC: 7/28/2022		1099: N		
		CH MONITORING		101 41940-404	EQUIP. MAINTENANCE CONTR	153.18
I-2825378		CEMETERY MONITORING	74.16			
7/08/2022	APBNK	DUE: 7/28/2022 DISC: 7/28/2022		1099: N		
		CEMETERY MONITORING		101 49001-404	EQUIP. MAINTENANCE CONTR	74.16
== VENDOR TOTALS ==			227.34			
01-0432	PHILLIPS WINE & SPIRITS	ST.				
I-6425736		FREIGHT	1.27			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		FREIGHT		609 49750-333	FREIGHT	1.27
I-6425737		LIQUOR	4,085.14			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,825.90
		WINE		609 49750-263	PURCHASES - WINE	93.85
		MIX		609 49750-264	PURCHASES - MIX	85.00
		FREIGHT		609 49750-333	FREIGHT	80.39
I-6429087		LIQUOR	935.26			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	795.00
		WINE		609 49750-263	PURCHASES - WINE	113.00
		FREIGHT		609 49750-333	FREIGHT	27.26
I-6432747		LIQUOR	1,417.65			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	507.80
		LIQUOR		609 49750-263	PURCHASES - WINE	759.35
		MIX		609 49750-264	PURCHASES - MIX	93.20
		FREIGHT		609 49750-333	FREIGHT	57.30
== VENDOR TOTALS ==			6,439.32			
01-0670	PRO PRINT INC.					
I-115282011		CAMPGROUND MAPS/FLYERS	657.82			
7/07/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		CAMPGROUND MAPS/FLYERS		660 45183-210	OPERATING SUPPLIES	657.82
I-115557011		#10 WINDOW ENV	787.52			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		#10 WINDOW ENV		101 41400-201	OFFICE SUPPLIES AND EXPE	102.83
		#10 WINDOW ENV		601 49440-201	OFFICE SUPPLIES AND EXPE	5.69
		#10 WINDOW ENV		602 49490-201	OFFICE SUPPLIES AND EXPE	139.20
		#10 WINDOW ENV		604 49590-201	OFFICE SUPPLIES AND EXPE	365.40

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VENDOR SET: 01 CITY OF TWO HARBORS

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0670	PRO PRINT INC.	(** CONTINUED **)				
		#10 WINDOW ENV		605 49620-201	OFFICE SUPPLIES AND EXPE	119.57
		#10 WINDOW ENV		609 49750-201	OFFICE SUPPLIES AND EXPE	39.11
		#10 WINDOW ENV		651 49520-201	OFFICE SUPPLIES AND EXPE	7.85
		#10 WINDOW ENV		660 45183-201	OFFICE SUPPLIES & EXPENS	7.87
		== VENDOR TOTALS ==	1,445.34			
01-3016	RMB ENVIRONMENTAL LABORATORIES					
I-D031397		PRIORITY POLLUTANTS	750.00			
7/09/2022	APBNK	DUE: 8/08/2022 DISC: 8/08/2022		1099: N		
		PRIORITY POLLUTANTS		601 49420-210	OPERATING SUPPLIES	750.00
I-H006527		WEEKLY INF/EFF	95.00			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		WEEKLY INF/EFF		601 49420-210	OPERATING SUPPLIES	95.00
I-H006708		CASTLE DANGER CBOD	40.00			
7/18/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		CASTLE DANGER CBOD		602 49480-498	SLUDGE ANALYSIS & DISPOS	40.00
I-H006761		COLILERT	95.00			
7/12/2022	APBNK	DUE: 8/11/2022 DISC: 8/11/2022		1099: N		
		COLILERT		601 49420-210	OPERATING SUPPLIES	95.00
I-H006850		WEEKLY INF/EFF	264.63			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		WEEKLY INF/EFF		602 49480-498	SLUDGE ANALYSIS & DISPOS	264.63
I-H006892		CBOD WEEKLY INF/EFF	176.42			
7/18/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N		
		CBOD WEEKLY INF/EFF		601 49420-210	OPERATING SUPPLIES	176.42
I-H006929		WEEKLY IF/EFF	103.46			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		WEEKLY IF/EFF		602 49480-498	SLUDGE ANALYSIS & DISPOS	103.46
I-H006931		CASTLE DANGER	43.56			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		CASTLE DANGER		601 49420-210	OPERATING SUPPLIES	43.56
I-H007004		MERCURY TSS	21.78			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		MERCURY TSS		601 49420-210	OPERATING SUPPLIES	21.78
		== VENDOR TOTALS ==	1,589.85			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0606	SANDSTROM'S					
I-417876		SANDSTROM'S	1,585.65			
7/19/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		SANDSTROM'S		609 49750-269	PURCHASES - MERCHANDISE	72.07
		SANDSTROM'S		609 49750-333	FREIGHT	9.95
		SANDSTROM'S		609 49750-269	PURCHASES - MERCHANDISE	1,503.63
		=== VENDOR TOTALS ===	1,585.65			
01-0631	SEH-SHORT ELLIOTT HENDRICKSON					
I-428345		2021 AIRPORT SRE ACQUISITION	2,400.00			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		2021 AIRPORT SRE ACQUISITION		401 49100-580	OTHER EQUIPMENT	2,400.00
		=== VENDOR TOTALS ===	2,400.00			
01-0917	SIGN SOLUTIONS					
I-402453		DELINEAR DRUM	2,807.45			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		DELINEAR DRUM		101 43127-210	OPERATING SUPPLIES	2,807.45
I-402491		YELLOW POST W 3-4" HIP	1,536.18			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		YELLOW POST W 3-4" HIP		101 43127-210	OPERATING SUPPLIES	1,536.18
		=== VENDOR TOTALS ===	4,343.63			
01-4463	SOUTHERN GLAZER'S WINE & SPIRI					
I-2233987		LIQUOR	4,595.09			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,878.65
		WINE		609 49750-263	PURCHASES - WINE	630.00
		FREIGHT		609 49750-333	FREIGHT	86.44
I-2236604		SOUTHERN GLAZER'S WINE & SPIRI	3,974.91			
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022		1099: N		
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-261	PURCHASES - LIQUOR	3,088.99
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-263	PURCHASES - WINE	803.92
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-333	FREIGHT	82.00
		=== VENDOR TOTALS ===	8,570.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-0914	STAPLES					
<hr/>						
I-8066772586		IVORY PARCHMENT CERT	29.15			
7/02/2022	APBNK	DUE: 8/01/2022 DISC: 8/01/2022		1099: N		
		IVORY PARCHMENT CERT		101 41400-201	OFFICE SUPPLIES AND EXPE	4.05
		IVORY PARCHMENT CERT		601 49440-201	OFFICE SUPPLIES AND EXPE	0.22
		IVORY PARCHMENT CERT		602 49490-201	OFFICE SUPPLIES AND EXPE	5.48
		IVORY PARCHMENT CERT		604 49590-201	OFFICE SUPPLIES AND EXPE	14.38
		IVORY PARCHMENT CERT		605 49620-201	OFFICE SUPPLIES AND EXPE	4.71
		IVORY PARCHMENT CERT		651 49520-201	OFFICE SUPPLIES AND EXPE	0.31
<hr/>						
I-8066839304		AUTO NUMBERING STAMP	57.98			
7/09/2022	APBNK	DUE: 8/08/2022 DISC: 8/08/2022		1099: N		
		AUTO NUMBERING STAMP		101 41400-201	OFFICE SUPPLIES AND EXPE	8.05
		AUTO NUMBERING STAMP		601 49440-201	OFFICE SUPPLIES AND EXPE	0.45
		AUTO NUMBERING STAMP		602 49490-201	OFFICE SUPPLIES AND EXPE	10.90
		AUTO NUMBERING STAMP		604 49590-201	OFFICE SUPPLIES AND EXPE	28.61
		AUTO NUMBERING STAMP		605 49620-201	OFFICE SUPPLIES AND EXPE	9.36
		AUTO NUMBERING STAMP		651 49520-201	OFFICE SUPPLIES AND EXPE	0.61
===== VENDOR TOTALS =====			87.13			
<hr/>						
01-3448	CHERYL SUNDSTROM					
<hr/>						
I-202207224530		HERITAGE DAYS REIMB.	356.87			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: Y		
		HERITAGE DAYS REIMB.		101 49100-471	HERITAGE DAYS	356.87
===== VENDOR TOTALS =====			356.87			
<hr/>						
01-0637	SUPERIOR BEVERAGE					
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I-20022747		BEER	7,070.05			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	6,994.05
		WINE		609 49750-263	PURCHASES - WINE	72.00
		FREIGHT		609 49750-333	FREIGHT	4.00
===== VENDOR TOTALS =====			7,070.05			
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01-3848	TALLY HO AVIATION CONSULTANTS,					
<hr/>						
I-202207194524		JULY 2022 SECOND HALF	2,500.00			
7/19/2022	APBNK	DUE: 7/19/2022 DISC: 7/19/2022		1099: Y		
		JULY 2022 SECOND HALF		231 49810-303	CONTRACTUAL SERVICES	2,500.00
===== VENDOR TOTALS =====			2,500.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-2322		TWIN PORTS PAPER & SUPPLY INC				
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I-525092		TOILET TISSUE	280.17			
7/06/2022	APBNK	DUE: 7/21/2022 DISC: 7/21/2022		1099: N		
		TOILET TISSUE		660 45183-223	BUILDING MAINT. SUPPLIES	280.17
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I-525847		TOILET TISSUE/CLEANER	453.55			
7/11/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N		
		TOILET TISSUE/CLEANER		660 45183-223	BUILDING MAINT. SUPPLIES	453.55
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I-526062		BRWN SINGLEFOLD TOWELS	112.50			
7/12/2022	APBNK	DUE: 7/27/2022 DISC: 7/27/2022		1099: N		
		BRWN SINGLEFOLD TOWELS		601 49420-223	BUILDINGS MAINT. SUPPLIE	112.50
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== VENDOR TOTALS ==			846.22			
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01-0453 TWO HARBORS CITY OF

I-202207154520		UTILITIES	29,889.56			
7/01/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		UTILITIES		101 41940-380	UTILITIES	402.24
		UTILITIES		101 41940-380	UTILITIES	257.48
		UTILITIES		101 42200-380	UTILITIES	322.77
		UTILITIES		101 42700-380	UTILITIES	150.72
		UTILITIES		101 43100-380	UTILITIES	412.36
		UTILITIES		101 45127-380	UTILITIES	0.82
		UTILITIES		101 45185-380	UTILITIES	323.34
		UTILITIES		101 49001-380	UTILITIES	191.55
		UTILITIES		211 45500-380	UTILITIES	550.53
		UTILITIES		609 49750-380	UTILITIES	1,077.50
		UTILITIES		609 49750-380	UTILITIES	96.86
		UTILITIES		660 45183-380	UTILITIES	353.58
		UTILITIES		660 45183-380	UTILITIES	4,542.33
		UTILITIES		101 45123-380	UTILITIES	179.60
		UTILITIES		101 45123-380	UTILITIES	106.90
		UTILITIES		101 45123-380	UTILITIES	135.26
		UTILITIES		101 45123-380	UTILITIES	20.23
		UTILITIES		101 45123-380	UTILITIES	6.98
		UTILITIES		101 45123-380	UTILITIES	19.14
		UTILITIES		101 45123-380	UTILITIES	970.44
		UTILITIES		101 45123-380	UTILITIES	5.87
		UTILITIES		241 45125-380	UTILITIES	7.38
		UTILITIES		241 45125-380	UTILITIES	3,338.94
		UTILITIES		241 45125-380	UTILITIES	1,407.83
		UTILITIES		601 49420-380	UTILITIES	4,411.66
		UTILITIES		601 49430-380	UTILITIES	7.12
		UTILITIES		601 49430-380	UTILITIES	30.43
		UTILITIES		601 49430-380	UTILITIES	14.95
		UTILITIES		601 49430-380	UTILITIES	30.43
		UTILITIES		601 49430-380	UTILITIES	977.67
		UTILITIES		601 49430-380	UTILITIES	21.66
		UTILITIES		601 49430-380	UTILITIES	975.79

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-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0453	TWO HARBORS CITY OF	(** CONTINUED **)				
		UTILITIES		602 49470-380	UTILITIES	8.23
		UTILITIES		602 49470-380	UTILITIES	785.58
		UTILITIES		602 49480-380	UTILITIES	6,910.70
		UTILITIES		604 49571-380	UTILITIES	100.00
		UTILITIES		604 49571-381	UTILITIES - STOP LIGHTS	34.42
		UTILITIES		604 49571-381	UTILITIES - STOP LIGHTS	28.05
		UTILITIES		604 49571-381	UTILITIES - STOP LIGHTS	44.08
		UTILITIES		604 49571-381	UTILITIES - STOP LIGHTS	32.92
		UTILITIES		604 49571-381	UTILITIES - STOP LIGHTS	31.40
		UTILITIES		605 49620-380	UTILITIES	280.50
		UTILITIES		604 49590-380	UTILITIES	280.50
		UTILITIES		605 49620-380	UTILITIES	2.82
== VENDOR TOTALS ==			29,889.56			
01-0459	TWO HARBORS PETTY CASH					
I-202207224528		C.ANDERSON WATERWORKS EXAM	23.00			
7/19/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		C.ANDERSON WATERWORKS EXAM		601 49420-331	TRAVEL & TRAINING	23.00
I-202207224531		UMPIRE/MILEAGE	180.00			
7/06/2022	APBNK	DUE: 8/05/2022 DISC: 8/05/2022		1099: N		
		UMPIRE/MILEAGE		850 45122-210	OPERATING SUPPLIES	180.00
I-202207224532		UMPIRE	150.00			
7/06/2022	APBNK	DUE: 8/05/2022 DISC: 8/05/2022		1099: N		
		UMPIRE		850 45122-210	OPERATING SUPPLIES	150.00
I-202207224533		UMPIRE/MILEAGE	165.00			
6/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		UMPIRE/MILEAGE		850 45122-210	OPERATING SUPPLIES	165.00
I-202207224534		UMPIRE	150.00			
7/05/2022	APBNK	DUE: 8/04/2022 DISC: 8/04/2022		1099: N		
		UMPIRE		850 45122-210	OPERATING SUPPLIES	150.00
I-202207224535		UMPIRE/MILEAGE	165.00			
6/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		UMPIRE/MILEAGE		850 45122-210	OPERATING SUPPLIES	165.00
I-202207224536		UMPIRE/MILEAGE	180.00			
7/05/2022	APBNK	DUE: 8/04/2022 DISC: 8/04/2022		1099: N		
		UMPIRE/MILEAGE		850 45122-210	OPERATING SUPPLIES	180.00
== VENDOR TOTALS ==			1,013.00			

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-2956		TYLER TECHNOLOGIES, INC.				
<hr/>						
I-025-387721		HARDWARE ANNUAL FEES	1,408.14			
7/18/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N		
		HARDWARE ANNUAL FEES		601 49440-433	DUES AND SUBSCRIPTIONS	12.57
		HARDWARE ANNUAL FEES		602 49490-433	DUES AND SUBSCRIPTIONS	307.36
		HARDWARE ANNUAL FEES		604 49590-433	DUES AND SUBSCRIPTIONS	806.85
		HARDWARE ANNUAL FEES		605 49620-433	DUES AND SUBSCRIPTIONS	264.02
		HARDWARE ANNUAL FEES		651 49520-433	DUES AND SUBSCRIPTIONS	17.34
		===== VENDOR TOTALS =====	1,408.14			
<hr/>						
01-0788		URSA MINOR BREWING LLC				
<hr/>						
I-E-2301		BEER	1,079.64			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	913.14
		WINE		609 49750-263	PURCHASES - WINE	166.50
<hr/>						
I-E-2330		BEER	193.50			
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022		1099: N		
		BEER		609 49750-262	PURCHASES - BEER	193.50
		===== VENDOR TOTALS =====	1,273.14			
<hr/>						
01-0774		VIKING ELECTRIC SUPPLY				
<hr/>						
I-S005948474.001		MINRLAC 215 GEA THQB1120GFT	302.29			
6/28/2022	APBNK	DUE: 7/25/2022 DISC: 7/25/2022		1099: N		
		MINRLAC 215 GEA THQB1120GFT		604 49570-221	MAINT. AND REPAIR SUPPLI	302.29
<hr/>						
I-S005961102.001		RATCHET CABLE B LINE SPRING N	408.31			
6/30/2022	APBNK	DUE: 7/25/2022 DISC: 7/25/2022		1099: N		
		RATCHET CABLE B LINE SPRING NU		604 49570-221	MAINT. AND REPAIR SUPPLI	408.31
		===== VENDOR TOTALS =====	710.60			
<hr/>						
01-0464		VIKING INDUSTRIAL CENTER				
<hr/>						
I-3245400		GAS ALERT MAX	956.87			
7/13/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		GAS ALERT MAX		605 49610-210	OPERATING SUPPLIES	956.87
		===== VENDOR TOTALS =====	956.87			

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VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-3335	VINOCOPIA, INC.					
<hr/>						
I-308220		LIQUOR	5,285.00			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	3,458.75
		WINE		609 49750-263	PURCHASES - WINE	1,760.00
		FREIGHT		609 49750-333	FREIGHT	66.25
		=== VENDOR TOTALS ===	5,285.00			
<hr/>						
01-4110	WATER CONSERVATION SERVICES, I					
<hr/>						
I-12452		MAY 2022 ANNUAL H2O LEAK SURV	3,210.00			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		MAY 2022 ANNUAL H2O LEAK SURVE		601 49430-300	PROFESSIONAL SERVICES	3,210.00
		=== VENDOR TOTALS ===	3,210.00			
<hr/>						
01-0466	WESCO					
<hr/>						
I-064921		T&B WR159 AL HTYPE COMP CONN	30.50			
6/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		T&B WR159 AL HTYPE COMP CONN		604 49570-221	MAINT. AND REPAIR SUPPLI	30.50
		=== VENDOR TOTALS ===	30.50			
<hr/>						
01-2767	WINE MERCHANTS					
<hr/>						
I-7387413		WINE	1,803.94			
7/14/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022		1099: N		
		WINE		609 49750-263	PURCHASES - WINE	1,768.60
		FREIGHT		609 49750-333	FREIGHT	35.34
		=== VENDOR TOTALS ===	1,803.94			
<hr/>						
01-0666	WINEBOW					
<hr/>						
I-MN00115521		LIQUOR	1,623.12			
7/08/2022	APBNK	DUE: 8/07/2022 DISC: 8/07/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	132.00
		WINE		609 49750-263	PURCHASES - WINE	1,406.82
		MIX		609 49750-264	PURCHASES - MIX	84.30
<hr/>						
I-MN00115843		LIQUOR/WINE/FREIGHT	1,367.30			
7/15/2022	APBNK	DUE: 8/14/2022 DISC: 8/14/2022		1099: N		
		LIQUOR		609 49750-261	PURCHASES - LIQUOR	450.46
		WINE		609 49750-263	PURCHASES - WINE	894.84
		FREIGHT		609 49750-333	FREIGHT	22.00
		=== VENDOR TOTALS ===	2,990.42			

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-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0711				ZITO BUSINESS- COMMERCIAL SERV	
I-377353				ZITO BUSINESS- COMMERCIAL SER	2,844.36
7/08/2022	APBNK			DUE: 8/07/2022 DISC: 8/07/2022	
			1099: N		
			101 42100-321	TELEPHONE	239.98
			101 42200-321	TELEPHONE	130.06
			101 43100-321	TELEPHONE	127.83
			101 45123-321	TELEPHONE	101.97
			101 45185-321	TELEPHONE	96.07
			101 49001-321	TELEPHONE	69.58
			211 45500-321	TELEPHONE	213.55
			231 49810-321	TELEPHONE	200.03
			241 45125-321	TELEPHONE	158.03
			601 49440-321	TELEPHONE	77.08
			602 49470-321	TELEPHONE	169.95
			602 49490-321	TELEPHONE	153.07
			604 49590-321	TELEPHONE	93.84
			605 49620-321	TELEPHONE	127.83
			609 49750-321	TELEPHONE	96.07
			101 41400-321	TELEPHONE	103.07
			601 49440-321	TELEPHONE	5.71
			602 49490-321	TELEPHONE	139.53
			604 49590-321	TELEPHONE	366.28
			605 49620-321	TELEPHONE	119.85
			609 49750-321	TELEPHONE	39.20
			651 49520-321	TELEPHONE	7.87
			660 45183-321	TELEPHONE	7.91
===== VENDOR TOTALS =====			2,844.36		
===== PACKET TOTALS =====			2,769,705.86		

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	2,770,602.85
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	896.99CR

BATCH TOTALS	2,769,705.86
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2022		101-20200	ACCOUNTS PAYABLE	19,491.39-*				
		101-41400-201	OFFICE SUPPLIES AND EXPE	114.93	17,050	15,143.31		
		101-41400-321	TELEPHONE	103.07	1,500	958.11		
		101-41400-331	TRAVEL & TRAINING	366.24	4,100	2,041.78		
		101-41400-404	EQUIP. MAINTENANCE CONTR	122.40	3,500	2,428.61		
		101-41510-101	CODIFICATION	450.00	2,000	1,550.00		
		101-41940-380	UTILITIES	659.72	17,500	9,903.58		
		101-41940-404	EQUIP. MAINTENANCE CONTR	153.18	2,250	953.58		
		101-42100-321	TELEPHONE	239.98	4,800	2,911.96		
		101-42200-210	OPERATING SUPPLIES	80.14	12,000	3,189.97- Y		
		101-42200-222	VEHICLES - SUPPLIES & MA	1,848.48	14,000	9,798.40		
		101-42200-321	TELEPHONE	130.06	2,300	305.17		
		101-42200-380	UTILITIES	322.77	9,450	4,363.73		
		101-42200-433	DUES AND SUBSCRIPTIONS	175.00	1,000	69.95- Y		
		101-42500-300	PROFESSIONAL SERVICES	810.43	0	2,431.29- Y		
		101-42700-380	UTILITIES	150.72	3,350	1,761.15		
		101-43100-210	OPERATING SUPPLIES	1,851.46	55,000	35,507.10		
		101-43100-215	WAREHOUSE SUPPLIES	157.72	0	327.04- Y		
		101-43100-224	STREET MATERIALS	532.00	55,650	44,567.50		
		101-43100-321	TELEPHONE	127.83	1,600	446.96		
		101-43100-331	TRAVEL & TRAINING	10.00	2,950	8,426.70- Y		
		101-43100-380	UTILITIES	412.36	11,850	5,650.05		
		101-43126-221	MAINT. AND REPAIR SUPPLI	196.09	53,200	17,225.70		
		101-43127-210	OPERATING SUPPLIES	4,343.63	10,000	1,271.09		
		101-45123-210	OPERATING SUPPLIES	2,063.00	10,000	4,173.18		
		101-45123-321	TELEPHONE	101.97	1,350	481.98		
		101-45123-380	UTILITIES	1,444.42	12,500	3,491.12		
		101-45127-380	UTILITIES	0.82	650	116.16		
		101-45185-321	TELEPHONE	96.07	1,250	627.56		
		101-45185-380	UTILITIES	323.34	6,150	2,774.21		
		101-49001-321	TELEPHONE	69.58	900	621.68		

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		101-49001-380	UTILITIES	191.55	3,550	1,866.49		
		101-49001-404	EQUIP. MAINTENANCE CONTR	74.16	4,400	3,962.12		
		101-49100-300	PROFESSIONAL SERVICES	1,411.40	68,000	51,146.10		
		101-49100-471	HERITAGE DAYS	356.87	12,800	108.34-	Y	
		211-20200	ACCOUNTS PAYABLE	1,461.74-*				
		211-45500-321	TELEPHONE	213.55	2,650	1,244.54		
		211-45500-380	UTILITIES	550.53	14,000	6,115.33		
		211-45500-434	AUDIO AND VIDEO TAPES	255.39	5,000	3,384.29		
		211-45500-435	BOOKS AND PERIODICALS	442.27	20,000	11,451.55		
		231-20200	ACCOUNTS PAYABLE	2,700.03-*				
		231-49810-303	CONTRACTUAL SERVICES	2,500.00	65,000	30,000.00		
		231-49810-321	TELEPHONE	200.03	2,500	872.72		
		241-20200	ACCOUNTS PAYABLE	4,963.56-*				
		241-45125-221	MAINT. AND REPAIR SUPPLI	51.38	500	6,475.36-	Y	
		241-45125-321	TELEPHONE	158.03	2,950	2,215.91		
		241-45125-380	UTILITIES	4,754.15	90,650	78,904.76		
		261-10400	INVESTMENTS	595,000.00				
		261-20200	ACCOUNTS PAYABLE	595,000.00-*				
		263-10400	INVESTMENTS	225,000.00				
		263-20200	ACCOUNTS PAYABLE	225,000.00-*				
		301-10400	INVESTMENTS	359,000.00				
		301-20200	ACCOUNTS PAYABLE	359,000.00-*				
		401-20200	ACCOUNTS PAYABLE	2,400.00-*				
		401-49100-580	OTHER EQUIPMENT	2,400.00	289,100	180,655.91		
		402-10400	INVESTMENTS	650,000.00				
		402-20200	ACCOUNTS PAYABLE	650,000.00-*				
		500-20200	ACCOUNTS PAYABLE	30,000.00-*				
		500-20600	CONTRACTS PAYABLE	30,000.00				
		601-10400	INVESTMENTS	350,000.00				
		601-20200	ACCOUNTS PAYABLE	365,339.08-*				
		601-49420-210	OPERATING SUPPLIES	1,181.76	15,500	10,538.15		
		601-49420-216	CHEMICALS	10.00	32,000	3,899.16		
		601-49420-223	BUILDINGS MAINT. SUPPLIE	112.50	2,000	950.80		
		601-49420-331	TRAVEL & TRAINING	23.00	5,500	4,019.43		
		601-49420-380	UTILITIES	4,411.66	62,250	33,201.27		
		601-49430-235	WATER LEAK REPAIR & MAIN	4,160.00	1,800	5,610.00-	Y	
		601-49430-300	PROFESSIONAL SERVICES	3,210.00	4,000	790.00		
		601-49430-380	UTILITIES	2,058.05	42,300	21,219.93		
		601-49440-201	OFFICE SUPPLIES AND EXPE	6.36	3,350	3,197.05		
		601-49440-300	PROFESSIONAL SERVICES	63.61	2,200	2,009.17		
		601-49440-321	TELEPHONE	82.79	2,400	1,474.56		
		601-49440-404	EQUIP. MAINTENANCE CONTR	6.78	900	800.72		
		601-49440-433	DUES AND SUBSCRIPTIONS	12.57	13,050	178.76		
		602-20200	ACCOUNTS PAYABLE	40,734.39-*				
		602-49470-321	TELEPHONE	169.95	2,050	1,030.30		

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VENDOR SET: 01 CITY OF TWO HARBORS

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		602-49470-380	UTILITIES	793.81	21,700	13,733.27		
		602-49480-216	CHEMICALS	20.00	60,000	25,359.86		
		602-49480-300	PROFESSIONAL SERVICES	2,775.00	5,000	4,974.23-	Y	
		602-49480-380	UTILITIES	6,910.70	121,400	63,902.72		
		602-49480-498	SLUDGE ANALYSIS & DISPOS	408.09	35,000	21,422.27		
		602-49480-530	CAPITAL OUTLAY - IMPROVE	27,512.50	11,333,350	7321,285.46		
		602-49490-201	OFFICE SUPPLIES AND EXPE	155.58	29,350	26,173.97		
		602-49490-300	PROFESSIONAL SERVICES	1,223.10	9,450	5,780.70		
		602-49490-321	TELEPHONE	292.60	5,350	3,204.01		
		602-49490-404	EQUIP. MAINTENANCE CONTR	165.70	5,450	3,365.95		
		602-49490-433	DUES AND SUBSCRIPTIONS	307.36	11,900	967.06-	Y	
		604-20200	ACCOUNTS PAYABLE	8,097.78-*				
		604-49570-210	OPERATING SUPPLIES	57.40	67,000	50,157.37		
		604-49570-221	MAINT. AND REPAIR SUPPLI	1,116.28	16,000	3,151.40-	Y	
		604-49570-229	METERS AND TRANSFORMERS	399.41	45,000	37,209.15		
		604-49571-380	UTILITIES	100.00	1,400	800.00		
		604-49571-381	UTILITIES - STOP LIGHTS	170.87	2,850	1,679.60		
		604-49590-201	OFFICE SUPPLIES AND EXPE	408.39	60,150	52,458.00		
		604-49590-300	PROFESSIONAL SERVICES	2,825.65	25,000	3,923.05		
		604-49590-321	TELEPHONE	460.12	5,650	3,287.11		
		604-49590-380	UTILITIES	280.50	16,700	11,415.18		
		604-49590-404	EQUIP. MAINTENANCE CONTR	434.97	14,750	9,606.85		
		604-49590-433	DUES AND SUBSCRIPTIONS	806.85	17,600	11,586.45-	Y	
		604-49590-446	CONSERVATION IMPROVEMENT	1,037.34	67,100	42,279.58		
		605-20200	ACCOUNTS PAYABLE	2,952.74-*				
		605-49610-210	OPERATING SUPPLIES	1,002.28	29,700	20,297.29		
		605-49620-201	OFFICE SUPPLIES AND EXPE	133.64	21,200	18,775.66		
		605-49620-300	PROFESSIONAL SERVICES	879.47	12,200	3,611.59		
		605-49620-321	TELEPHONE	247.68	3,100	1,119.31		
		605-49620-380	UTILITIES	283.32	17,950	12,647.98		
		605-49620-404	EQUIP. MAINTENANCE CONTR	142.33	6,350	4,669.23		
		605-49620-433	DUES AND SUBSCRIPTIONS	264.02	22,650	13,087.59		
		609-20200	ACCOUNTS PAYABLE	127,804.48-*				
		609-49750-201	OFFICE SUPPLIES AND EXPE	39.11	7,000	6,389.99		
		609-49750-210	OPERATING SUPPLIES	367.29	10,250	3,982.08		
		609-49750-261	PURCHASES - LIQUOR	35,162.16	664,100	253,136.20		
		609-49750-262	PURCHASES - BEER	57,481.47	1,077,950	509,443.98		
		609-49750-263	PURCHASES - WINE	17,211.57	277,950	132,262.19		
		609-49750-264	PURCHASES - MIX	1,408.45	24,350	5,883.92		
		609-49750-269	PURCHASES - MERCHANDISE	1,575.70	34,300	12,553.65		
		609-49750-321	TELEPHONE	135.27	1,850	1,127.87		
		609-49750-333	FREIGHT	1,249.10	23,500	10,552.03		
		609-49750-380	UTILITIES	1,174.36	15,150	8,298.82		
		609-49750-470	CONTRIBUTIONS	12,000.00	19,650	1,349.18-	Y	
		651-10400	INVESTMENTS	325,000.00				

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SEQUENCE : ALPHABETIC

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
		651-20200	ACCOUNTS PAYABLE	325,183.57-*						
		651-49520-201	OFFICE SUPPLIES AND EXPE	8.77	2,950	2,646.67				
		651-49520-300	PROFESSIONAL SERVICES	140.24	4,150	3,729.28				
		651-49520-321	TELEPHONE	7.87	500	344.87				
		651-49520-404	EQUIP. MAINTENANCE CONTR	9.35	400	209.72				
		651-49520-433	DUES AND SUBSCRIPTIONS	17.34	250	798.05- Y				
		660-20200	ACCOUNTS PAYABLE	8,587.10-*						
		660-45183-201	OFFICE SUPPLIES & EXPENS	7.87	2,650	2,622.75				
		660-45183-210	OPERATING SUPPLIES	673.82	19,300	11,456.17				
		660-45183-221	MAINT. & REPAIR SUPPLIES	389.07-	3,200	3,353.47				
		660-45183-223	BUILDING MAINT. SUPPLIES	733.72	15,000	8,294.93				
		660-45183-230	PURCHASES - ICE	268.80	2,350	1,487.60				
		660-45183-243	PURCHASES - MERCHANDISE	30.25-	2,400	388.89- Y				
		660-45183-303	CONTRACTUAL SERVICES	2,418.39	130,250	85,108.22				
		660-45183-321	TELEPHONE	7.91	1,600	335.48				
		660-45183-380	UTILITIES	4,895.91	37,000	25,879.50				
		850-20200	ACCOUNTS PAYABLE	990.00-*						
		850-45122-210	OPERATING SUPPLIES	990.00	0	11,355.11- Y				
		999-13101	DUE FROM GENERAL FUND	19,491.39 *						
		999-13211	DUE FROM LIBRARY FUND	1,461.74 *						
		999-13231	DUE FROM AIRPORT FUND	2,700.03 *						
		999-13241	DUE FROM GOLF FUND	4,963.56 *						
		999-13261	DUE FROM LOCAL SALES TAX	820,000.00 *						
		999-13301	DUE FROM 2018A DEBT SERV	359,000.00 *						
		999-13401	DUE FROM CAPITAL EQUIPME	2,400.00 *						
		999-13402	DUE FROM STREET IMPROVEM	650,000.00 *						
		999-13500	DUE FROM PERMANENT IMPRO	30,000.00 *						
		999-13601	DUE FROM WATER FUND	365,339.08 *						
		999-13602	DUE FROM SEWER FUND	40,734.39 *						
		999-13604	DUE FROM ELECTRIC FUND	8,097.78 *						
		999-13605	DUE FROM GAS FUND	2,952.74 *						
		999-13609	DUE FROM LIQUOR FUND	127,804.48 *						
		999-13651	DUE FROM STORMWATER UTIL	325,183.57 *						
		999-13660	DUE FROM CAMPGROUND FUND	8,587.10 *						
		999-13850	DUE FROM RECREATION	990.00 *						
		** 2022 YEAR TOTALS		2769,705.86						

PACKET: 02592 JULY 26, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	5/2022	10.00
101	6/2022	157.72
101	7/2022	19,323.67
211	7/2022	1,461.74
231	7/2022	2,700.03
241	7/2022	4,963.56
261	7/2022	595,000.00
263	7/2022	225,000.00
301	7/2022	359,000.00
401	7/2022	2,400.00
402	7/2022	650,000.00
500	7/2022	30,000.00
601	7/2022	365,339.08
602	6/2022	30,287.50
602	7/2022	10,446.89
604	6/2022	741.10
604	7/2022	7,356.68
605	7/2022	2,952.74
609	3/2022	85.90
609	4/2022	85.90
609	6/2022	85.90
609	7/2022	127,546.78
651	7/2022	325,183.57
660	6/2022	810.92-
660	7/2022	9,398.02
850	6/2022	330.00
850	7/2022	660.00

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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.

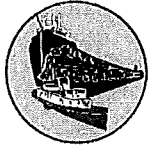
ESTIMATED DATE OF COMPLETION: Click here to enter a date.

COMMITTEE/COMMISSION RECOMMENDATION: ASSESS TO 2023 TAX ROLLS

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

Agenda Item # CA 4 Meeting Date: 7/25/22

ADDRESS	ASSESSABLE CHARGE	ASSESSABLE CHARGES	FEE	TOTAL
627 8TH AVE	UNPAID UTILITIES	\$ 142.20	\$25.00	167.20
			\$ -	-
		\$ 142.20	\$25.00	167.20



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: 7/21/22
Agenda Item Subject: Hemp Products Moratorium Ordinance - 2nd Reading	Fiscal Impact: none	
<p>BACKGROUND: Second reading of an ordinance placing a one-year moratorium on activities utilizing cannabis, CBD, and THC as introduced at the July 11th meeting by Community Development Planner Sterbenz and City Clerk Nordean.</p> <p>I have made a few minor changes to correct errors and clarify meanings. See attached marked-up ordinance for changes. New language is underlined <u>thus</u>, old language is stricken thus.</p>		
<p>COUNCIL ACTION REQUESTED: Approve second reading of the ordinance.</p>		
<p>RECOMMENDATION: Approve second reading of the ordinance with changes to correct and clarify.</p>		
<p>ATTACHMENTS: Revised ordinance – An Interim Ordinance Prohibiting the Establishment of New Uses or the Expansion of Existing Uses Related to Cannabis, Tetrahydrocannabinol (THC), and Nonintoxicating Cannabinoids (CBD) Growing, Sales, Testing, Manufacturing or Distribution for One Year.</p>		

ORDINANCE NO. ____

CITY OF TWO HARBORS
LAKE COUNTY, MINNESOTA

AN INTERIM ORDINANCE PROHIBITING THE ESTABLISHMENT OF NEW USES OR
THE EXPANSION OF EXISTING USES RELATED TO CANNABIS,
TETRAHYDROCANNABINOL (~~THB~~) (THC), AND NONINTOXICATING
CANNABINOIDS (CBD) GROWING, SALES, TESTING, MANUFACTURING OR
DISTRIBUTION FOR ONE YEAR

WHEREAS, pursuant to Minnesota Statutes, Section 462.355 subdivision 4, many cities have adopted interim ordinances in order to study the impacts of certain uses and determine whether regulations are appropriate for the purpose of protecting the public health, safety and welfare of their citizens; and

WHEREAS, the City is undertaking a study to consider possible changes to the Zoning Ordinance and City Code that would address the types of uses that involve the growing, sales, testing, manufacturing and distribution of cannabis and products that contain nonintoxicating cannabinoids (CBD) or Tetrahydrocannabinol (~~THB~~) (THC), whether for medical, recreational or for other human or animal consumption purposes and may implement many of the suggestions from the study.

NOW, THEREFORE, the City Council of Two Harbors does ordain:

SECTION 1. No business, person or entity may establish a new use or expand an existing use that includes or involves the sales, testing, manufacturing, or distribution of cannabis in any way, whether medical or recreational, or any products that contain nonintoxicating cannabinoids extracted from hemp (CBD) in any form or Tetrahydrocannabinol (~~THB~~) (THC), for a period of up to twelve (12) months from the effective date of this ordinance or until ordinances regulating such uses become effective or until the Council rescinds this Interim Ordinance, whichever occurs first.

SECTION 2. City Staff and the Planning Commission are directed to conduct a study to gather information and make a recommendation to the Council to determine if the Zoning Ordinance and City Code need to be amended regarding these types of uses to better protect the citizens of ~~Stillwater~~ Two Harbors, and if so, what regulations are appropriate.

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The City will be undergoing a study regarding nonintoxicating cannabinoids (CBD), Tetrahydrocannabinol ~~THB~~ (THC) and cannabis uses to determine if regulations

surrounding zoning and licensing are appropriate. No new use may be established, and no existing use may be expanded until the City adopts regulations regarding these uses, or determines no regulations are necessary and rescinds the interim ordinance or for a period of one year, whichever occurs first.

SECTION 4. EFFECTIVE DATE AND EXPIRATION DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law and shall expire

upon adoption of ordinances regulating such uses, until the Council rescinds or terminates the Interim Ordinance or twelve (12) months from its effective date, whichever occurs first.

Approved this 8th day of August, 2022.

CITY OF TWO HARBORS

Christopher M Swanson, Mayor

ATTEST:

Patricia Nordean, City Clerk



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P Nordean	Department: Administration	Date: 7/22/22
Agenda Item Subject: Pay App #17 – St Improvement	Fiscal Impact: \$149,095.39	
BACKGROUND: Joe Rhein has outlined this request for payment in his memorandum found in the communications section of your packet. This is for the 2021 – 2022 Street Improvement Project and is payable to Lake County as per our contract with them.		
COUNCIL ACTION REQUESTED: Authorize payment to Lake County in the amount of \$149,095.39 for the 2021 – 2022 Street Improvement Project through July 13, 2022.		
RECOMMENDATION: Staff recommends that this payment be authorized.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 7/22/22
Agenda Item Subject: Special Event Permit – Bethlehem Church	Fiscal Impact: \$50.00 fee	
BACKGROUND: Bethlehem Church would like to sell parking spaces in their lot during the Festival of Sails. They have requested the closure of the alley between their parsonage and church and their parking lot. In addition, they have requested the use of "Road Closed" signs for the entrances to their lot along Fifth Avenue. The Public Works Director has discussed this with the applicant and feels that it is something that they can do.		
COUNCIL ACTION REQUESTED: Approve the Special Event Permit of Brendan Johnston, Bethlehem Lutheran Church.		
RECOMMENDATION: Approve the Special Event Permit of Brendan Johnston, Bethlehem Lutheran Church.		
ATTACHMENTS:		



City of Two Harbors Special Event Permit Application

For Office Use:

Date of Submission: _____

Amount Paid: \$ _____

☐ Approved

☐ Denied

Event Information

Name of Event: Event Parking at Bethlehem Lutheran

Type of Event (festival, parade, athletic, etc.): Event Parking

Event Location: 601 4th Ave Two Harbors

Event Setup Date: 8/3/2022 Start Time: 8am End Time: 2pm

Actual Event Date(s) 8/4-7/2022 Start Time: 8am End Time: 5pm

Event Cleanup Date: 8/7/2022 Start Time: 5pm End Time: 6pm

Estimated Attendance: _____ Open to the Public: ☒ Yes ☐ No

Brief Description of Event: Bethlehem will sell ~ 60 parking spaces on a first come first served basis during Tall Ships

Applicant Information

Primary Contact Person: Brendan Johnston

Address: 601 4th Ave City: Two Harbors State: MN Zip: _____

Phone: 218-414-0682 Email: bpjohnston001@gmail.com

Secondary Contact Person: Ron Dallager

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event Features

Will food or alcohol be served? Food ☐ Yes ☒ No

NOTE: Additional permits may be necessary. Alcohol ☐ Yes ☒ No

Food: If your event is open to the public and you are serving food you must obtain a food and beverage license from Lake County Health and Human Services and provide a copy to the City of Two Harbors prior to your event. To obtain a food permit, contact Lake County Health and Human Services at 218-834-8400.

The Minnesota Department of Agriculture regulates some categories of food, such as Cotton Candy, Popcorn, Caramel Corn, Caramel Apples, Candy Manufacturing, Bakery Manufacturing, Fruit Concessions, Ice Cream Bars (wrapped), Sno Cones, Retail Food Sales (prepackaged meats, fruit, etc.), and Cottage Food Industries (persons making non potentially hazardous food at home and selling at farmer's markets, bakes sales, craft fairs and the like). If you have questions

about those items or whether or not you need a permit or license, please contact the MN Department of Agriculture at 1-800-967-2474.

Alcohol: Catered event; licensee holding caterer's permit to provide food and liquor. Under caterer's permit, the caterer is responsible for ID/wristband, security and ensuring there is no second party transfer.

Indicate caterer being used: _____

Temporary 3.2 Percent Malt Liquor and Temporary Intoxicating Liquor Licenses; only issued to charitable, religious or nonprofit organizations in existence for at least three (3) years for events not to exceed four (4) consecutive days.

Application needs to be submitted with fee and requires City Council approval and Alcohol and Gambling Enforcement Division Approval. Must be submitted to the state 45-days prior to the event.

Tents and Canopies:

☐ Yes ☒ No

If yes, they must be clearly identified on the Site Map, including the location and size and dimensions. The event organizer is liable for any damage caused to property/facility and must obtain approval prior to installation. In locations where staking of tents or canopies is prohibited, the use of weights for stabilization is subject to approval.

Food concessions/vendors are required to obtain a valid Public Market Stand Permit from the City of Two Harbors and are required to be licensed by the State of Minnesota.

Event Logistics

Refuse (Garbage & Recycling) and Public Restrooms:

Refuse: Event applicants/organizers must arrange for trash and recycling services. The number of garbage containers shall equal the number of recycling containers. Containers shall be placed next to one another throughout the event venue.

Please indicate how many will be provided: 0

Company/description(s): 0

Street, boulevard and adjacent property must be left clean. The applicant shall dispose of debris from the event. If the Street Department determines cleanup is inadequate, the cost for Public Works to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Public Restrooms: (required for events >100, or where beer is sold/distributed)

Number of restrooms provided: 0

Number of sinks provided: 0

Number of handicap accessible toilets: 0

Street Closures or use of Public Right-of-Way and No Parking

Are you requesting to close a ☒ Street ☐ Sidewalk ☐ Parking Lane ☐ Other _____

Applicant shall notify affected property owners 14 days prior to the closure. If businesses are affected applicant shall submit to the city the Consent/Objection Forms with 75% in favor of the event (form found at the end of this application). Information will be gathered and concerns evaluated prior to approval of any closure. Applicant must maintain a 20 feet clear fire lane. At no point is the street to be blocked with vehicles inside the fire lane area.

Applicant is to make arrangements with the Public Works Department for the purpose of No Parking signs.

Electrical Usage/Hookups

Electrical hookups: \$50 per day. Fees must be paid prior to electrical hookups.

Description of booth i.e. tent, trailer, tables: _____

Date(s) requested for electrical hookups: _____

Electricity is in limited areas and issued on a first come, first served basis. Please check with the City Electrical Department to verify power locations. Vendor is responsible for compliance with all state electrical codes beyond the point of connection.

Water Usage/Hookups

Water hookups: \$50 base fee in addition to the current rates for residential outside of city.

Description of water usage: _____

Date(s) requested for water hookups: _____

Water is in limited areas and issued on a first come, first served basis. Please check with the Gas, Water, Sewer Department to verify water locations.

Google Maps Bethlehem Lutheran Church



Imagery ©2022 Maxar Technologies, USDA/FPAC/Geo, Map data ©2022 100 ft

4 Red Closed Signs Located

From Bethlehem Lutheran Church
To our neighbors on 4th & 5th Ave

We hope this finds you well! As we and all of Two Harbors are preparing for the Tall Ships Festival, Bethlehem is preparing for our parking lot to be extremely full.

From August 4th – 7th, please know that you will need to access the alley from 7th Street by the Minnehaha only, and not through the Bethlehem parking lot. We have arranged with the City of Two Harbors to place a 'Road Closed' sign at the edge of our parking lot along the alley.

It is our hope that blocking the alley from our parking lot will allow you to access your alley and garages and discourage out of town visitors from congesting the alley.

Please reach out to us if you have questions: 218-834-4158.

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approval of discarding equipment from the Golf Course no longer in use.*

ORIGINATING SOURCE/DEPARTMENT: *Golf Course Department*

FUNDING SOURCE: Click here to enter text.

BACKGROUND: *The Two Harbors Golf Association is recommending discarding equipment no longer in use.*

ESTIMATED DATE OF COMPLETION: 01/31/2017

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approval of discarding requested Golf Course Equipment

Agenda Item # CA, 8 Meeting Date: 7/25/22

Commissioned Equipment:

- Toro 3150-Q Greens: **316000303**
- Toro 3150-Q Tees: **312000977**
- John Deere Tri-Roller: **1TC250BGHDT0702**
- Toro 3500 D: **313000121**
- Toro 3500 D: **316000746**
- Toro 5410: **280001144**
- Toro ProCore 648: **311000746**
- Toro Workman: **314000521**
- Toro SandPro: **313000618**
- Toro Multi-Pro 1250: **270000264**
- John Deere 4210 Tractor: **LV4210H3221125**
- Cub Cadet Tractor: **7 305 2217 1**
- T-100 Topdresser: **9911303**

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Allow Travel for Luke Heikkila to National Harbor Maryland for the National Rural Water Association Water Pro conference; representing Two Harbors and Minnesota Rural Water as a Board Member.*

ORIGINATING SOURCE/DEPARTMENT: *Water/Wastewater Treatment*

FUNDING SOURCE: *Minnesota Rural Water Association*

BACKGROUND: *I am currently in my fifth year of being a board member for Minnesota Rural Water Association. (There are 8 board members and I am one of only two municipal members). The cost for this trip is ENTIRELY FUNDED BY MRWA. I do not receive any dollars for this, only my expenses are covered through MRWA. It is 100% time donated. The City of Two Harbors would be donating 4 days of my time only. I will be attending classes on management, water and wastewater training, effective board leadership, as well as the National Board Meeting which must be attended by our state. Thank you for considering.*

ESTIMATED DATE OF COMPLETION: **09/30/2022**

COMMITTEE/COMMISSION RECOMMENDATION: *Approve Travel*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve travel to WaterPro conference for MRWA

CA. 9 7/25/22

Event Dates: September 26-29, 2022

Location: National Harbor, Maryland

WaterPro Registration, Exhibit Hall, Sessions and Events will be located at:

The Gaylord National Resort & Convention Center, 201 Waterfront Street, National Harbor, MD 20745

All	Sun, Sep 25	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29
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Tuesday, September 27, 7:00 AM - 5:00 PM

☆

Favorite

Registration & Self Serve Badge Pickup Kiosks Open

Room: Convention Center Entrance (Ballroom Level)

Tuesday, September 27, 8:00 AM - 9:30 PM

☆

Favorite

WaterPro Opening Ceremony

Room: Potomac AB (Ballroom Level)

Tuesday, September 27, 9:30 AM - 10:00 AM

🕒 Exhibit Hall Grand Opening and Ribbon Cutting

Room: Prince George Exhibit Hall E



Favorite

🕒 Tuesday, September 27, 9:30 AM



Favorite

🕒 Exhibit Hall Open

Room: Prince George Exhibit Hall E



Favorite

🕒 Ultimate Meter Challenge Preliminaries

Room: Prince George Exhibit Hall E

🕒 Tuesday, September 27, 9:45 AM - 3:00 PM



Favorite

🕒 Mount Vernon and Old Town Alexandria Tour

Room: Maryland Bus Loop - Ballroom Level

🕒 Tuesday, September 27, 11:00 AM



Favorite

🕒 Don't Get Caught With Your Pumps Down: Using a Pump Digital Twin to Improve Pump Performance

Room: Potomac 5/6



Favorite

🕒 Foundation for Success: Board Leadership Introduction

Room: National Harbor 10



Favorite

🕒 Impact of Cannabis Grow Houses on Rural Water Systems

Room: National Harbor 2



Favorite

🕒 Navigating a Career Path in the Water Industry: Building Meaningful Connections

7/20/22, 10:47 AM

Room: Potomac 3/4

☆
Favorite

🕒 Preparing your System for Future Staffing Needs

Room: National Harbor 11

☆
Favorite

🕒 RD Apply Lab Open

Room: National Harbor 12

☆
Favorite

🕒 Service Area Protection, 1926-b Updates and Panel Discussion

Room: Potomac 1/2

☆
Favorite

🕒 Using Simplified Control Systems & GIS to Manage and Prevent Callouts and Emergency Maintenance in Water & Wastewater Applications

Room: National Harbor 3

🕒 Tuesday, September 27, 12:00 PM

☆
Favorite

🕒 Lunch on Own

Room: Lunch on Own

☆
Favorite

🕒 Women In Rural Water Luncheon

Room: Potomac C

🕒 Tuesday, September 27, 1:30 PM

☆
Favorite

🕒 Groundwater Source Management – Managing Risk by Accelerating Science to Action

Room: Potomac 5/6

☆
Favorite

🕒 How to Ensure Uninterrupted Pump Operations When Faced With Poor Utility Power Quality or When Using an Emergency Backup Generator

Room: National Harbor 11

☆

🕒 NRW Annual Business Meeting

Favorite

Room: Potomac D



③ Privatizing, Regionalizing, and Partnering: The Policy, Economic and Social Perspectives

Favorite

Room: Potomac 1/2



④ Put Your Best Foot Forward: PR, Marketing & Advocacy

Favorite

Room: National Harbor 10



① Understanding the Opportunities and Considerations for Wastewater Reuse in Small Communities

Favorite

Room: National Harbor 2



③ WebGIS: Enabling Digital Workflows to Support Field and Office

Favorite

Room: National Harbor 3



④ Women In Rural Water: Where Do We Go From Here?

Favorite

Room: Potomac 3/4

⌚ Tuesday, September 27, 1:30 PM - 3:45 PM



RD Apply Lab Open

Favorite

Room: National Harbor 12

🕒 Tuesday, September 27, 2:45 PM



④ Basic Asset Management and Preventative Maintenance Equals Lower Operating Costs, Grant Money and Higher Reliability

Favorite

Room: National Harbor 2



① Business Beyond Water: Growing Outside the Water Business and Facilitating Economic Development for the Region

Favorite

Room: Potomac 1/2



⑦ High-Accuracy Mobile Mapping: Best Practices for Using External GNSS Receivers with Esri ArcGIS Field Maps

7/20/22, 10:47 AM

Favorite Room: National Harbor 3

☆ Favorite **🕒 Innovative Repair Solutions for Failing Water and Force Mains**
Room: Potomac 5/6

☆ Favorite **🕒 Make a Difference with Effective Governance Strategies**
Room: National Harbor 10

☆ Favorite **🕒 Navigating the Advanced Metering Infrastructure (AMI) Procurement Process**
Room: National Harbor 11

☆ Favorite **🕒 Women, Work, and Water**
Room: Potomac 3/4

🕒 Tuesday, September 27, 4:00 PM

☆ Favorite **🕒 WaterPro Exhibit Hall Extravaganza**
Room: Prince George Exhibit Hall E

☆ Favorite **🕒 WaterPro Feud Game Show**
Room: Prince George Exhibit Hall E

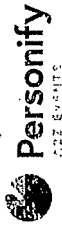
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If you need assistance or have questions about exhibiting at the WaterPro Conference, please contact Dena Powell, 580-252-0651



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Event Dates: September 26-29, 2022
Location: National Harbor, Maryland

WaterPro Registration, Exhibit Hall, Sessions and Events will be located at:
The Gaylord National Resort & Convention Center, 201 Waterfront Street, National Harbor, MD 20745





All	Sun, Sep 25	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29
-----	-------------	-------------	-------------	-------------	-------------

🕒 Wednesday, September 28, 7:00 AM

- ☆
Favorite

🕒 Registration Open
Room: Convention Center Entrance (Ballroom Level)
- ☆
Favorite

🕒 Self Serve Badge Pickup Kiosks Open
Room: Convention Center Entrance (Ballroom Level)

🕒 Wednesday, September 28, 8:00 AM - 9:15 AM

- ☆
Favorite

🕒 Building Up Rural America with USDA & Awards of Excellence
Room: Potomac AB (Ballroom Level)

🕒 Wednesday, September 28, 9:15 AM - 9:45 AM



🕒 Coffee and Donut Break in the Exhibit Hall

Favorite

Room: Prince George Exhibit Hall E

🕒 Wednesday, September 28, 9:15 AM - 12:00 PM



🕒 Exhibit Hall Open

Favorite

Room: Prince George Exhibit Hall E

🕒 Wednesday, September 28, 9:45 AM



🕒 Can Artificial Intelligence Beat a Wastewater Engineer?

Favorite

Room: Potomac 5/6



🕒 Federal Disaster Funding for Small Water Systems

Favorite

Room: Potomac 3/4



🕒 Safety First – How to Start and Grow a Culture of Safety

Favorite

Room: Potomac 1/2



🕒 The Revisions are Final - Confidently Build Your Path to LCRR Compliance

Favorite

Room: National Harbor 11



🕒 Updated Review of PFAS, Regulatory and Technology Review

Favorite

Room: National Harbor 2



🕒 USDA Roundtable Discussion

Favorite

Room: National Harbor 3

🕒 Wednesday, September 28, 9:45 AM - 10:45 PM

☆ 🕒 Our Fiduciary Responsibilities: It's More Than Just Money

Favorite

Room: National Harbor 10

🕒 Wednesday, September 28, 11:00 AM - 12:00 PM

☆ 🕒 Exhibit Hall Finale and Ultimate Meter Challenge Finals

Favorite

Room: Prince George Exhibit Hall E

🕒 Wednesday, September 28, 12:00 PM - 9:00 PM

☆ 🕒 Exhibit Hall Dismantle

Favorite

Room: Prince George Exhibit Hall E

🕒 Wednesday, September 28, 1:30 PM

☆ 🕒 Emergency Response, What's Your Role?

Favorite

Room: Potomac 3/4

☆ 🕒 Environmental Sustainability: It's not only for Big Cities and Fortune 500s

Favorite

Room: Potomac 1/2

☆ 🕒 Fundamentals of Asset Management for Rural Water Utilities

Favorite

Room: National Harbor 11

☆ 🕒 Fundamentals of Board Leadership in the New Era

Favorite

Room: National Harbor 10

🕒 Identifying Sustainability Needs Through Tribal Partnerships



Favorite

Room: National Harbor 2

🕒 Managing Pressure to Reduce Water Loss



Favorite

Room: Potomac 5/6

🕒 Wednesday, September 28, 1:30 PM - 5:00 PM

🕒 RD Apply Lab Open



Favorite

Room: National Harbor 12

🕒 Wednesday, September 28, 2:45 PM

🕒 An Eye for the Future - How Boards Can Keep Water Systems Ahead of the Curve



Favorite

Room: National Harbor 10

🕒 Basic Cybersecurity Priorities



Favorite

Room: Potomac 3/4

🕒 Nose to the Ground: Canine Leak Detection



Favorite

Room: National Harbor 11

🕒 Risk and Resiliency in Water Utilities



Favorite

Room: Potomac 1/2

🕒 The Rural Water PFAS Cost Recovery Program



Favorite

Room: National Harbor 2

🕒 Theory, Techniques, Tips, & Tricks for Utility Locating



Favorite

Room: Potomac 5/6

🕒 Wednesday, September 28, 4:00 PM

☆ Favorite 🕒 Creating a Comprehensive Water Loss Program

Room: Potomac 1/2

☆ Favorite 🕒 Equitable, Resilient, and Forward-Thinking Solutions are Needed to Enable Small Communities Access to Federal Water Funding

Room: National Harbor 2

☆ Favorite 🕒 Full Circumferential Pipe Break Repair on 2 to 30" Water Mains: An Introduction to the Repair of Breaks, Splits, Pinhole Leaks and Pit Corrosion

Room: National Harbor 11

☆ Favorite 🕒 Pass it On: Recruiting & Succession Planning

Room: National Harbor 10

☆ Favorite 🕒 Preserving Your Water Assets by Choosing the Right Water Meter for Your Water Conditions

Room: Potomac 5/6

☆ Favorite 🕒 Tactics and Techniques of Cyber Adversaries in the Water Sector and How to Protect Against Them

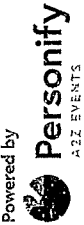
Room: Potomac 3/4

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Location: National Harbor, Maryland

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The Gaylord National Resort & Convention Center, 201 Waterfront Street, National Harbor, MD 20745





All	Sun, Sep 25	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29
-----	-------------	-------------	-------------	-------------	-------------

🕒 Thursday, September 29, 8:00 AM - 9:15 AM

☆ Favorite
🕒 Regulatory Roundtable 2023
Room: Potomac AB (Ballroom Level)

🕒 Thursday, September 29, 9:30 AM

- ☆ Favorite
🕒 Build Inspiration: Increasing Diversity & Inclusion
Room: National Harbor 10
- ☆ Favorite
🕒 Building Resilience and Adapting to Climate Change Impacts for Drinking Water and Wastewater Utilities
Room: National Harbor 3
- ☆ Favorite
🕒 Crisis Communications in The Instant Information Age: Lessons Learned from The Texas Freeze
Room: Potomac 1/2

🕒 Cross Connection Control and Backflow Prevention 101

Room: National Harbor 11



🕒 Microplastics: an Emerging Contaminant of Concern

Room: National Harbor 2



🕒 School to Work Pipeline for Water/Wastewater Industry: Explaining the EdPASS-H2O EPA IWIWD Grant

Room: Potomac 3/4



🕒 Using Innovative Technology, Tethered Drones, for Exterior Cleaning of Elevated Water Towers as a Cost-Effective Strategy for Asset Management

Room: Potomac 5/6



🕒 Thursday, September 29, 9:30 AM - 11:45 AM

🕒 RD Apply Lab Open

Room: National Harbor 12



🕒 Thursday, September 29, 10:45 AM

🕒 How Water and Wastewater Systems Can Prepare for, and Respond to, Supply Chain Disruptions

Room: National Harbor 3



🕒 Is Your Utility Business Office Properly Staffed?

Room: National Harbor 11



🕒 Public Relations and Customer Service: the Myth, the Master, the Legend

Room: Potomac 1/2



🕒 Shared Leadership: Board/Staff Relationships

Room: National Harbor 10



🕒 The Dead-End Danger Zone - How Uncirculating Water on Dead-End Mains Can Pose a Health Threat for Consumers



Favorite

Room: Potomac 5/6

🕒 The Hidden Dangers of Manganese in Drinking Water



Favorite

Room: National Harbor 2

🕒 Thursday, September 29, 12:00 PM - 1:30 PM

🕒 Membership Appreciation Luncheon



Favorite

Room: Potomac AB (Ballroom Level)

🕒 Thursday, September 29, 2:00 PM

🕒 Addressing Water System Challenges Through Partnerships Workshop and Training Toolbox



Favorite

Room: National Harbor 3

🕒 Collaborative Pilot-Scale Evaluation of GAC and IX Medias for Removal of PFAS from Delaware Groundwater



Favorite

Room: National Harbor 2

🕒 Embrace the Chaos: Navigating Complexity & Managing Risk



Favorite

Room: National Harbor 10

🕒 Predicting System Issues before There's an Issue: make your data work harder for you.



Favorite

Room: National Harbor 11

🕒 Preparing for the "New" Lead and Copper Rule's Reputation-Threatening Public Communication Challenges



Favorite

Room: Potomac 1/2

🕒 RD Apply Lab Open



Favorite

Room: National Harbor 12



⌚ The Adoption of CIPP Curing Monitoring System Technology: Improving Installation Quality and Verifying the Completeness of the CIPP Curing Process.

Room: Potomac 5/6

⌚ Thursday, September 29, 3:00 PM - 3:15 PM



⌚ Rural Water on Display Photo Contest (Winners Announced)

Room: Potomac AB (Ballroom Level)

⌚ Thursday, September 29, 3:15 PM - 4:00 PM



⌚ Auction Winners & Conference Sendoff

Room: Potomac AB (Ballroom Level)

Export To Outlook

If you need assistance or have questions about exhibiting at the WaterPro Conference, please contact Dena Powell, 580-252-0651



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TWO HARBORS CITY COUNCIL

AGENDA ITEM SUMMARY



AGENDA ITEM SUBJECT: Travel Request – Arrowhead Library System Meeting

ORIGINATING SOURCE/DEPARTMENT: Library

FUNDING SOURCE: Library

BACKGROUND: Library Technician Emily Savageau plans to attend the annual Youth Services meeting at our library system's headquarters in Mountain Iron on Friday, August 19th. The mileage reimbursement will be paid through the library's travel and training budget.

RELATED CITY POLICIES:

COMMITTEE/COMMISSION RECOMMENDATION:

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: Approve travel request to send Emily Savageau to represent Two Harbors at Arrowhead Library System meeting

Agenda Item # CA-10 Meeting Date: 7/25/22

TWO HARBORS CITY COUNCIL

AGENDA ITEM SUMMARY



AGENDA ITEM SUBJECT: Application for Library Worksite Wellness Grant

ORIGINATING SOURCE/DEPARTMENT: Two Harbors Public Library

FUNDING SOURCE: Lake County Public Health

BACKGROUND: Lake County Public Health, in partnership with the Statewide Health Improvement Program, is providing mini grants to employers to improve worksite wellness. Library Director Madeline Jarvis plans to submit an application to update the physical workspace for employees.

RELATED CITY POLICIES:

COMMITTEE/COMMISSION RECOMMENDATION:

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: Approve grant application in the amount of \$1,500 to be submitted July 31, 2022.

Agenda Item # CA. 11 *Meeting Date:* 7/25/22



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 7/22/22
Agenda Item Subject: Internal Bulletin – Lead Lineman	Fiscal Impact:	
BACKGROUND:		
With the recent retirement of the City's Lead Lineman in the Electrical Department, it would be in the City's best interest to post the position internally, so that we will have someone in that position.		
COUNCIL ACTION REQUESTED:		
Authorize the internal bulletin for the position of Lead Lineman in the Electrical Department.		
RECOMMENDATION: Staff recommends that this bulletin be authorized.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 7/22/22
Agenda Item Subject: Appointing Election Judges	Fiscal Impact:	
BACKGROUND:		
It is necessary to appoint election judges for the upcoming primary and general elections. There were still some vacant positions, which need to be filled. COUNCIL ACTION REQUESTED:		
Appoint remaining election judges for the Primary and Special and General Elections. RECOMMENDATION: Staff recommends appointing election judges. A list will be provided at the meeting.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 7/25/22
Agenda Item Subject: License Agreement – White Pine Market	Fiscal Impact: n/a	
BACKGROUND:		
White Pine Market has requested permission to use the property adjacent to their lot, which is owned by the City for the purpose of setting picnic tables and selling food during the Festival of Sails. This would require a license agreement.		
COUNCIL ACTION REQUESTED:		
Authorize the City officials to execute a license agreement with White Pine Market for the purpose of using this lot during the Festival of Sails.		
RECOMMENDATION:		
Authorize the execution of the license agreement.		
ATTACHMENTS:		



Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

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

MEMORANDUM

Date: July 25, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
From: City Engineer Joe Rhein
Subject: 2021-2022 Street Improvement Project
Status Update

This memo provides a brief update of activities on the 2021-2022 Street Improvement Project:

Background

Work for the 2021 construction season ended by October 31, 2021. Work on 4th Avenue, 8th Street, and the 700 blocks of 5th Avenue and 6th Avenue was substantially completed in 2021. Remaining work for 2022 is the 800 block of 5th Avenue and 6th Avenue.

2022 construction begin in May. Specified completion date for the project is August 1, 2022.

Summary of Construction

- 5th Avenue west of 8th Street (800 block)
 - Utility work is complete.
 - Street base work is complete.
- 6th Avenue west of 8th Street (800 block)
 - Utility work is complete.
 - Street base work is complete.
- 4th Avenue – Minnehaha School Sewer Service
 - External utility work and gravel patching was done June 13th – 15th.
 - Internal plumbing work is complete.
 - Documentation on State inspection and approval of internal plumbing has been received.
- Concrete work
 - Curb on 5th Avenue and 6th Avenue is complete.
 - Sidewalk and driveway aprons are in progress. Estimated to be complete early the week of July 25th.

Comm. 1 7/25/22

- Bituminous Paving
 - Paving is scheduled for the week of July 25th.
- Boulevard restoration is scheduled to start later in the week of July 25th.

Payment Request #17

- The seventeenth request for payment is included with this memo and is respectfully submitted for consideration at the July 25th City Council meeting.
- Pay Request No. 17 includes work through July 13th. The amount of City improvements completed thus far is approximately 78% of the total City portion of the contract.
- Note the document identifies the costs by City project, each County state aid project (SAP), and totals. City costs have been highlighted on the document for ease of review.
- The total due the contractor for the City portion of this pay request is \$149,095.39. This amount is comprised of approximately 27% utility work and 73% street work.
- Pay Request No. 17 also includes payment for a portion of the internal plumbing for the Minnehaha School Service under Change Order No. 7. The plumbing portion of the change order appears that it will be lower than the estimated cost.
- Payment Request No. 17 includes the standard 5% retainage.

Contract Adjustments

- Change Order No. 8 has been added to the construction contract.
 - This Change Order includes work on 4th Avenue sidewalks east of 7th Street.
- A copy of Change Order No. 8 is provided with this memo for reference. The value as shown on the change order is \$20,991.08.
- This Change Order is entirely on the Lake County portion of the project and will be funded 100% by the County. There is no City cost associated with Change Order No. 8.
- No action is required by the City Council regarding Change Order No. 8. The information is provided for reference only.

Project Communication

- Weekly construction meetings continue to be held with the contractor.
- Construction updates continue to be posted weekly on the City website.
 - Documents can be viewed under the "2021-2022 Street Project" tab.

Action

Actions requested for consideration by the City Council are:

- Approval of Payment Request No. 17 for the contract, in the amount of \$149,095.39.

We will be present at the City Council meeting on July 25th to review this information. Please let us know if you have questions or need further information in advance of the meeting. I can be reached at 651-968-7384 or via e-mail at joseph.rhein@bolton-menk.com.

Attachments:

- *Change Order No. 8 (2 pages) (information only).*
- *Partial Pay Request No. 17 (21 pages).*



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	038-630-001 038-635-001 038-620-010	MN Project No.:	NA	Change Order No.	8
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Project Location	City of Two Harbors, 8th Street, City of Two Harbors, 4th Avenue, City of Two Harbors, 7th Street, City of Two Harbors 4th, 5th & 6th Avenues		
Local Agency	Lake County	Local Project No.	N16.121170
Contractor	ULLAND BROTHERS INC	Contract No.	2063000101
Address/City/State/Zip	P O Box 340 / CLOQUET / MN / 55720		
Total Change Order Amount \$		\$20,991.08	

The Engineer has determined that the southeast quadrant of the 4th Avenue (CSAH 35) and 7th Street (CSAH 20) intersection is not in compliance with current ADA curb ramp and accessibility standards and requires replacement with the project. The work will also include completing the sidewalk gap along the south side of 4th Avenue. The contractor shall remove existing sidewalk and construct new sidewalk as directed by the Engineer. Payment shall be made utilizing the contract work items included in this change order.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2021.501	MOBILIZATION	LS	\$895.00	1	\$895.00
2101.505	GRUBBING	AC	\$94.50	2	\$189.00
2104.518	REMOVE CONCRETE WALK	SF	\$3.68	420	\$1,545.60
2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$42.00	29	\$1,218.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$63.00	12	\$756.00
2521.518	6" CONCRETE WALK	SF	\$8.40	1640	\$13,776.00
2531.618	TRUNCATED DOMES	SF	\$44.10	28	\$1,234.80
2563.601	TRAFFIC CONTROL	LS	\$475.00	1	\$475.00
2575.618	SITE RESTORATION	S F	\$5.78	156	\$901.68
Net Change this Change Order					\$20,991.08

Due to this change, the contract time: (check one)

(x) Is NOT changed	() May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer:

Print Name: Jason DiPiazza

Date: 6/21/2022

Phone: 218-834-8509

Approved by Contractor:

Print Name:

Robby Meseroll

Date: 7-5-22

Phone: 218-966-6684



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	038-630-001 038-635-001 038-620-010	MN Project No.:	NA	Change Order No.	8
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DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

☐ Federal Funding
☒ State Aid Funding
☒ Local funds

District State Aid Engineer:

Date:

Lake County
1513 Hwy 2. Two Harbors, MN
55616

Contract Number: 2063000101

Pay Request Number: 17

Project Number	Project Description
(1) SAP 038-630-001	CSAH 30 (8th Street) Reconstruction
(2) SAP 038-635-001	CSAH 35 (4th Avenue) Reconstruction
(3) SAP 038-620-010	CSAH 20 (7th Street) ADA Improvements
(4) N16.121170	2021 City of Two Harbors Street Improvements

Contractor: ULLAND BROTHERS INC P O Box 340 CLOQUET, MN 55720	Vendor Number: 356 Up To Date: 07/13/2022
---	--

Contract Amount

Funds Encumbered

Original Contract	\$3,216,620.04	Original	\$3,216,620.04
Contract Changes	\$227,042.90	Additional	N/A
Revised Contract	\$3,443,662.94	Total	\$3,216,620.04

Work Certified To Date

Base Bid Items	\$2,698,610.86
Contract Changes	\$223,477.71
Material On Hand	\$0.00
Total	\$2,922,088.57

**

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
(1) SAP 038-630-001	\$0.00	\$823,979.83	\$41,199.00	\$782,780.83	\$0.00	\$782,780.83
(2) SAP 038-635-001	\$16,466.90	\$319,095.66	\$15,954.79	\$287,497.33	\$15,643.54	\$303,140.87
(3) SAP 038-620-010	\$0.00	\$60,486.96	\$3,024.34	\$57,462.62	\$0.00	\$57,462.62
(4) N16.121170	\$156,942.50	\$1,718,526.12	\$85,926.30	\$1,483,504.43	\$149,095.39	\$1,632,599.82

**

**

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$173,409.40	\$2,922,088.57	\$146,104.43	\$2,611,245.21	\$164,738.93	\$2,775,984.14
Percent: Retained: 5%			Percent Complete: 84.85%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By LAKE COUNTY

Approved By ULLAND BROTHERS INC

County Engineer

Contractor

Date 7/18/22

Date

Approved By CITY OF TWO HAROBRS

City Engineer

Date

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-05-15	\$18,298.00	\$914.90	\$17,383.10
2	2021-06-02	\$124,672.69	\$6,233.63	\$118,439.06
3	2021-06-16	\$224,984.66	\$11,249.24	\$213,735.42
4	2021-06-30	\$290,368.90	\$14,518.44	\$275,850.46
5	2021-07-14	\$201,123.50	\$10,056.18	\$191,067.32
6	2021-07-28	\$394,574.92	\$19,728.74	\$374,846.18
7	2021-08-11	\$260,389.19	\$13,019.46	\$247,369.73
8	2021-09-01	\$393,077.84	\$19,653.90	\$373,423.94
9	2021-09-15	\$31,611.83	\$1,580.59	\$30,031.24
10	2021-09-29	\$273,291.58	\$13,664.58	\$259,627.00
11	2021-10-13	\$68,815.97	\$3,440.79	\$65,375.18
12	2021-11-03	\$130,843.04	\$6,542.16	\$124,300.88
13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
15	2022-06-15	\$118,106.00	\$5,905.30	\$112,200.70
16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
17	2022-07-13	\$173,409.40	\$8,670.47	\$164,738.93

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City of Two Harbors		\$1,718,526.12	\$85,926.30	\$1,483,504.43	\$149,095.39	\$1,632,599.82
SAP 038-620-010		\$60,486.96	\$3,024.34	\$57,462.62	\$0.00	\$57,462.62
Storm		\$244,932.89	\$12,246.65	\$232,686.24	\$0.00	\$232,686.24
Street		\$574,237.94	\$28,711.90	\$545,526.04	\$0.00	\$545,526.04
Street		\$323,904.66	\$16,195.24	\$292,065.88	\$15,643.54	\$307,709.42

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
71	Municipal (CSAH < 5000)	\$15,643.54	\$1,163,706.81	\$1,020,383.69	\$1,075,905.32
9999	Local Agency Bonds Applied	\$149,095.39	\$2,207,325.05	\$2,196,236.35	\$1,700,078.82

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
(1) SAP 038-630-001	1	2021-05-15	\$1,025.00	\$51.25	\$973.75
(1) SAP 038-630-001	2	2021-06-02	\$6,788.33	\$339.41	\$6,448.92
(1) SAP 038-630-001	3	2021-06-16	\$26,126.51	\$1,306.34	\$24,820.17
(1) SAP 038-630-001	4	2021-06-30	\$16,850.00	\$842.50	\$16,007.50
(1) SAP 038-630-001	5	2021-07-14	\$64,682.12	\$3,234.09	\$61,448.03
(1) SAP 038-630-001	6	2021-07-28	\$41,999.96	\$2,100.00	\$39,899.96
(1) SAP 038-630-001	7	2021-08-11	\$146,251.41	\$7,312.58	\$138,938.83

(1) SAP 038-630-001	8	2021-09-01	\$279,637.67	\$13,981.89	\$265,655.78
(1) SAP 038-630-001	9	2021-09-15	\$10,434.60	\$521.73	\$9,912.87
(1) SAP 038-630-001	10	2021-09-29	\$94,312.28	\$4,715.60	\$89,596.68
(1) SAP 038-630-001	11	2021-10-13	\$40,297.75	\$2,014.90	\$38,282.85
(1) SAP 038-630-001	12	2021-11-03	\$89,174.20	\$4,458.73	\$84,715.47
(1) SAP 038-630-001	13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
(1) SAP 038-630-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	15	2022-06-15	\$0.00	(\$0.02)	\$0.02
(1) SAP 038-630-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	17	2022-07-13	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	1	2021-05-15			
(2) SAP 038-635-001	2	2021-06-02	\$2,563.00	\$128.15	\$2,434.85
(2) SAP 038-635-001	3	2021-06-16	\$10,556.32	\$527.81	\$10,028.51
(2) SAP 038-635-001	4	2021-06-30	\$21,852.17	\$1,092.61	\$20,759.56
(2) SAP 038-635-001	5	2021-07-14	\$75,859.23	\$3,792.96	\$72,066.27
(2) SAP 038-635-001	6	2021-07-28	\$105,158.96	\$5,257.95	\$99,901.01
(2) SAP 038-635-001	7	2021-08-11	\$42,953.80	\$2,147.69	\$40,806.11
(2) SAP 038-635-001	8	2021-09-01	\$35,759.28	\$1,787.96	\$33,971.32
(2) SAP 038-635-001	9	2021-09-15	\$99.15	\$4.96	\$94.19
(2) SAP 038-635-001	10	2021-09-29	\$678.65	\$33.93	\$644.72
(2) SAP 038-635-001	11	2021-10-13	\$750.45	\$37.53	\$712.92
(2) SAP 038-635-001	12	2021-11-03	\$6,397.75	\$319.88	\$6,077.87
(2) SAP 038-635-001	13	2021-12-09	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	15	2022-06-15	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	17	2022-07-13	\$16,466.90	\$823.36	\$15,643.54
(3) SAP 038-620-010	1	2021-05-15			
(3) SAP 038-620-010	2	2021-06-02	\$31.63	\$1.58	\$30.05
(3) SAP 038-620-010	3	2021-06-16	\$886.97	\$44.35	\$842.62
(3) SAP 038-620-010	4	2021-06-30	\$792.32	\$39.61	\$752.71

(3) SAP 038-620-010	5	2021-07-14	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	6	2021-07-28	\$1,240.95	\$62.05	\$1,178.90
(3) SAP 038-620-010	7	2021-08-11	\$4,876.23	\$243.81	\$4,632.42
(3) SAP 038-620-010	8	2021-09-01	\$45,908.19	\$2,295.41	\$43,612.78
(3) SAP 038-620-010	9	2021-09-15	\$111.83	\$5.59	\$106.24
(3) SAP 038-620-010	10	2021-09-29	\$444.65	\$22.23	\$422.42
(3) SAP 038-620-010	11	2021-10-13	\$528.02	\$26.40	\$501.62
(3) SAP 038-620-010	12	2021-11-03	\$5,666.17	\$283.31	\$5,382.86
(3) SAP 038-620-010	13	2021-12-09	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	14	2022-06-01	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	15	2022-06-15	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	16	2022-06-29	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	17	2022-07-13	\$0.00	\$0.00	\$0.00
(4) N16.121170	1	2021-05-15	\$17,273.00	\$863.65	\$16,409.35
(4) N16.121170	2	2021-06-02	\$115,289.73	\$5,764.49	\$109,525.24
(4) N16.121170	3	2021-06-16	\$187,414.86	\$9,370.74	\$178,044.12
(4) N16.121170	4	2021-06-30	\$250,874.41	\$12,543.72	\$238,330.69
(4) N16.121170	5	2021-07-14	\$60,582.15	\$3,029.13	\$57,553.02
(4) N16.121170	6	2021-07-28	\$246,175.05	\$12,308.74	\$233,866.31
(4) N16.121170	7	2021-08-11	\$66,307.75	\$3,315.38	\$62,992.37
(4) N16.121170	8	2021-09-01	\$31,772.70	\$1,588.64	\$30,184.06
(4) N16.121170	9	2021-09-15	\$20,966.25	\$1,048.31	\$19,917.94
(4) N16.121170	10	2021-09-29	\$177,856.00	\$8,892.82	\$168,963.18
(4) N16.121170	11	2021-10-13	\$27,239.75	\$1,361.96	\$25,877.79
(4) N16.121170	12	2021-11-03	\$29,604.92	\$1,480.24	\$28,124.68
(4) N16.121170	13	2021-12-09	\$0.00	\$0.00	\$0.00
(4) N16.121170	14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
(4) N16.121170	15	2022-06-15	\$118,106.00	\$5,905.32	\$112,200.68
(4) N16.121170	16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
(4) N16.121170	17	2022-07-13	\$156,942.50	\$7,847.11	\$149,095.39

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
(1) SAP 038-630-001	SAP 038-630-001 / Storm	\$244,932.89	\$12,246.65	\$232,686.24	\$0.00	\$232,686.24
(1) SAP 038-630-001	SAP 038-630-001 / Street	\$574,237.94	\$28,711.90	\$545,526.04	\$0.00	\$545,526.04
(1) SAP 038-630-001	SAP 038-635-001 / Street	\$4,809.00	\$240.45	\$4,568.55	\$0.00	\$4,568.55
(2) SAP 038-635-001	SAP 038-635-001 / Street	\$319,095.66	\$15,954.79	\$287,497.33	\$15,643.54	\$303,140.87
(3) SAP 038-620-010	SAP 038-620-010	\$60,486.96	\$3,024.34	\$57,462.62	\$0.00	\$57,462.62
(4) N16.121170	City of Two Harbors	\$1,718,526.12	\$85,926.30	\$1,483,504.43	\$149,095.39	\$1,632,599.82

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
(1) SAP 038-630-001	71	\$0.00	\$780,375.86	\$672,074.24	\$715,301.83
(1) SAP 038-630-001	9999	\$0.00	\$71,780.19	\$60,691.49	\$67,479.00
(2) SAP 038-635-001	71	\$15,643.54	\$317,290.86	\$317,290.86	\$303,140.87
(3) SAP 038-620-010	71	\$0.00	\$66,040.09	\$31,018.59	\$57,462.62
(4) N16.121170	9999	\$149,095.39	\$2,135,544.86	\$2,135,544.86	\$1,632,599.82

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Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.26	0	\$0.00	0.235	\$41,687.51
(1) SAP 038-630-001	4	2101.524	CLEARING	TREE	\$275.00	5	0	\$0.00	5	\$1,375.00
(1) SAP 038-630-001	5	2101.524	GRUBBING	TREE	\$140.00	5	0	\$0.00	5	\$700.00
(1) SAP 038-630-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	8	0	\$0.00	9	\$360.00
(1) SAP 038-630-001	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	4	0	\$0.00	4	\$1,000.00
(1) SAP 038-630-001	10	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	20	0	\$0.00	20	\$600.00
(1) SAP 038-630-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	39	0	\$0.00	39	\$819.00
(1) SAP 038-630-001	13	2104.503	REMOVE SEWER PIPE (STORM)	LF	\$26.00	430	0	\$0.00	430	\$11,180.00
(1) SAP 038-630-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1972	0	\$0.00	2023	\$4,046.00
(1) SAP 038-630-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	2855	0	\$0.00	2856.8	\$14,998.20
(1) SAP 038-630-001	18	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1184	0	\$0.00	1235	\$1,852.50
(1) SAP 038-630-001	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	502	0	\$0.00	842	\$1,263.00
(1) SAP 038-630-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	10458	0	\$0.00	10575	\$7,402.50
(1) SAP 038-630-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	203	\$609.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	40	0	\$0.00	20	\$300.00
(1) SAP 038-630-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	3487	0	\$0.00	3487	\$5,230.50
(1) SAP 038-630-001	27	2105.607	EXCAVATION SPECIAL	CY	\$69.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	28	2105.607	HAUL & DISPOSE CONTAMINATED MATERIALS	CY	\$29.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	2779	0	\$0.00	2779	\$52,801.00
(1) SAP 038-630-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	175	0	\$0.00	29.6	\$592.00
(1) SAP 038-630-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	1425	0	\$0.00	1425	\$32,775.00
(1) SAP 038-630-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	31	0	\$0.00	59.5	\$2,975.00
(1) SAP 038-630-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	3.75	\$656.25
(1) SAP 038-630-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	2	\$400.00
(1) SAP 038-630-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	1154	0	\$0.00	1154	\$43,852.00
(1) SAP 038-630-001	38	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	122	0	\$0.00	205.7	\$13,576.20
(1) SAP 038-630-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	227.4	0	\$0.00	290.2	\$580.40
(1) SAP 038-630-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	319	0	\$0.00	316.3	\$29,415.90
(1) SAP 038-630-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	851	0	\$0.00	733.36	\$59,402.16
(1) SAP 038-630-001	45	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	48	0	\$0.00	59.75	\$2,509.50
(1) SAP 038-630-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	46	0	\$0.00	45.43	\$5,088.16
(1) SAP 038-630-001	47	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	1858	0	\$0.00	1858	\$26,012.00
(1) SAP 038-630-001	48	2502.602	CONNECT TO EXISTING STRUCTURE (STORM) - (SKUNK CREEK TUNNEL)	EA	\$10,500.00	1	0	\$0.00	1	\$10,500.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	49	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	4	0	\$0.00	8	\$4,240.00
(1) SAP 038-630-001	51	2503.503	12" RC PIPE SEWER DES 3006 CLASS III	LF	\$70.00	159	0	\$0.00	159	\$11,130.00
(1) SAP 038-630-001	52	2503.503	15" RC PIPE SEWER DES 3006 CLASS III	LF	\$75.00	92	0	\$0.00	92	\$6,900.00
(1) SAP 038-630-001	53	2503.503	18" RC PIPE SEWER DES 3006 CLASS III	LF	\$71.00	165	0	\$0.00	165	\$11,715.00
(1) SAP 038-630-001	54	2503.503	24" RC PIPE SEWER DES 3006 CLASS III	LF	\$100.00	28	0	\$0.00	28	\$2,800.00
(1) SAP 038-630-001	55	2503.503	42" RC PIPE SEWER DES 3006 CLASS III	LF	\$195.00	439	0	\$0.00	439	\$85,605.00
(1) SAP 038-630-001	58	2503.602	CONNECT TO EXISTING STORM SEWER	EA	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(1) SAP 038-630-001	82	2506.502	CASTING ASSEMBLY	EA	\$800.00	14	0	\$0.00	10	\$8,000.00
(1) SAP 038-630-001	84	2506.602	CASTING ASSEMBLY SPECIAL (CLEANOUT IN PAVEMENT)	EA	\$290.00	4	0	\$0.00	4	\$1,160.00
(1) SAP 038-630-001	85	2506.602	REPAIR DRAINAGE STRUCTURE - TUNNEL EXISTING STORM INLETS	EA	\$615.00	2	0	\$0.00	3	\$1,845.00
(1) SAP 038-630-001	88	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	LF	\$680.00	6.1	0	\$0.00	6.1	\$4,148.00
(1) SAP 038-630-001	89	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4022	LF	\$950.00	0	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	90	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (R-1)	LF	\$610.00	23.6	0	\$0.00	23.6	\$14,396.00
(1) SAP 038-630-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	4069	0	\$0.00	3837	\$18,225.75
(1) SAP 038-630-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	3568	0	\$0.00	3327.05	\$21,625.83
(1) SAP 038-630-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	1900	0	\$0.00	1941	\$35,908.50
(1) SAP 038-630-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	97	0	\$0.00	101.4	\$6,793.80
(1) SAP 038-630-001	97	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	112	0	\$0.00	142.1	\$10,373.30
(1) SAP 038-630-001	98	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	264	0	\$0.00	276	\$5,244.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	183	0	\$0.00	215.8	\$7,121.40
(1) SAP 038-630-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	39	0	\$0.00	39	\$936.00
(1) SAP 038-630-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.26	0	\$0.00	0.26	\$3,289.00
(1) SAP 038-630-001	102	2564.502	INSTALL SIGN	EA	\$150.00	16	0	\$0.00	15	\$2,250.00
(1) SAP 038-630-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	40.75	0	\$0.00	61.75	\$2,223.00
(1) SAP 038-630-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.7	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	106	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	19	0	\$0.00	5	\$1,000.00
(1) SAP 038-630-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	64	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.26	0	\$0.00	0.26	\$1,430.00
(1) SAP 038-630-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	48	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	113	0	\$0.00	113	\$4,746.00
(1) SAP 038-630-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	28	0	\$0.00	29	\$2,465.00
(1) SAP 038-630-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	42	0	\$0.00	30	\$75.00
(1) SAP 038-630-001	114	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	178	0	\$0.00	172.2	\$559.65
(1) SAP 038-630-001	116	2575.505	SEEDING	AC	\$350.00	0.21	0	\$0.00	0.3	\$105.00
(1) SAP 038-630-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	735	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	28	0	\$0.00	2.4	\$480.00
(1) SAP 038-630-001	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	25.2	0	\$0.00	15	\$91.50
(1) SAP 038-630-001	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	1.92	0	\$0.00	3.8	\$6,080.00
(1) SAP 038-630-001	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	840	0	\$0.00	848	\$4,240.00
(1) SAP 038-630-001	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	1055	0	\$0.00	1088	\$4,352.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(2) SAP 038-635-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.08	0	\$0.00	0.073	\$12,949.74
(2) SAP 038-635-001	4	2101.524	CLEARING	TREE	\$275.00	8	0	\$0.00	8	\$2,200.00
(2) SAP 038-635-001	5	2101.524	GRUBBING	TREE	\$140.00	8	0	\$0.00	8	\$1,120.00
(2) SAP 038-635-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	7	0	\$0.00	8	\$320.00
(2) SAP 038-635-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	131	0	\$0.00	131	\$2,751.00
(2) SAP 038-635-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1014	0	\$0.00	1015	\$2,030.00
(2) SAP 038-635-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	1983	0	\$0.00	1978.5	\$10,387.13
(2) SAP 038-635-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	676	0	\$0.00	6140.6	\$4,298.42
(2) SAP 038-635-001	22	2104.601	SALVAGE & REINSTALL DECK	LS	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(2) SAP 038-635-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	99	\$297.00
(2) SAP 038-635-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	2341	0	\$0.00	2392	\$3,588.00
(2) SAP 038-635-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	1522	0	\$0.00	1522	\$28,918.00
(2) SAP 038-635-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	118	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	957	0	\$0.00	957	\$22,011.00
(2) SAP 038-635-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	2	0	\$0.00	2	\$100.00
(2) SAP 038-635-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	1	\$175.00
(2) SAP 038-635-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	792	0	\$0.00	792	\$30,096.00
(2) SAP 038-635-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	155	0	\$0.00	204	\$408.00
(2) SAP 038-635-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	218	0	\$0.00	220	\$20,460.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(2) SAP 038-635-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	580	0	\$0.00	436.43	\$35,350.83
(2) SAP 038-635-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	325	0	\$0.00	283.72	\$31,776.64
(2) SAP 038-635-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	2404	0	\$0.00	2611.1	\$12,402.73
(2) SAP 038-635-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	4689	0	\$0.00	5145.9	\$33,448.35
(2) SAP 038-635-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	992	0	\$0.00	1003	\$18,555.50
(2) SAP 038-635-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	47	0	\$0.00	38	\$2,546.00
(2) SAP 038-635-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	112	0	\$0.00	159.1	\$5,250.30
(2) SAP 038-635-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	131	0	\$0.00	122	\$2,928.00
(2) SAP 038-635-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.08	0	\$0.00	0.08	\$1,012.00
(2) SAP 038-635-001	102	2564.502	INSTALL SIGN	EA	\$150.00	5	0	\$0.00	8	\$1,200.00
(2) SAP 038-635-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	17	0	\$0.00	39.5	\$1,422.00
(2) SAP 038-635-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.3	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	60	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.08	0	\$0.00	0.08	\$440.00
(2) SAP 038-635-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	24	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	32	0	\$0.00	32	\$1,344.00
(2) SAP 038-635-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	8	0	\$0.00	8	\$680.00
(2) SAP 038-635-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	12	0	\$0.00	12	\$30.00
(2) SAP 038-635-001	115	2575.504	SODDING TYPE LAWN	SY	\$15.50	50	0	\$0.00	195.4	\$3,028.70
(2) SAP 038-635-001	116	2575.505	SEEDING	AC	\$350.00	0.06	0	\$0.00	0.06	\$21.00
(2) SAP 038-635-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	210	0	\$0.00	210	\$535.50

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 038-635-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	7		\$0.00	6.8	\$1,360.00
	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	7.2	0	\$0.00	7.2	\$43.92
	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	0.54	0	\$0.00	0	\$0.00
	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	400	0	\$0.00	396	\$1,980.00
	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	835	0	\$0.00	991	\$3,964.00
	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.01	0	\$0.00	0.009	\$1,596.54
	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	208	0	\$0.00	196	\$392.00
	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	87	0	\$0.00	72.8	\$382.20
	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	1462	0	\$0.00	1377.5	\$964.25
	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	225	0	\$0.00	349	\$1,047.00
	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	14	0	\$0.00	14	\$322.00
	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	56	0	\$0.00	56	\$2,128.00
	39	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	50	0	\$0.00	40.06	\$6,730.08
	92	2521.518	4" CONCRETE WALK	SF	\$4.75	588	0	\$0.00	137.2	\$651.70
	93	2521.518	6" CONCRETE WALK	SF	\$6.50	971	0	\$0.00	1288.8	\$8,377.20
	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	209	0	\$0.00	194	\$3,589.00
	99	2531.618	TRUNCATED DOMES	SF	\$33.00	72	0	\$0.00	112	\$3,696.00
	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.01	0	\$0.00	0.01	\$126.50
	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	28	0	\$0.00	0	\$0.00
		2021.501	MOBILIZATION	LS	\$177,393.68	0.65	0	\$0.00	0.59	\$104,662.27
N16.121170		2101.505	CLEARING	AC	\$2,000.00	1	0	\$0.00	1	\$2,000.00

Contract Item Status											
Project		Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
**	(4) N16.121170	3	2101.505	GRUBBING	AC	\$1,000.00	1	0	\$0.00	0	\$0.00
	(4) N16.121170	4	2101.524	CLEARING	TREE	\$275.00	42	0	\$0.00	39	\$10,725.00
	(4) N16.121170	5	2101.524	GRUBBING	TREE	\$140.00	42	0	\$0.00	26	\$3,640.00
	(4) N16.121170	6	2104.502	SALVAGE SIGN	EA	\$40.00	13	0	\$0.00	5	\$200.00
	(4) N16.121170	7	2104.502	REMOVE HYDRANT	EA	\$1,100.00	5	0	\$0.00	3	\$3,300.00
	(4) N16.121170	8	2104.502	REMOVE GATE VALVE & BOX	EA	\$400.00	6	0	\$0.00	3	\$1,200.00
	(4) N16.121170	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	11	0	\$0.00	11	\$2,750.00
	(4) N16.121170	10	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	24	0	\$0.00	18	\$540.00
	(4) N16.121170	11	2104.503	SALVAGE FENCE	LF	\$21.00	56	0	\$0.00	56	\$1,176.00
	(4) N16.121170	12	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	\$10.50	2351	0	\$0.00	2002	\$21,021.00
	(4) N16.121170	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	2774	0	\$0.00	2798	\$5,596.00
	(4) N16.121170	15	2104.503	REMOVE WATER MAIN	LF	\$8.50	2506	0	\$0.00	1547	\$13,149.50
	(4) N16.121170	16	2104.503	REMOVE METAL PIPE RAILING	LF	\$6.50	170	0	\$0.00	170	\$1,105.00
	(4) N16.121170	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	4163	0	\$0.00	4090	\$21,472.50
	(4) N16.121170	18	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1145	0	\$0.00	671	\$1,006.50
	(4) N16.121170	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	891	0	\$0.00	60	\$90.00
	(4) N16.121170	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	17760	0	\$0.00	18845	\$13,191.50
	(4) N16.121170	21	2104.601	REMOVE WATER MAIN (CROSS CONNECT)	LS	\$3,950.00	1	0	\$0.00	1	\$3,950.00
	(4) N16.121170	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	218	0	\$0.00	202.5	\$607.50
	(4) N16.121170	24	2104.603	ABANDON WATER MAIN	LF	\$7.00	380	0	\$0.00	0	\$0.00
	(4) N16.121170	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	44	0	\$0.00	18	\$270.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	36	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	6857	1459	\$2,188.50	6701	\$10,051.50
(4) N16.121170	39	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	6310	2508	\$47,652.00	6310	\$119,890.00
(4) N16.121170	40	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	350	0	\$0.00	0	\$0.00
(4) N16.121170	41	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	2808	350	\$8,050.00	2166	\$49,818.00
(4) N16.121170	42	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	95	0	\$0.00	33	\$1,650.00
(4) N16.121170	43	2123.51	MOTOR GRADER (HAUL ROAD)	HR	\$220.00	40	0	\$0.00	0	\$0.00
(4) N16.121170	44	2123.602	SUBSURFACE INVESTIGATION (POTHOLE UTILITY)	EA	\$2,025.00	3	0	\$0.00	1	\$2,025.00
(4) N16.121170	45	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	20	0	\$0.00	2	\$350.00
(4) N16.121170	46	2123.61	SKID LOADER	HR	\$200.00	20	0	\$0.00	3.5	\$700.00
(4) N16.121170	47	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	2241	395	\$15,010.00	2042	\$77,596.00
(4) N16.121170	48	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	123	0	\$0.00	77	\$5,082.00
(4) N16.121170	49	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	20	0	\$0.00	0	\$0.00
(4) N16.121170	50	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	385.6	0	\$0.00	186.8	\$373.60
(4) N16.121170	51	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	521	0	\$0.00	278.53	\$25,903.29
(4) N16.121170	52	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	671	0	\$0.00	340.18	\$27,554.58
(4) N16.121170	53	2402.503	PIPE RAILING	LF	\$125.00	118	0	\$0.00	0	\$0.00
(4) N16.121170	54	2402.603	SALVAGE & INSTALL METAL RAILING	LF	\$125.00	40	0	\$0.00	0	\$0.00
(4) N16.121170	55	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	230	0	\$0.00	12.5	\$525.00
(4) N16.121170	57	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	2280	810	\$11,340.00	2306	\$32,284.00
(4) N16.121170	59	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	5	2	\$1,060.00	6	\$3,180.00

Contract Item Status							**				
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
(4) N16.121170	50	2502.618	4" INSULATION	SF	\$2.25	600		\$0.00	168	\$378.00	
(4) N16.121170	56	2503.601	PUMPING (SANITARY BYPASS)	LS	\$5,500.00	1		\$0.00	0.78	\$4,290.00	
(4) N16.121170	57	2503.602	TRENCH EXCAVATION (RESTRICTIVE)	EA	\$2,500.00	2		\$0.00	2	\$5,000.00	
(4) N16.121170	59	2503.602	CONNECT TO EXISTING SANITARY SEWER	EA	\$1,100.00	6		\$0.00	5	\$5,500.00	
(4) N16.121170	60	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	\$400.00	72		\$0.00	56	\$22,400.00	
(4) N16.121170	61	2503.602	CONNECT TO EXISTING STRUCTURE (STORM DRAIN)	EA	\$700.00	2		\$0.00	2	\$1,400.00	
(4) N16.121170	62	2503.602	8"X6" WYE	EA	\$350.00	72		\$0.00	70	\$24,500.00	
(4) N16.121170	63	2503.603	6" PVC SANITARY SERVICE PIPE	LF	\$53.50	2537		\$0.00	1908	\$102,078.00	
(4) N16.121170	64	2503.603	2" HDPE FORCE MAIN	LF	\$65.00	20		\$0.00	0	\$0.00	
(4) N16.121170	65	2503.603	8" PVC PIPE SEWER	LF	\$58.00	2328		\$0.00	2088	\$121,104.00	
(4) N16.121170	66	2503.603	VIDEO TAPE PIPE SEWER	LF	\$1.50	2328		\$0.00	1742	\$2,613.00	
(4) N16.121170	67	2504.601	TEMPORARY WATER SERVICE	LS	\$105,000.00	1		\$0.00	1	\$105,000.00	
(4) N16.121170	68	2504.602	CONNECT TO EXISTING WATER MAIN	EA	\$2,500.00	12		\$0.00	9	\$22,500.00	
(4) N16.121170	69	2504.602	CONNECT TO EXISTING WATER SERVICE	EA	\$415.00	73	1	\$4,565.00	58	\$24,070.00	
(4) N16.121170	70	2504.602	HYDRANT	EA	\$6,300.00	8		\$0.00	8	\$50,400.00	
(4) N16.121170	71	2504.602	4" GATE VALVE & BOX	EA	\$1,750.00	1		\$0.00	0	\$0.00	
(4) N16.121170	72	2504.602	6" GATE VALVE & BOX	EA	\$2,000.00	19		\$0.00	17	\$34,000.00	
(4) N16.121170	73	2504.602	WATERMAIN OFFSET	EA	\$4,700.00	1		\$0.00	1	\$4,700.00	
(4) N16.121170	74	2504.602	0.75" CORPORATION STOP	EA	\$350.00	72	1	\$3,850.00	62	\$21,700.00	
(4) N16.121170	75	2504.602	0.75" CURB STOP & BOX	EA	\$550.00	72	1	\$6,050.00	62	\$34,100.00	

Contract Item Status											
**	Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
	(4) N16.121170	26	2504.602	VALVE BOX (WATER SERVICES IN PAVEMENT)	EA	\$180.00	5	0	\$0.00	3	\$540.00
	(4) N16.121170	27	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LF	\$105.00	44	0	\$0.00	0	\$0.00
	(4) N16.121170	28	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	\$71.00	2673	0	\$0.00	2617	\$185,807.00
	(4) N16.121170	29	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LF	\$142.00	36	0	\$0.00	55.5	\$7,881.00
	(4) N16.121170	30	2504.603	3/4" TYPE K COPPER PIPE	LF	\$36.50	2080	227	\$8,285.50	1799	\$65,663.50
	(4) N16.121170	31	2504.608	WATERMAIN FITTINGS	LB	\$15.00	1257	0	\$0.00	968	\$14,520.00
	(4) N16.121170	32	2506.502	CASTING ASSEMBLY	EA	\$800.00	12	0	\$0.00	8	\$6,400.00
	(4) N16.121170	33	2506.502	ADJUST FRAME & RING CASTING	EA	\$600.00	12	0	\$0.00	0	\$0.00
	(4) N16.121170	36	2506.602	CONCRETE COLLAR (VALVE BOX)	EA	\$530.00	19	0	\$0.00	5	\$2,650.00
	(4) N16.121170	37	2506.602	CONCRETE COLLAR (MANHOLE)	EA	\$1,510.00	12	0	\$0.00	8	\$12,080.00
	(4) N16.121170	31	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (4007)	LF	\$500.00	128	0	\$0.00	116.7	\$58,350.00
	(4) N16.121170	32	2521.518	4" CONCRETE WALK	SF	\$4.75	17326	0	\$0.00	7813	\$37,111.75
	(4) N16.121170	33	2521.518	6" CONCRETE WALK	SF	\$6.50	4015	0	\$0.00	2328	\$15,132.00
	(4) N16.121170	35	2531.503	CONCRETE CURB & GUTTER DESIGN B624	LF	\$19.75	3840	1470	\$29,032.50	3516	\$69,441.00
	(4) N16.121170	36	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	307	0	\$0.00	206	\$13,802.00
	(4) N16.121170	37	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	50	0	\$0.00	38	\$2,774.00
	(4) N16.121170	38	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	46	0	\$0.00	22	\$418.00
	(4) N16.121170	39	2531.618	TRUNCATED DOMES	SF	\$33.00	119	0	\$0.00	48	\$1,584.00
	(4) N16.121170	300	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	56	0	\$0.00	56	\$1,344.00
	(4) N16.121170	301	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.65	0	\$0.00	0.4525	\$5,724.13

Contract Item Status								**			
**	Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
	(4) N16.121170	02	2564.502	INSTALL SIGN	EA	\$150.00	23		\$0.00	11	\$1,650.00
	(4) N16.121170	03	2564.518	SIGN PANELS TYPE C	SF	\$36.00	102.75		\$0.00	58.25	\$2,097.00
	(4) N16.121170	04	2564.618	SIGN TYPE SPECIAL	SF	\$28.00	60		\$0.00	32.5	\$910.00
	(4) N16.121170	06	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	2		\$0.00	2	\$400.00
	(4) N16.121170	07	2573.503	SILT FENCE, TYPE MS	LF	\$6.50	550		\$0.00	892	\$5,798.00
	(4) N16.121170	08	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	44		\$0.00	0	\$0.00
	(4) N16.121170	09	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.66		\$0.00	0.463	\$2,546.50
	(4) N16.121170	11	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	570		\$0.00	315	\$13,230.00
	(4) N16.121170	12	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	143		\$0.00	53	\$4,505.00
	(4) N16.121170	13	2574.508	FERTILIZER TYPE 3	LB	\$2.50	212		\$0.00	75	\$187.50
	(4) N16.121170	14	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	135		\$0.00	0	\$0.00
	(4) N16.121170	15	2575.504	SODDING TYPE LAWN	SY	\$15.50	50		\$0.00	375	\$5,812.50
	(4) N16.121170	16	2575.505	SEEDING	AC	\$350.00	1.06		\$0.00	0.55	\$192.50
	(4) N16.121170	17	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	3710		\$0.00	900	\$2,295.00
	(4) N16.121170	18	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	65		\$0.00	5.6	\$1,120.00
	(4) N16.121170	19	2575.508	SEED MIXTURE 25-151	LB	\$6.10	126.15		\$0.00	120	\$732.00
	(4) N16.121170	20	2575.508	SEED MIXTURE 33-361	LB	\$125.00	1.05		\$0.00	0	\$0.00
	(4) N16.121170	21	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	9.54		\$0.00	1	\$1,600.00
	(4) N16.121170	23	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	90		\$0.00	0	\$0.00
	(4) N16.121170	24	2582.503	24" SOLID LINE PAINT GROUND IN	LF	\$20.00	12		\$0.00	0	\$0.00
Base Bid Totals:									\$137,083.50		\$2,698,610.86

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
(1) SAP 038-630-001		\$0.00	\$667,312.51
(2) SAP 038-635-001		\$0.00	\$302,628.76
(3) SAP 038-620-010		\$0.00	\$30,002.47
(4) N16.121170		\$137,083.50	\$1,698,667.12

Contract Change Item Status											
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Amount To Date
(1) SAP 038-630-001	CO	1	148	2101.524	CLEARING	TREE	\$449.42	10	0	\$0.00	\$4,494.20
(1) SAP 038-630-001	CO	1	149	2101.524	GRUBBING	TREE	\$91.04	10	0	\$0.00	\$910.40
(1) SAP 038-630-001	CO	2	150	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	LF	\$1,132.43	33.7	0	\$0.00	\$38,162.89
(1) SAP 038-630-001	CO	3	151	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EA	\$18,850.00	1	0	\$0.00	\$18,850.00
(1) SAP 038-630-001	CO	3	152	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4	EA	\$18,501.00	1	0	\$0.00	\$18,501.00
(1) SAP 038-630-001	CO	4	153	2514.601	Retaining Wall Landscaping	LS	\$4,809.00	1	0	\$0.00	\$4,809.00
(1) SAP 038-630-001	CO	5	154	1904.601	Haul and Dispose Contaminated Soil	Lump Sum	\$64,539.83	1	0	\$0.00	\$64,539.83
(1) SAP 038-630-001	CO	6	155	2402.503	Pipe Railing	LF	\$125.00	51.2	0	\$0.00	\$6,400.00
(2) SAP 038-635-001	CO	8	124	2021.501	MOBILIZATION	LS	\$895.00	1	1	\$895.00	\$895.00
(2) SAP 038-635-001	CO	8	125	2101.505	GRUBBING	AC	\$94.50	2	2	\$189.00	\$189.00
(2) SAP 038-635-001	CO	8	126	2104.518	REMOVE CONCRETE WALK	SF	\$3.68	420	420	\$1,545.60	\$1,545.60
(2) SAP 038-635-001	CO	8	127	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$42.00	29	29	\$1,218.00	\$1,218.00

(2) SAP 038-635- 001	CO	8	128	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$63.00	12	12	\$756.00	12	\$756.00
(2) SAP 038-635- 001	CO	8	129	2521.518	6" CONCRETE WALK	SF	\$8.40	1640	1235	\$10,374.00	1235	\$10,374.00
(2) SAP 038-635- 001	CO	8	130	2531.618	TRUNCATED DOMES	SF	\$44.10	28	23	\$1,014.30	23	\$1,014.30
(2) SAP 038-635- 001	CO	8	131	2575.618	SITE RESTORATION	S F	\$5.78	156	0	\$0.00	0	\$0.00
(2) SAP 038-635- 001	CO	8	132	2563.601	TRAFFIC CONTROL	LS	\$475.00	1	1	\$475.00	1	\$475.00
(3) SAP 038-620- 010	CO	4	109	2021.501	MOBILIZATION	LS	\$2,393.00	1	0	\$0.00	0	\$0.00
(3) SAP 038-620- 010	CO	4	110	2104.503	Sawing Concrete Walk	LF	\$6.33	300	0	\$0.00	303	\$1,917.99
(3) SAP 038-620- 010	CO	4	111	2433.518	REMOVE CONCRETE SIDEWALK	S F	\$1.48	3100	0	\$0.00	2890	\$4,277.20
(3) SAP 038-620- 010	CO	4	112	2521.518	6" CONCRETE WALK	S F	\$7.84	3100	0	\$0.00	2890	\$22,657.60
(3) SAP 038-620- 010	CO	4	113	2531.603	Remove and Replace Integral Curb	LF	\$38.85	30	0	\$0.00	42	\$1,631.70
(3) SAP 038-620- 010	CO	4	114	2563.601	TRAFFIC CONTROL	LS	\$672.00	1	0	\$0.00	0	\$0.00
(4) N16.121170	CO	7	143	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	40	0	\$0.00	0	\$0.00
(4) N16.121170	CO	7	144	2521.518	6" CONCRETE WALK	SF	\$6.50	400	0	\$0.00	0	\$0.00
(4) N16.121170	CO	7	145	1402.621	Force Account Change Order - Temporary Sanitary Sewer Service	DOL	\$1.00	25900	19859	\$19,859.00	19859	\$19,859.00
(4) N16.121170	CO	7	146	1402.621	Force Account Change Order - Sanitary Sewer Service & Site Restoration	DOL	\$1.00	22400	0	\$0.00	0	\$0.00
Contract Change Totals:										\$36,325.90		\$223,477.71

Contract Total

\$2,922,088.57

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
8	The Engineer has determined that the southeast quadrant of the 4th Avenue (CSAH 35) and 7th Street (CSAH 20) intersection is not in compliance with current ADA curb ramp and accessibility standards and requires replacement with the project. The work will also include completing the sidewalk gap along the south side of 4th Avenue. The contractor shall remove existing sidewalk and construct new sidewalk as directed by the Engineer. Payment shall be made utilizing the contract work items included in this change order.	\$16,466.90	\$16,466.90
7	<p>The engineer requires an additional sanitary sewer service lateral connection to Minnehaha Elementary School on 4th Avenue at approximate Station 16+95 LT.</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> -Remove pavement, curb and gutter, and concrete walk to the extent necessary that remaining paved surfaces will not be undermined or damaged by construction activities. Full depth sawcuts are required and included in the scope of work. -Locate and excavate to the service lateral location. -Install a new service lateral, including connection to the existing sewer service stub, approximately 35' of 6" PVC Sanitary Sewer Service Pipe, and an 8"x6" Wye (Saddle) installed at the sewer main. -Backfill the new service in accordance to contract requirements. -Reconstruct the roadway subbase, aggregate base, bituminous pavement, curb and gutter, and concrete walk to plan dimensions. -Restore all disturbed turf to plan requirements. -Replace removed pavement marking. <p>The Contractor shall install a temporary sewer service lateral connection within Minnehaha Elementary to maintain service before the sewer service is connected. The Contractor shall remove the temporary sewer service once the sewer service lateral is connected.</p> <p>All work included in this change order will be paid on a time and materials basis (Force Account) in accordance to the requirements of MnDOT 2020 Standard Specifications 1904.4 with the exception of concrete work, which will be measured and paid under contract items.</p>	\$19,859.00	\$19,859.00
6	The engineer has determined that the steps located at STA 53+02 LT will require Pipe Railing. This change order will add the item Pipe Railing to SAP 038-630-001 at the current contract price.	\$0.00	\$6,400.00
5	<p>The Engineer has determined that non-native fill material within the 8th Street excavation limits, between 5th Avenue and 6th Avenue, is mixed with regulated industrial waste and special handling requirements shall be followed when performing work within the contamination limits; as designated by Lake County's environmental consultant (generally between Station 56+00 and 58+50).</p> <ul style="list-style-type: none"> - All soil material excavated within the designated limits shall be hauled to and disposed of at a landfill licensed to take the profiled waste product. This includes utility or sewer trenches and excavation to roadway subgrade. - Any soil material excavated within the designated limits that cannot be hauled and disposed immediately shall be stockpiled onsite both on and under a poly protective sheeting, minimum 6 mil thickness. - Installed storm sewer pipe within the designated limits shall be wrapped in minimum 6 mil poly sheeting. <p>The work will be paid on a negotiated unit price basis as provided in MnDOT Specification 1904.3 and include all labor, equipment, and materials necessary for properly stockpiling, loading, hauling, and disposing of the contaminated soils. The unit for the change order shall be lump sum and the unit price will be based on actual labor, equipment, and</p>	\$0.00	\$64,539.83

	materials necessary to complete the work as directed and in accordance to MnDOT Specification 1904.4 for Force Account work.		
4	<p>The Engineer has requested Change Order #4 to add the following work to the contract:</p> <p>Retaining Wall Landscaping (Lump Sum) - Provide a finished landscape edge along the back of the retaining wall constructed under this contract. This lump sum bid item will include the following work:</p> <ul style="list-style-type: none"> - Furnish and install commercial grade landscape edging along the school side of the salvaged and reinstalled fence behind the retaining wall (130 LF). - Furnish & install Geotextile Fabric Type 2 over all soils between the landscape edge and back of retaining wall (35 SY). - Furnish & install 3/4" maximum nominal size, open graded crushed rock, i.e. landscaping "blue stone" (Concrete Coarse Aggregate Grade 2 gradation) along the back of the retaining wall to dimensions of 125' x 2.5' x 3" depth (3 CY). <p>Retaining Wall Landscaping work shall be completed by September 7, 2021.</p> <p>Concrete Walk on 7th Street - Remove and reconstruct sidewalk and paved boulevard between the original project sidewalk replacement limits along the west side of 7th Street, between 4th Avenue and 5th Avenue, along Minnehaha Elementary School. Add the following bid items to the contract at the provided change order unit prices:</p> <ul style="list-style-type: none"> - Mobilization - Sidewalk Replacement -Saw Concrete Walk (Full Depth) -Remove Concrete Walk - Place and compact Base Aggregate Class 5 to provide a level base is incidental to the work. -6" Concrete Walk -Remove and Replace Integral Curb - Remove the curbing integral to the concrete boulevard pavement as directed by the Engineer. Reconstruct the curb to match the line and grade of the original curb, poured integrally with adjacent paved boulevard. Forming the curb and paved boulevard for a curb ramp condition is incidental to the work. - Traffic Control - Sidewalk Replacement - Close the parking lane and sidewalk in accordance to the MN MUTCD and Traffic Control Field Book. <p>Turf restoration behind the new sidewalk shall be paid for using original contract bid items (topsoil, seed, erosion mat etc.).</p> <p>Work shall be completed and the walk opened to foot traffic prior to the start of the school year on September 7th, 2021. Alternate work times allowed are October 21-23, or beginning after 4 PM on Thursdays with the walk opened to traffic by the next school day.</p>	\$0.00	\$35,293.49
3	<p>The Engineer has requested Change Order #3 to address an error in the One Office project management software data entry at the start of the project. The Bid Alternate 2 items (Lake County SWCD storm water quality structures) were not included in the One Office contract award, thus the stormwater quality structures are not included in the contract and the reduction in the base bid quantity for the standard structures is not addressed. Change order #3 corrects this. The original contract that is listed matches the original base bid for the project, but does not match the contract awarded by Lake County. The Lake County awarded contract is accurate for the original contract value.</p>	\$0.00	\$37,351.00
2	<p>The Engineer has determined that the following 60-inch diameter storm sewer structures called for in the plans can not be pre-cast due to the size of the pipe cut-outs required. The cut-out sizes will compromise the overall structural integrity of the remaining structure walls.</p> <p>CB-7 CB-8</p>	\$0.00	\$38,162.89

	CB-12 CB-14 Ulland Brothers' supplier has provided shop drawing submittals for 72-inch diameter structures that can be pre-cast. This change order deletes the 60-inch structures and replaces them with 72-inch structures. The unit cost includes the supplied cost of the 72-inch diameter structures and original labor and equipment cost for installing the planned structures. Additional costs for labor or equipment for installation of the larger structures is not required and not included.		
1	The Engineer has determined that 10 large spruce trees between STA 55+50 LT and 57+00 LT should be removed because the planned work is anticipated to cause enough root damage to negatively impact the health of the tree and may become hazard risk due to the weakened tree condition. These trees are larger than the average tree removal size on the project and there is overhead electric distribution in the vicinity. This change order adds the 10 trees to the contract at an increased cost based on the size and complexity of the removals.	\$0.00	\$5,404.60

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

22 JULY 2022


TO: TWO HARBORS CITY COUNCIL
FM: BARBIE TANAKA

SUBJ: PRAYER SERVICE @ CAMPGROUND IN AUGUST 2022/SEPT?

SIR & MADAM -

PLEASE CONSIDER ALLOWANCE FOR A PRAYER TIME
DAY/TIME TBD PER YOUR GUIDELINE/GUIDANCE AT
THE CAMPGROUND / BURLINGTON BAY VICINITY PER YOUR
ALLOWANCE EVERY WEEKEND IN AUGUST/SEPTEMBER?
DEPENDING ON WEATHER(?).

DISCUSSION: WHILE THERE ARE CHURCHES IN TWO HARBORS
FOR PEOPLE TO ATTEND SERVICES ON SAT EVE/SUNDAY
BY DENOMINATION, THIS WOULD ALLOW CAMPERS TO
CONVENIENTLY WALK TOGETHER TO PRAY IN A SHORT
20-30 MINUTE TIME TOGETHER.

CALL IT A "PRAYER SERVICE", "CAMPERS CHURCH" -
VERY LOW KEY - BYOLC - BRING YOUR OWN LAWN CHAIR
KIND OF THING, NO ELECTRONICS OR MICROPHONES -
MAYBE A UKULELE  OR GUITAR. JUST KIND OF A
"TIME OUT TO THANK GOD" FOR ALL THE BEAUTY OF
TWO HARBORS AND THE BEAUTY OF THE LAKE OUR VISITORS
ARE ENJOYING.

I WOULD LIKE YOUR PERMISSION OR BLESSING FOR AN
ADVENTURE ^{FOR} SUCH A TIME AS THIS!

P.S. WOULD LIKE TO START
ASAP !! AUG 6/7TH ??

SINCERELY,

Barbie Tanaka

(SOS) 228-3829
PO BOX 24/608 12TH AVE
TWO HARBORS, MN 55616

COMM. 2 7/25/22



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: . 7/21/22
Agenda Item Subject: Festival of Sail – Tall Ships US Army Corps of Engineers License	Fiscal Impact: None	
<p>BACKGROUND: Attached is a license agreement from the US Army Corp of Engineers for the Tall Ships Event. This license is a follow up to the letter agreement the city approved in March with the USACE.</p> <p>The city's liability under this agreement is the responsibility of the promoter under the event & license agreement between the promoter and the city.</p> <p>The promoter has already signed the agreement.</p>		
<p>COUNCIL ACTION REQUESTED: Approve USACE license.</p>		
<p>RECOMMENDATION: Approve the license in order to move the event forward.</p>		
<p>ATTACHMENTS:</p> <ul style="list-style-type: none">• USACE License• City insurance certificate		

Agenda Item # UB.1

Meeting Date 7/25/22



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, DETROIT DISTRICT
477 MICHIGAN AVENUE
DETROIT MI 48226-2550

July 19, 2022

Real Estate Office

Craig Samborski
Draw Events, LLC
2346 Vermilion Road
Duluth, Minnesota 55803
(sent by e-mail only)

Dear Mr. Samborski:

Please reference the proposal for the "Festival of Sail" 2022 event requesting authorization for vessel moorage and pedestrian access on the U.S. East Breakwater and on the USACE perpetual easement located at the Two Harbors Harbor Federal Navigation Project, Minnesota.

We have attached Department of the Army License No. DACW35-3-22-3001 and a Certificate of Authority for both entities (Draw Events, LLC and the City of Two Harbors) to complete. Please sign and return three (3) copies of the license and complete and return both copies of the Certificate of Authority.

In accordance with Condition No. 16c, please provide this office with a Certificate of Liability Insurance or a statement of self insurance. License No. DACW35-3-22-3001 must appear on all insurance documents submitted. The insurance information can be submitted by e-mail or by regular mail to the address listed above.

If you have any questions, please contact me by e-mail at Shawn.S.Sanchez@usace.army.mil or by phone at (313) 226-1326.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn S. Sanchez", is written over a horizontal line.

Shawn S. Sanchez, M.S.
Realty Specialist, Real Estate Office
Buffalo, Chicago, and Detroit Districts

Enclosures

**DEPARTMENT OF THE ARMY LICENSE
TWO HARBORS HARBOR
LAKE COUNTY, MINNESOTA**

THE SECRETARY OF THE ARMY, hereinafter referred to as the Secretary, under authority of General Administrative Powers, hereby grants to the **City of Two Harbors and Draw Events, LLC**, hereinafter referred to as the grantees, a license for moorage and access over, across, in, and upon USACE real property, as identified in **Exhibit "A"**, attached hereto and made a part hereof, hereinafter referred to as the premises.

THIS LICENSE is granted subject to the following conditions.

1. TERM

This license is granted for a term of two (2) weeks, beginning on 30 July 2022 and ending on 13 August 2022, but revocable at will by the Secretary.

2. CONSIDERATION

The consideration for this license shall be the use of the premises for the activities described in accordance with the terms and conditions hereinafter set forth.

3. NOTICES

All notices and correspondence to be given pursuant to this license shall be addressed, if to the grantees, to the City of Two Harbors, ATTN: City Administrator, 522 First Avenue, Two Harbors, Minnesota, 55616; and to Draw Events, LLC, ATTN: Mr. Craig Samborski, 2346 Vermilion Road, Duluth, Minnesota, 55803; and if to the United States, to the U.S. Army Engineer District, Detroit, Attn: Real Estate Office (M&D Staff), 477 Michigan Avenue, Detroit, Michigan 48226; or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope addressed as aforesaid, and deposited, postage prepaid, in a post office regularly maintained by the U.S. Postal Service.

4. AUTHORIZED REPRESENTATIVES

Except as otherwise specifically provided, any reference herein to "Secretary", "District Engineer", "Installation Commander", or "said officer" shall include their duly authorized representatives. Any reference to "grantees" shall include any duly authorized representatives.

5. SUPERVISION BY THE DISTRICT ENGINEER

The use and occupation of the premises shall be subject to the general supervision and approval of the District Engineer hereinafter referred to as said officer, and to such rules and regulations as may be prescribed from time to time by said officer.

6. APPLICABLE LAWS AND REGULATIONS

The grantees shall comply with all applicable Federal, state, county, and municipal laws, ordinances, and regulations wherein the premises are located.

7. CONDITIONAL USE BY GRANTEEES

The exercise of the privileges herein granted shall be:

- a. without cost or expense to the United States.
- b. subject to the right of the United States to improve, use, or maintain the premises.
- c. subject to other outgrants of the United States on the premises.
- d. personal to the grantees, and this license, or any interest therein, may not be transferred or assigned without prior review and coordination with the Department of the Army.

8. CONDITION OF PREMISES

The grantees acknowledge that it has inspected the premises, knows its condition, and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the United States.

9. PROTECTION OF PROPERTY

The grantees shall keep the premises in good order and in a clean, safe, condition by and at the expense of the grantees. The grantees shall be responsible for any damage that may be caused to property of the United States by the activities of the grantees under this license, and shall exercise due diligence in the protection of all property located on the premises against fire or damage from any and all other causes. Any property of the United States damaged or destroyed by the grantees incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the grantee's to a condition satisfactory to said officer, or at the election of said officer, reimbursement made therefor by the grantees in an amount

necessary to restore or replace the property to a condition satisfactory to said officer.

10. RESTORATION

On or before the expiration of this license or its termination by the grantees, the grantees shall vacate the premises, remove the property of the grantees, and restore the premises to a condition satisfactory to said officer. If, however, this license is revoked, the grantees shall vacate the premises, remove said property, and restore the premises to the aforesaid condition within such time as the District Engineer may designate. In either event, if the grantees shall fail or neglect to remove said property and restore the premises, then, at the option of said officer, the property shall either become the property of the United States without compensation therefor, or said officer may cause the property to be removed and no claim for damages against the United States or its officers or agents shall be created by or made on account of such removal and restoration work. The grantees shall also pay the United States on demand any sum which may be expended by the United States after the expiration, revocation, or termination of this license in restoring the premises.

11. NON-DISCRIMINATION

a. The grantees shall not discriminate against any person or persons because of race, color, age, sex, handicap, national origin, or religion.

b. The grantees, by acceptance of this license, is receiving a type of Federal assistance and, therefore, hereby gives assurance that it will comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); and all requirements imposed by or pursuant to the Directive of the Department of Defense (32 CFR Part 300) issued as Department of Defense Directive 5500.11 and 1020.1, and Army Regulation 600-7. This assurance shall be binding on the grantees, its agents, successors, transferees, and assignees.

12. TERMINATION

This license may be terminated by the grantees at any time by giving the District Engineer at least ten (10) days notice in writing provided that no refund by the United States of any consideration previously paid shall be made and provided further, that in the event that said notice is not given at least ten (10) days prior to the rental due date, the grantees shall be required to pay the consideration for the period shown in the Condition on CONSIDERATION.

13. ENVIRONMENTAL PROTECTION

a. Within the limits of their respective legal powers, the parties to this license shall protect the premises against pollution of its air, ground, and water. The grantees shall comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the U.S. Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by said Environmental Protection Agency, or any Federal, state, interstate, or local governmental agency are hereby made a condition of this license. The grantees shall not discharge waste or effluent from the premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The grantees will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs from the grantee's activities, the grantees shall be liable to restore the damaged resources.

c. The grantees must obtain approval in writing from said officer before any pesticides or herbicides are applied to the premises.

14. HISTORIC PRESERVATION

The grantees shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural, or other cultural artifacts, relics, remains, or objects of antiquity. In the event such items are discovered on the premises, the grantees shall immediately notify said officer and protect the site and the material from further disturbance until said officer gives clearance to proceed.

15. DISCLAIMER

This license is effective only insofar as the rights of the United States in the premises are concerned; and the grantees shall obtain any permit or license which may be required by Federal, state, or local statute in connection with the use of the premises. It is understood that the granting of this license does not preclude the necessity of obtaining a Department of the Army Regulatory Permit for activities which involve the discharge of dredge or fill material or the placement of fixed structures in the waters of the United States, pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (33 USC 403), and Section 404 of the Clean Waters Act (33 USC 1344).

16. SPECIAL PROVISIONS

a. This license authorizes the use of and pedestrian access on the U.S. East Breakwater and on the USACE perpetual right of way easement located at the Two Harbors Harbor Federal Navigation Project, Minnesota. This license also authorizes the installation of multiple moorage cleats that will allow for the moorage of sailboat vessels associated with the "Festival of Sail" 2022 event on the U.S. East Breakwater as depicted on **Exhibit "A"**. The moorage cleats will remain in place after the festival is over and will become the property of USACE to maintain.

b. All construction and activities, including the moorage schedule and any improvements installed on the U.S. East Breakwater must be coordinated with and approved by Mr. Steven Brossart the Operations Manager of the USACE Duluth Project Office. He can be reached by e-mail at Steven.J.Brossart@usace.army.mil or by phone at (218) 788-6402. This coordination process is required to ensure that the Grantee's construction and activities are consistent with the purpose and integrity of the Two Harbors Harbor Federal Navigation Project, Minnesota, and is not intended as a detailed engineering review. The Federal Government assumes no responsibility or liability for the technical sufficiency of the Grantee's construction.

c. Insurance -

(1) At the commencement of this license, the grantees shall obtain liability insurance from a reputable insurance company or companies. The insurance shall provide an amount not less than that which is prudent, reasonable and consistent with sound business practices or a minimum combined single limit in the amount of two million and no/100 dollars (\$2,000,000.00), whichever is greater, for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage, or both, suffered or alleged to have been suffered by any person or persons resulting from the operations of the grantees under the terms of this license. The grantees shall require its insurance company to furnish to said officer a copy of the policy or policies, or if acceptable to said officer, certificates of insurance evidencing the purchase of such insurance. The minimum amount of liability insurance coverage is subject to revision by said officer every five years or upon renewal or modification of this license.

(2) The insurance policy or policies shall be of comprehensive form of contract and shall specifically provide protection appropriate for the types of facilities, services and activities involved. The grantees shall require that the insurance company give said officer thirty (30) days written notice of any cancellation or change in such insurance. Said officer may require closure of any or all of the premises during any period for which the grantees does not have the required insurance coverage.

(3) In the event the grantees are self-insured, the grantees shall certify such self-insurance in writing in the minimum amount specified to said officer.

(4) License No. DACW35-3-22-3001 must appear on all insurance related documents submitted.

THIS LICENSE is not subject to Title 10, United States Code, Section 2662, as amended.

WITNESS WHEREOF, I have hereunto set my hand by authority of the
Secretary of the Army this _____ day of _____,
_____.

Andrew M. Shelton
Chief, Real Estate Technical Branch
Real Estate Contracting Officer

THIS LICENSE is also fully executed by the grantees this _____ day
of _____.

City of Two Harbors

(signature)

(printed or typed name)

(title)

Draw Events, LLC



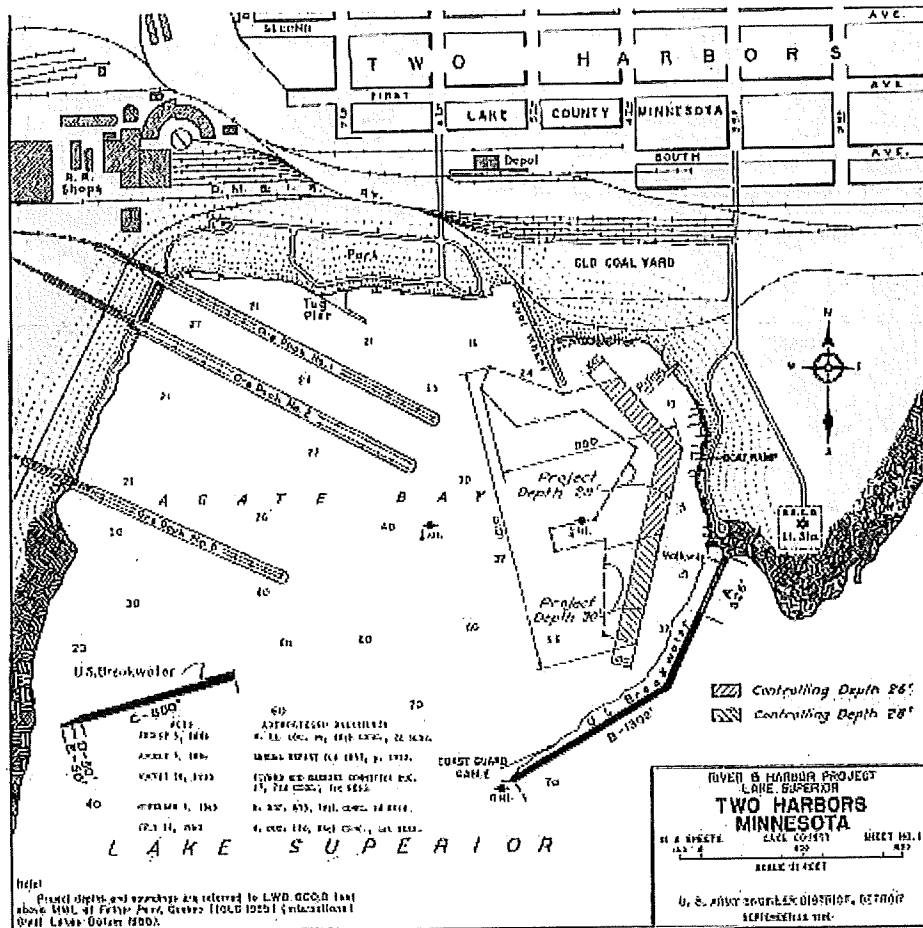
(signature)

Craig Samborski

(printed or typed name)

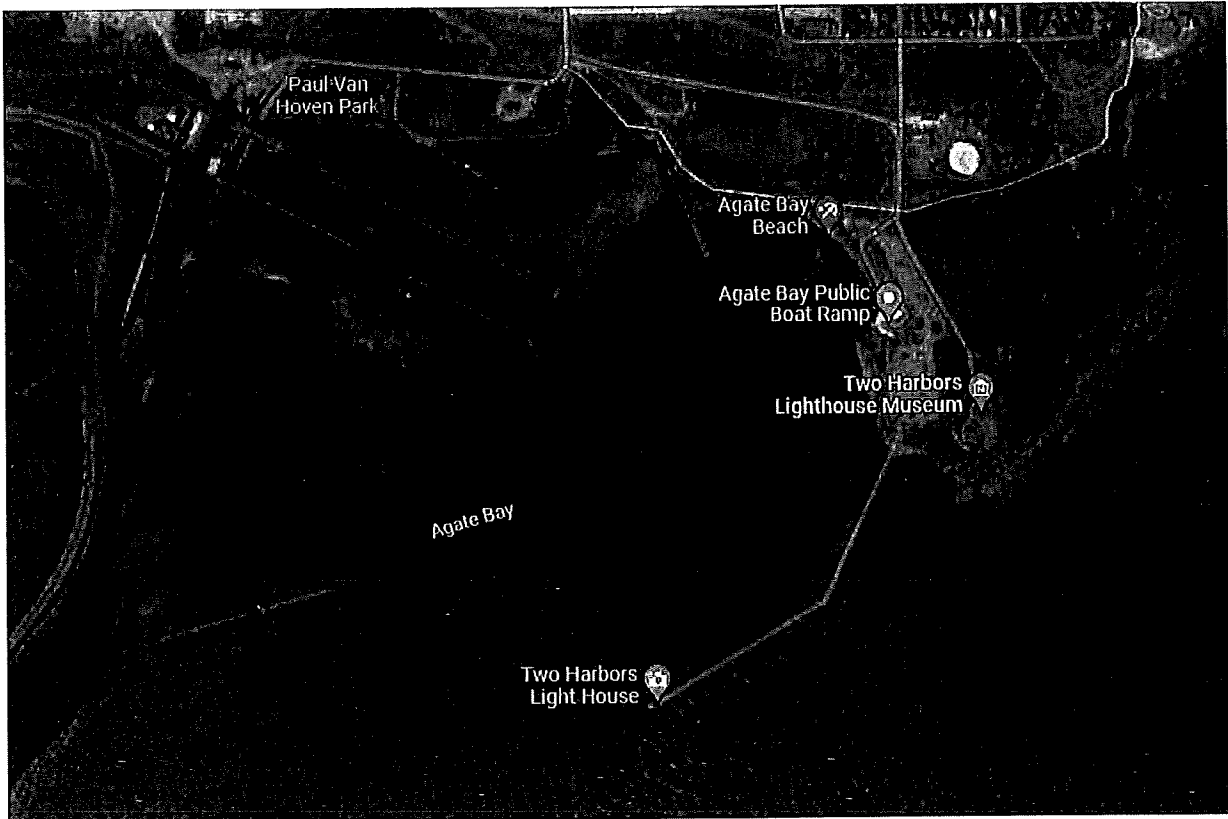
President

(title)



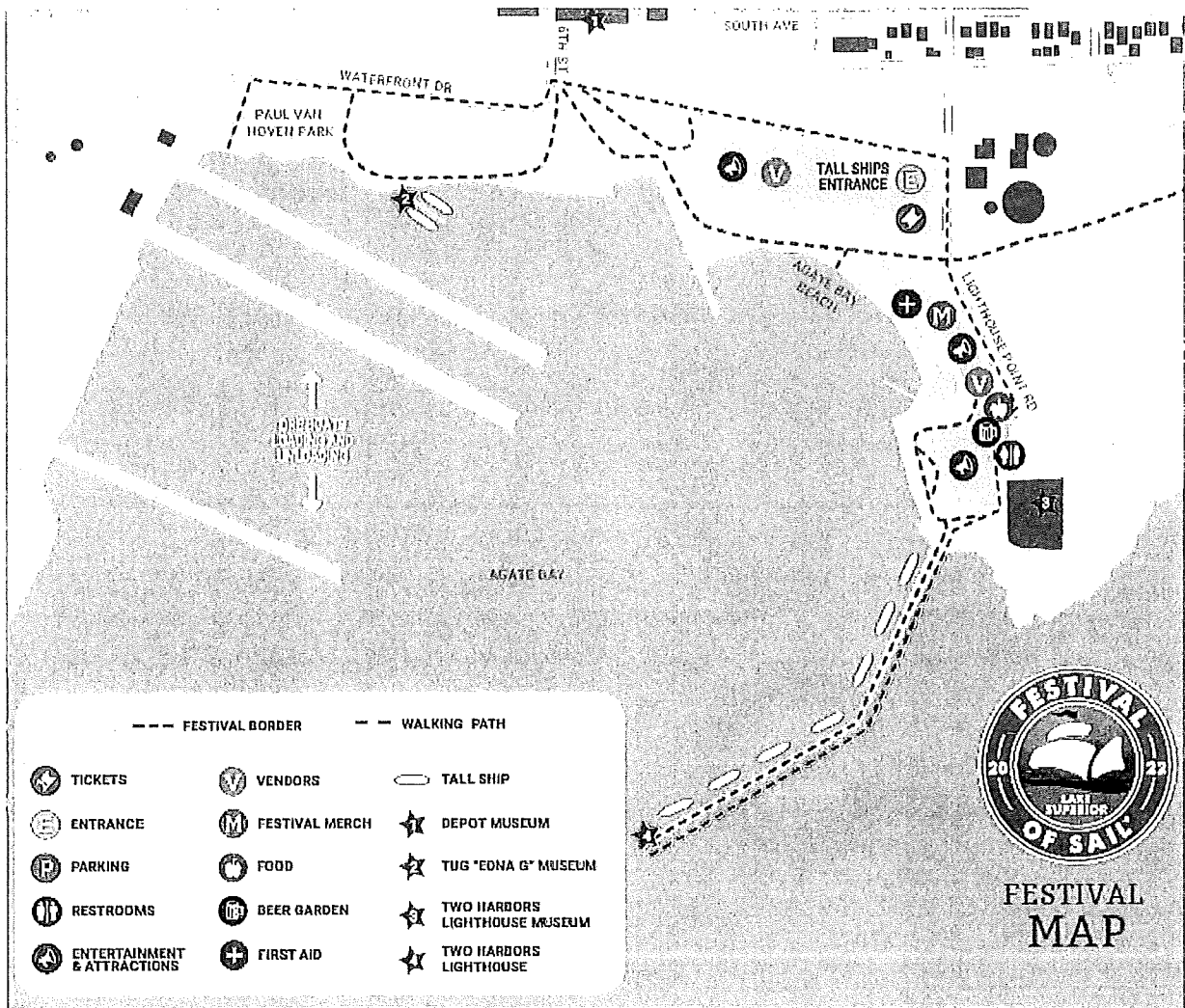
USACE Project Map- Two Harbors Harbor, MN.

Exhibit "A"
(Sheet 1 of 4)



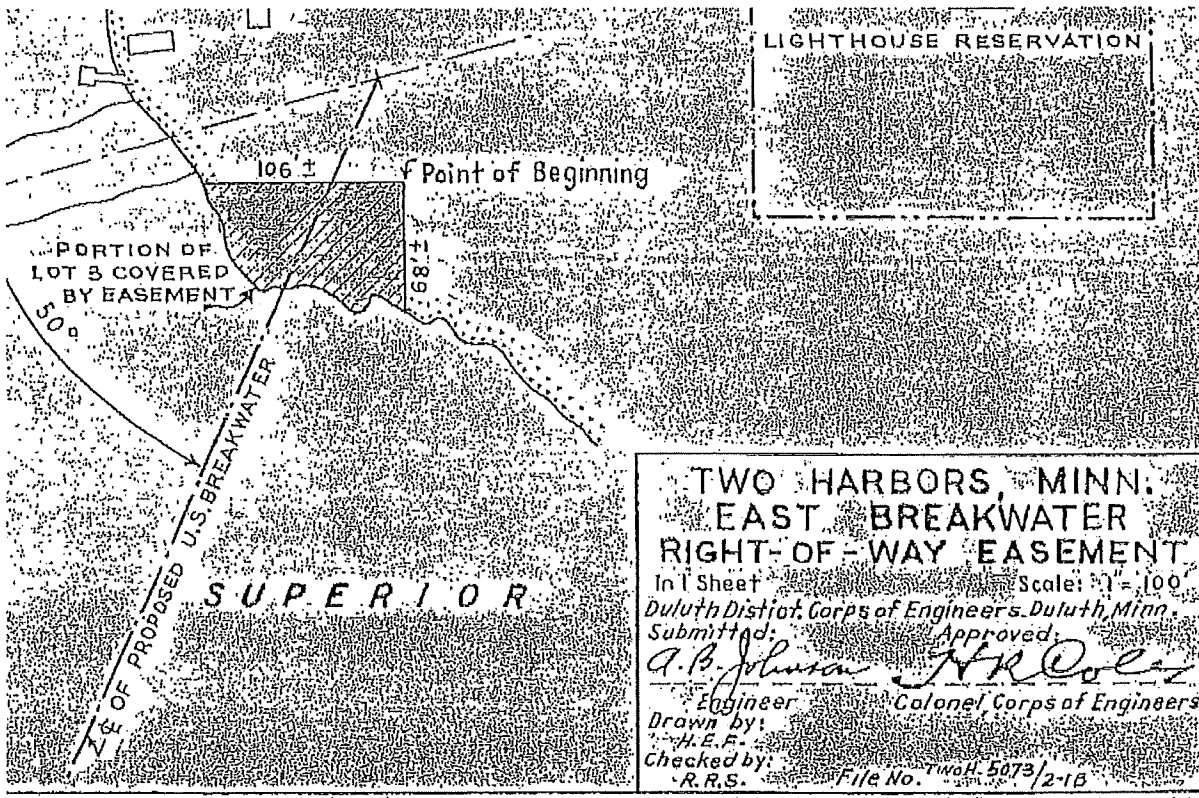
Satellite Image- Two Harbors Harbor, MN.

Exhibit "A"
(Sheet 2 of 4)



Location Map for the Festival of Sail 2022 Event.

Exhibit "A"
(Sheet 3 of 4)



USACE Perpetual Right of Way Easement (0.12 acres in size) located
at the landward end of the U.S. East Breakwater
(depicted above by the hatched area).

Exhibit "A"
(Sheet 4 of 4)

NOTE: The CERTIFICATE OF AUTHORITY must be executed by an individual other than by the person who signed the agreement. The individual must certify that the official who signed the agreement was authorized to act in that capacity.

CERTIFICATE OF AUTHORITY

I, _____, do hereby certify that I am the
(someone other than the person signing the agreement)

_____ for the
(my position of responsibility within the organization)

City of Two Harbors (city) and that

_____, who signed the agreement

on behalf of the city was at the time of signature

its _____, and that person
(position held)

who executed the agreement on behalf of the city acted

within his/her statutory authority.

IN WITNESS WHEREOF, I have made and executed this certification

this _____ day of _____, _____.

(Signature)

NOTE: The CERTIFICATE OF AUTHORITY must be executed by an individual other than by the person who signed the agreement. The individual must certify that the official who signed the agreement was authorized to act in that capacity.

CERTIFICATE OF AUTHORITY

I, Patrick Mullen, do hereby certify that I am the
(someone other than the person signing the agreement)

Operations Director

(my position of responsibility within the organization)

for Draw Events, LLC, and that

Craig Samborski

, who signed the agreement

on behalf of Draw Events, LLC, was at the time of signature

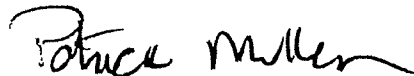
its President, and that person
(position held)

who executed the agreement on behalf of Draw Events, LLC, acted

within his/her statutory authority.

IN WITNESS WHEREOF, I have made and executed this certification

this 19th day of July, 2022.



(Signature)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Norshor Agency, Inc. 98 Outer Drive Silver Bay, Mn 55614	CONTACT NAME: Aaron Thun	
	PHONE (A/C, No, Ext): 218 834 2288 FAX (A/C, No):	
INSURED The City of Two Harbors 522 1st Avenue Two Harbors, Mn 55616	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: League of Mn cities	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			CMC 1000771	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$ 2500
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured with regards to general liability for the period of July 30th, 2022 to August 13th, 2022 in regards to the Tail Ships festival.

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: 7/21/22
Agenda Item Subject: Festival of Sail – Tall Ships Event & License Agreement	Fiscal Impact: Discussed below	
<p>BACKGROUND: Attached are two (2) versions of an event and license agreement for the Festival of Sail – Tall Ships event. They only differ in one respect, alcohol, as described in Section 5 of the agreement. Option A- has a no alcohol sales or consumption clause. Option B-permits alcohol sales and consumption. Option A was the original intent of the city, following the requirements of the DNR for their property. The promoter asked if sales and consumption could occur on city property. He also stated the DNR was not concerned with consumption on DNR property, only sales.</p> <p>The agreement calls for payment to the city by the promoter of \$15,000 for public safety costs and an undetermined amount for vendor permits fees.</p>		
<p>COUNCIL ACTION REQUESTED: Approve event & license agreement with whichever option the city council so chooses.</p>		
<p>RECOMMENDATION: Approve either option in order to move the event forward and secure payment of fees to the city.</p>		
<p>ATTACHMENTS:</p> <ul style="list-style-type: none">• Option A Event & License Agreement (alcohol not permitted)• Option B Event & License Agreement (alcohol permitted)		

OPTION A

No

EVENT AND LICENSE AGREEMENT

THIS EVENT AND LICENSE AGREEMENT ("License") is made and entered as of the 1st day of July, 2022, by and between the City of Two Harbors, a Minnesota municipal corporation ("City"), with an address of 522 First Avenue, Two Harbors, MN 55616, and Draw Events, LLC, a Minnesota limited liability company ("Licensee"), with an address of 2346 Vermillion Road, Duluth, MN 55803.

WHEREAS City is the owner of certain land located in Two Harbors, Lake County, Minnesota, as further identified as "City of Two Harbors Land" on the map attached as Exhibit A (the "Property").

WHEREAS Licensee desires to sponsor the Festival of Sail Lake Superior maritime event, pursuant to a Special Event Permit issued by the City, to be conducted on the Property and on adjacent State of Minnesota land (the "Permitted Area").

WHEREAS Licensee's proposed use of the Property is as follows ("Use"):

1. Access to the Edna G tugboat dock (boarding of the Edna G tugboat will not be allowed) for the purpose of mooring tall ships and conducting boat viewing and tours.
2. Food, art and merchandise vendor booths.

WHEREAS Licensee has requested permission for the Use to occur on the Property from 8:00 a.m. on August 2, 2022, to 8:00 p.m. on August 7, 2022.

WHEREAS City is willing to grant this License providing permission for Licensee's proposed Use on the Property, conditioned upon the payment to City of the sum of \$15,000 to offset City costs, and payment of all permit fees for Licensee's vendors within the Permitted Area, as well as all the covenants, conditions, and restrictions in this License.

NOW THEREFORE, in consideration of the purpose of this event to promote entertainment and tourism in the City, the proceeds of which benefit the local citizens and business community, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby covenant and agree as follows:

1. Grant. The City hereby grants to Licensee, subject to all the covenants, conditions, and restrictions contained in this License, a right to occupy the Property for the designated Use for the period of August 2, 2022 at 8:00 a.m. until August 7, 2022 at 8:00 p.m., unless earlier terminated pursuant to Section 13 of this License.
2. Payment of fee. Licensee shall pay to City the sum of \$15,000 to help offset safety costs incurred by the City on or before August 1, 2022.
3. Payment of vendor permit fees. Licensee shall collect the permit fees for all vendors operating within the Permitted Area. On or before July 20, 2022, Licensee shall submit to the City

a list of all vendors operating within the Permitted Area, including the permit fee and sales tax identification number for each vendor.

4. Condition of the Property. The City makes no express or implied representation or warranty to the Licensee, or their respective guests and invitees, concerning the safety or physical condition of the Property now or at any point in the future, which condition is hereby accepted by the Licensee and their respective guests and invitees, "AS IS." The Licensee represents that it is familiar with, and that the City has made no representations concerning, the physical condition of the Property. The Licensee, its successors and assigns, and their respective guests and invitees, agree not to make any claim against the City or against any person or corporation being at any time upon any part of the Property by agreement with or consent of the City, for damages or injuries directly or indirectly due to the physical condition of any part of the Property or to any change therein or for damages or injuries directly or indirectly caused by activities of the Licensee, or its permitted successors and assigns, or their respective guests and invitees.

→ 5. Use; No Alcohol on Property. The Licensee and their respective guests and invitees may use the Property for the Use defined herein, subject to and in compliance with all the covenants, conditions, and restrictions in this License, unless this License is terminated pursuant to Section 13. There shall be no alcohol sales or consumption on the Property during the period of Licensee's Use. Licensee shall conclude all events occurring on the Property no later than 8:00 p.m. each day. All proposed Uses shall comply with the ordinances contained in the Two Harbors City Code and all laws of the state of Minnesota.

6. Intensity of Use. This License is granted by the City to the Licensee with the express understanding that the number of vendors, guests and invitees shall be limited in size to be conducive to the safe occupancy of the Property and keeping the event contained within the boundaries of the Property. The City reserves the right to place boundary markers or traffic control devices at any location within or surrounding the Property during the period of Use.

7. Licensee Improvements, Maintenance. The City has no duty or obligation to maintain, replace, repair, or improve the Property from its current condition. The Licensee is prohibited from altering or improving the Property, to include cutting brush or trees, without the express written permission from the City.

8. No Interference. The Licensee hereby covenants and agrees, for itself and its permitted successors, assigns, guests and invitees, that use of the Property shall not impair, impede, or interfere with traffic on adjacent roads or trails.

9. Coordination, Cooperation and Safety. The Licensee, for itself and its permitted successors and assigns, and their respective guests and invitees, agree to comply with all safety and traffic regulations imposed by the State of Minnesota, to include any additional safety or traffic regulations or requirements that may be established by the City of Two Harbors Chief of Police.

10. Licensee Liability; Insurance. Licensee shall be responsible and liable for all damage to the Property caused by the activities or Use of the Licensee or their respective guests and invitees, together with the costs and expenses of repairing or restoring the damaged Property to its condition prior to the damage. The Licensee, and its permitted successors and assigns, shall keep in full force and effect a comprehensive policy of liability insurance issued by insurers authorized

to issue such policies in the State of Minnesota providing coverage for personal injury and property damages, losses, and costs that may result from their use of the Property and having a minimum amount of single event coverage of \$1,000,000, and \$2,000,000 general aggregate. Prior to August 1, 2022, the Licensee shall produce a certificate of insurance or a copy of the insurance policy confirming the insurance coverage required by this section is in full force and effect and naming the City as an additional insured.

11. Assumption of Risk; Indemnity; Hold Harmless; Attorney's fees. The Licensee for itself and its respective guests and invitees, assumes all risks associated with the proposed Use, and all risk of loss associated therewith from all causes of every nature whatsoever. Neither the City, nor its successors or assigns, shall be liable for any loss, cost, injury (including without limitation personal injury), or damage of any nature whatsoever suffered or incurred on: a) the Property owned by the City of Two Harbors identified herein; b) the breakwall pursuant to the Department of Army License, Two Harbors Harbors, Lake County, Minnesota, License No. DACW35-3-22-3001; or c) on any State of Minnesota DNR land, from the Use or activities of Licensee or its invitees or guests, or by any other licensee, or their respective invitees or guests, or any of their permitted successors or assigns and the Licensee hereby covenants and agrees, for itself and its successors and assigns, to indemnify and hold harmless the City, its successors and assigns, from all such loss, cost, injury (including without limitation personal injury), and damage of every nature whatsoever to include attorney's fees or costs incurred by the City in defending itself, enforcing this Event and License Agreement or enforcing this indemnification and hold harmless clause, except only those damages directly caused by the City's own gross negligence or willful misconduct.

12. Notices. All notices required by or provided in this License shall be in writing. All notices shall be effective and deemed "given" when delivered personally to the addressee, or when deposited in the United States Mail in sealed envelopes, with postage prepaid, addressed as follows:

If to the City:

City of Two Harbors
522 First Avenue
Two Harbors, MN 55616

If to Licensee:

Draw Events, LLC
2346 Vermillion Road
Duluth, MN 55803

With a copy to:

Timothy A. Costley
Costley & Morris, P.C.
609 First Avenue/P.O. Box 340
Two Harbors, MN 55616

13. Default; Remedies. The City and Licensee agree that the nature and character of the Use are unique and that it may involve safety risks. In the event of any failure by the Licensee to

perform any covenant set forth in this License, satisfy any condition set forth in this License, or comply with any restriction set forth in this License (each a "Default"), in addition to the rights and remedies provided or reserved herein to the City, it may immediately suspend use of the license granted by this License in the event of any Default in any covenants, conditions, or restrictions contained in this License by the Licensee, its permitted successors or assigns, or their respective guests or invitees, in which event the Licensee shall be given written notice of the Default or Defaults as soon thereafter as practicable. The City may also commence an action seeking money damages from Licensee or said parties or seek specific performance, injunctive relief, or other appropriate equitable remedy.

14. Clean-up. Licensee shall be responsible for all clean-up to the Property after the Use is completed and for hauling away all trash, garbage and refuse, leaving the Property in the same condition that it was in before the Use began. Licensee shall be responsible to reimburse the City for any repairs that are required after the term of Use, or for any additional clean-up costs deemed necessary by the City resulting from the Use. All clean-up activities must be completed by 8:00 p.m. on August 7, 2022.

15. Compliance with Special Event Permit. Licensee shall in all respects comply with the terms and conditions of the Special Event Permit issued by the City for its event to include provision for all garbage, restrooms, potable water and electrical requirements.

16. Choice of Law; Venue. This License shall be construed and enforced in accordance with the laws of the State of Minnesota. Litigation involving the execution, construction, and termination of this License, and claims arising under this License or the duties and obligations of parties arising under or with respect to this License shall be venued in the Sixth Judicial District, Lake County, State of Minnesota.

17. Amendment. No amendment, modification, or waiver of any condition, provision, or term of this License shall be valid unless made in writing and signed by the parties.

18. Representation on Authority of Signatories. The persons signing this License for or on behalf of each party represents that he or she is duly authorized and has legal capacity to execute and deliver this License and that this License is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS HEREOF, this Event and License Agreement has been executed and delivered as of the day and year first above written.

CITY:

CITY OF TWO HARBORS, a municipal corporation under the laws of the State of Minnesota

By: _____

Chris Swanson
Mayor

By: _____
Patty Nordean
City Clerk

LICENSEE:

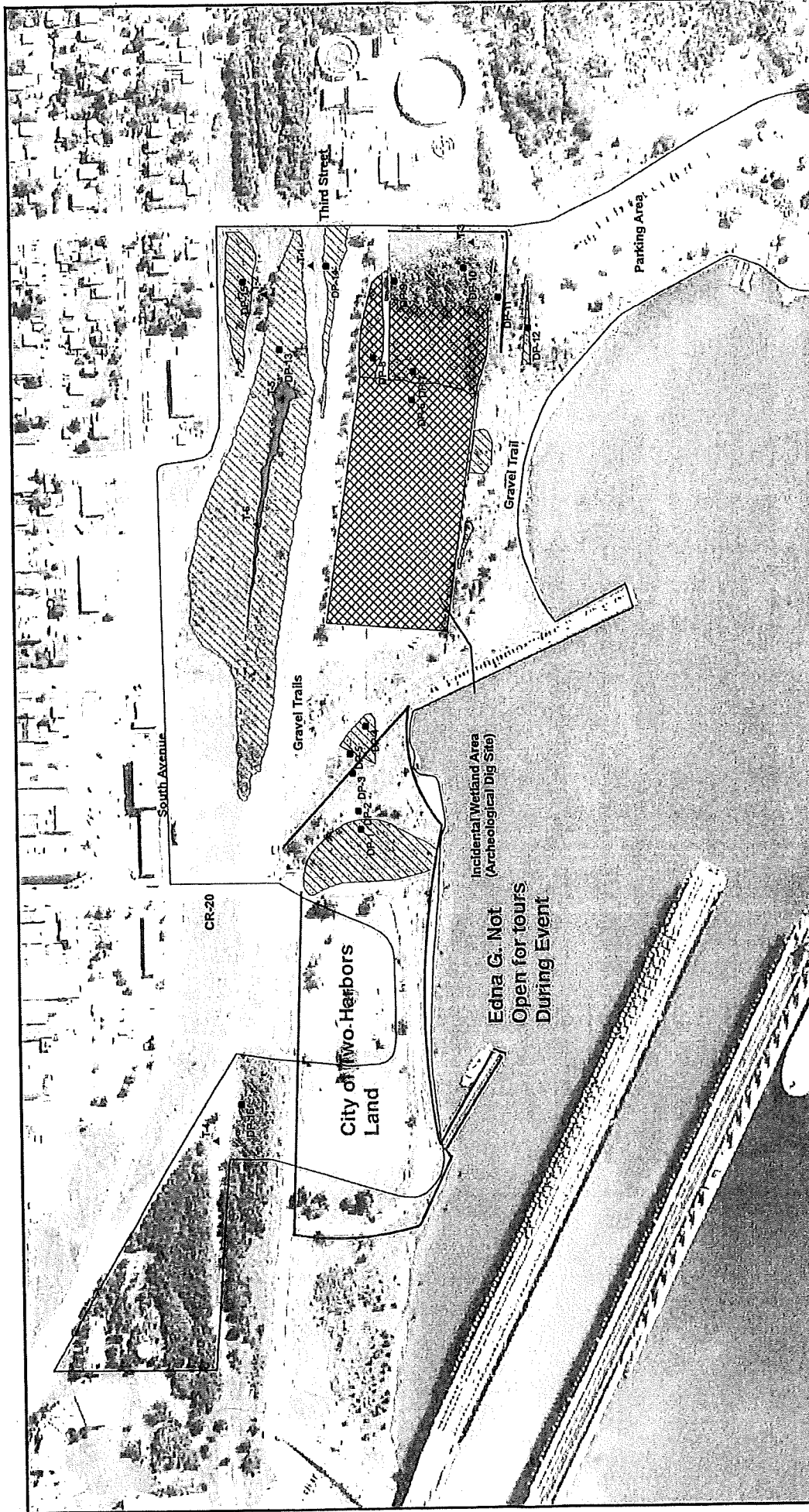
Draw Events, LLC

By: _____
Craig Samborski
President

Drafted by:
Timothy A. Costley #248927
Costley & Morris, P.C.
609 1st Ave./ P.O. Box 340
Two Harbors, MN 55616
(218) 834-2194

Attorney for the City of Two Harbors

EXHIBIT A



Legend

- ▲ Test Holes
- Data Points
- Property Boundary
- Upland Areas
- ▨ Drainageways
- ▩ Incidental Wetland Area
- ▧ Type 3/Ditch
- ▦ Type 6
- ▥ Type 6/Type 2
- ▤ Type 7

FIGURE 2

Wetland Location Map

Fish Wetland Delineation

Two Harbors, Minnesota

PROJECT #: 11-0406

DATE: 8/16/2011

CREATED BY: JMM

FILE NAME: AGIS2011P0406/11-0406

Figure 2

SCALE: 1/3,000

1 inch = 250 feet

200 100 0 200 400 600 800 Feet

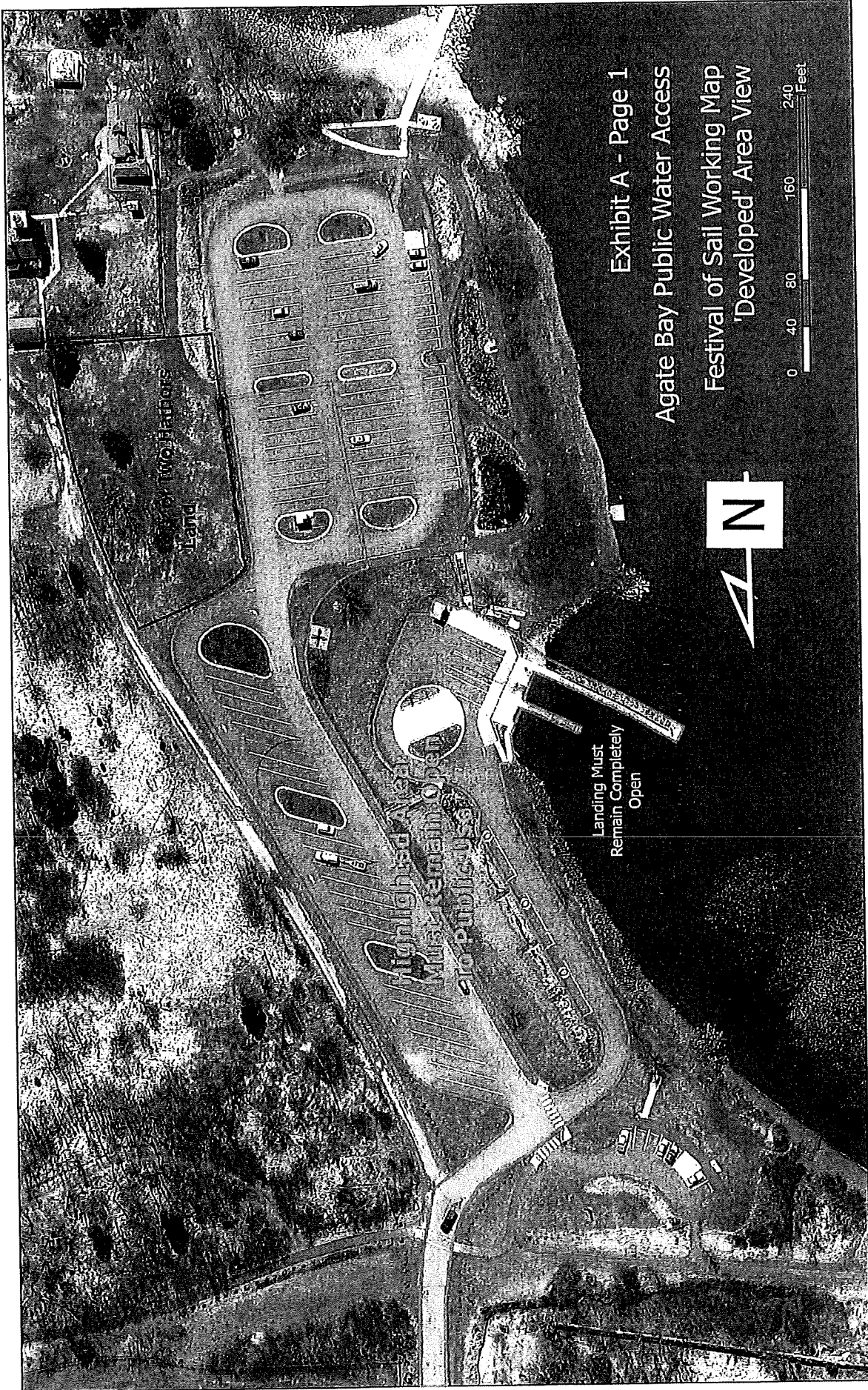


Exhibit A - Page 1
Agate Bay Public Water Access
Festival of Sail Working Map
'Developed' Area View

OPTION B

YES

EVENT AND LICENSE AGREEMENT

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WHEREAS City is the owner of certain land located in Two Harbors, Lake County, Minnesota, as further identified as "City of Two Harbors Land" on the map attached as Exhibit A (the "Property").

WHEREAS Licensee desires to sponsor the Festival of Sail Lake Superior maritime event, pursuant to a Special Event Permit issued by the City, to be conducted on the Property and on adjacent State of Minnesota land (the "Permitted Area").

WHEREAS Licensee's proposed use of the Property is as follows ("Use"):

1. Access to the Edna G tugboat dock (boarding of the Edna G tugboat will not be allowed) for the purpose of mooring tall ships and conducting boat viewing and tours.
2. Food, art and merchandise vendor booths.

WHEREAS Licensee has requested permission for the Use to occur on the Property from 8:00 a.m. on August 2, 2022, to 8:00 p.m. on August 7, 2022.

WHEREAS City is willing to grant this License providing permission for Licensee's proposed Use on the Property, conditioned upon the payment to City of the sum of \$15,000 to offset City costs, and payment of all permit fees for Licensee's vendors within the Permitted Area, as well as all the covenants, conditions, and restrictions in this License.

NOW THEREFORE, in consideration of the purpose of this event to promote entertainment and tourism in the City, the proceeds of which benefit the local citizens and business community, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby covenant and agree as follows:

1. Grant. The City hereby grants to Licensee, subject to all the covenants, conditions, and restrictions contained in this License, a right to occupy the Property for the designated Use for the period of August 2, 2022 at 8:00 a.m. until August 7, 2022 at 8:00 p.m., unless earlier terminated pursuant to Section 13 of this License.
2. Payment of fee. Licensee shall pay to City the sum of \$15,000 to help offset safety costs incurred by the City on or before August 1, 2022.
3. Payment of vendor permit fees. Licensee shall collect the permit fees for all vendors operating within the Permitted Area. On or before July 20, 2022, Licensee shall submit to the City

a list of all vendors operating within the Permitted Area, including the permit fee and sales tax identification number for each vendor.

4. Condition of the Property. The City makes no express or implied representation or warranty to the Licensee, or their respective guests and invitees, concerning the safety or physical condition of the Property now or at any point in the future, which condition is hereby accepted by the Licensee and their respective guests and invitees, "AS IS." The Licensee represents that it is familiar with, and that the City has made no representations concerning, the physical condition of the Property. The Licensee, its successors and assigns, and their respective guests and invitees, agree not to make any claim against the City or against any person or corporation being at any time upon any part of the Property by agreement with or consent of the City, for damages or injuries directly or indirectly due to the physical condition of any part of the Property or to any change therein or for damages or injuries directly or indirectly caused by activities of the Licensee, or its permitted successors and assigns, or their respective guests and invitees.

→ 5. Use; Alcohol on Property. The Licensee and their respective guests and invitees may use the Property for the Use defined herein, subject to and in compliance with all the covenants, conditions, and restrictions in this License, unless this License is terminated pursuant to Section 13. Any alcohol to be sold or distributed on the Property shall be by separate permit issued by the City. Licensee shall conclude all events occurring on the Property no later than 8:00 p.m. each day. All proposed Uses shall comply with the ordinances contained in the Two Harbors City Code and all laws of the state of Minnesota.

6. Intensity of Use. This License is granted by the City to the Licensee with the express understanding that the number of vendors, guests and invitees shall be limited in size to be conducive to the safe occupancy of the Property and keeping the event contained within the boundaries of the Property. The City reserves the right to place boundary markers or traffic control devices at any location within or surrounding the Property during the period of Use.

7. Licensee Improvements, Maintenance. The City has no duty or obligation to maintain, replace, repair, or improve the Property from its current condition. The Licensee is prohibited from altering or improving the Property, to include cutting brush or trees, without the express written permission from the City.

8. No Interference. The Licensee hereby covenants and agrees, for itself and its permitted successors, assigns, guests and invitees, that use of the Property shall not impair, impede, or interfere with traffic on adjacent roads or trails.

9. Coordination, Cooperation and Safety. The Licensee, for itself and its permitted successors and assigns, and their respective guests and invitees, agree to comply with all safety and traffic regulations imposed by the State of Minnesota, to include any additional safety or traffic regulations or requirements that may be established by the City of Two Harbors Chief of Police.

10. Licensee Liability; Insurance. Licensee shall be responsible and liable for all damage to the Property caused by the activities or Use of the Licensee or their respective guests and invitees, together with the costs and expenses of repairing or restoring the damaged Property to its condition prior to the damage. The Licensee, and its permitted successors and assigns, shall keep in full force and effect a comprehensive policy of liability insurance issued by insurers authorized

to issue such policies in the State of Minnesota providing coverage for personal injury and property damages, losses, and costs that may result from their use of the Property and having a minimum amount of single event coverage of \$1,000,000, and \$2,000,000 general aggregate. Prior to August 1, 2022, the Licensee shall produce a certificate of insurance or a copy of the insurance policy confirming the insurance coverage required by this section is in full force and effect and naming the City as an additional insured.

11. Assumption of Risk; Indemnity; Hold Harmless; Attorney's fees. The Licensee for itself and its respective guests and invitees, assumes all risks associated with the proposed Use, and all risk of loss associated therewith from all causes of every nature whatsoever. Neither the City, nor its successors or assigns, shall be liable for any loss, cost, injury (including without limitation personal injury), or damage of any nature whatsoever suffered or incurred on: a) the Property owned by the City of Two Harbors identified herein; b) the breakwall pursuant to the Department of Army License, Two Harbors Harbors, Lake County, Minnesota, License No. DACW35-3-22-3001; or c) on any State of Minnesota DNR land, from the Use or activities of Licensee or its invitees or guests, or by any other licensee, or their respective invitees or guests, or any of their permitted successors or assigns and the Licensee hereby covenants and agrees, for itself and its successors and assigns, to indemnify and hold harmless the City, its successors and assigns, from all such loss, cost, injury (including without limitation personal injury), and damage of every nature whatsoever to include attorney's fees or costs incurred by the City in defending itself, enforcing this Event and License Agreement or enforcing this indemnification and hold harmless clause, except only those damages directly caused by the City's own gross negligence or willful misconduct.

12. Notices. All notices required by or provided in this License shall be in writing. All notices shall be effective and deemed "given" when delivered personally to the addressee, or when deposited in the United States Mail in sealed envelopes, with postage prepaid, addressed as follows:

If to the City:

City of Two Harbors
522 First Avenue
Two Harbors, MN 55616

If to Licensee:

Draw Events, LLC
2346 Vermillion Road
Duluth, MN 55803

With a copy to:

Timothy A. Costley
Costley & Morris, P.C.
609 First Avenue/P.O. Box 340
Two Harbors, MN 55616

13. Default; Remedies. The City and Licensee agree that the nature and character of the Use are unique and that it may involve safety risks. In the event of any failure by the Licensee to

perform any covenant set forth in this License, satisfy any condition set forth in this License, or comply with any restriction set forth in this License (each a "**Default**"), in addition to the rights and remedies provided or reserved herein to the City, it may immediately suspend use of the license granted by this License in the event of any Default in any covenants, conditions, or restrictions contained in this License by the Licensee, its permitted successors or assigns, or their respective guests or invitees, in which event the Licensee shall be given written notice of the Default or Defaults as soon thereafter as practicable. The City may also commence an action seeking money damages from Licensee or said parties or seek specific performance, injunctive relief, or other appropriate equitable remedy.

14. Clean-up. Licensee shall be responsible for all clean-up to the Property after the Use is completed and for hauling away all trash, garbage and refuse, leaving the Property in the same condition that it was in before the Use began. Licensee shall be responsible to reimburse the City for any repairs that are required after the term of Use, or for any additional clean-up costs deemed necessary by the City resulting from the Use. All clean-up activities must be completed by 8:00 p.m. on August 7, 2022.

15. Compliance with Special Event Permit. Licensee shall in all respects comply with the terms and conditions of the Special Event Permit issued by the City for its event to include provision for all garbage, restrooms, potable water and electrical requirements.

16. Choice of Law; Venue. This License shall be construed and enforced in accordance with the laws of the State of Minnesota. Litigation involving the execution, construction, and termination of this License, and claims arising under this License or the duties and obligations of parties arising under or with respect to this License shall be venued in the Sixth Judicial District, Lake County, State of Minnesota.

17. Amendment. No amendment, modification, or waiver of any condition, provision, or term of this License shall be valid unless made in writing and signed by the parties.

18. Representation on Authority of Signatories. The persons signing this License for or on behalf of each party represents that he or she is duly authorized and has legal capacity to execute and deliver this License and that this License is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS HEREOF, this Event and License Agreement has been executed and delivered as of the day and year first above written.

CITY:

CITY OF TWO HARBORS, a municipal corporation under the laws of the State of Minnesota

By: _____

Chris Swanson
Mayor

By: _____
Patty Nordean
City Clerk

LICENSEE:

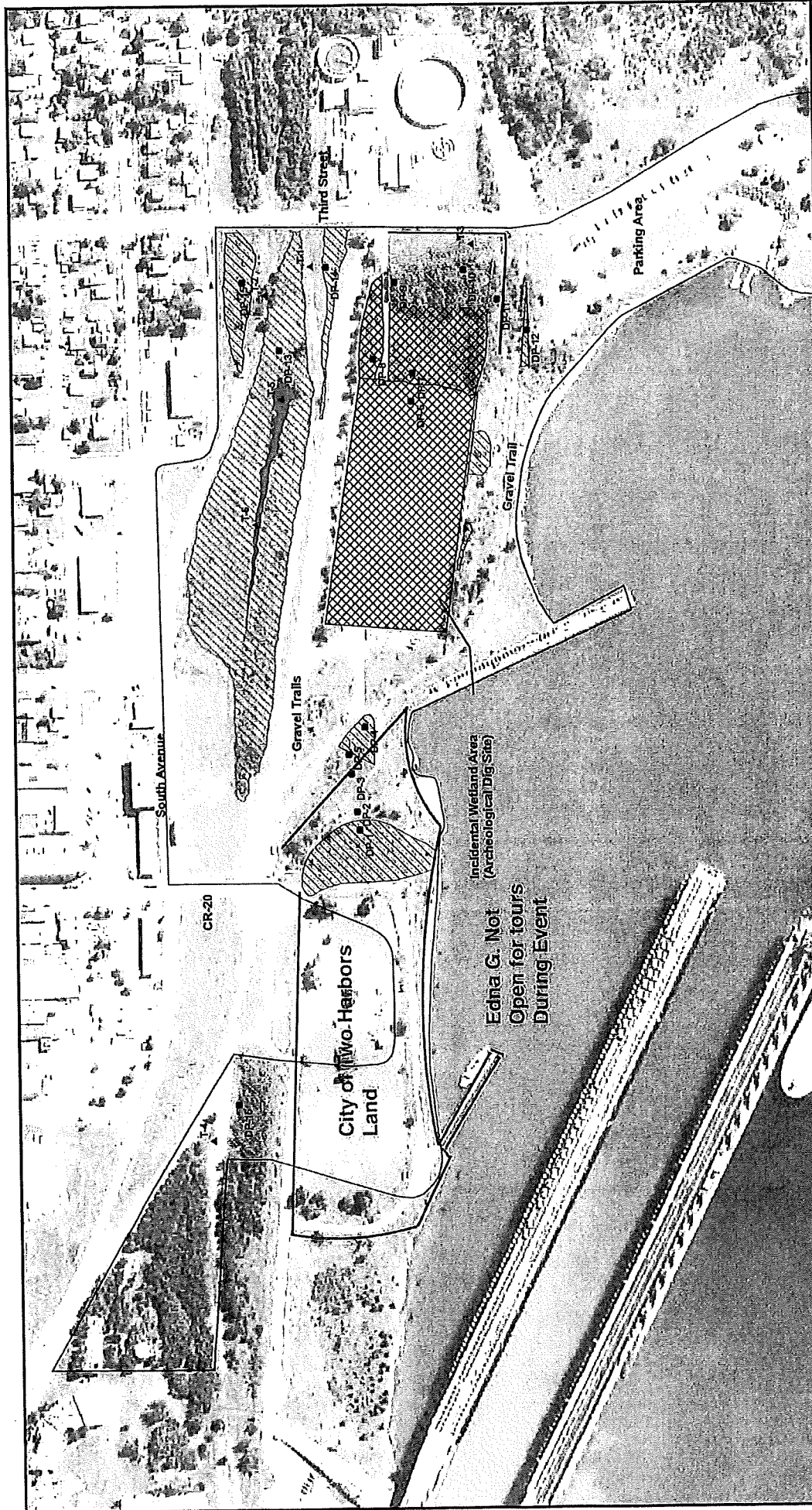
Draw Events, LLC

By: _____
Craig Samborski
President

Drafted by:
Timothy A. Costley #248927
Costley & Morris, P.C.
609 1st Ave./ P.O. Box 340
Two Harbors, MN 55616
(218) 834-2194

Attorney for the City of Two Harbors

EXHIBIT A



Legend

- ▲ Test Holes
- Drainageways
- Data Points
- ▨ Incidental Wetland Area
- ▨ Property Boundary
- ▨ Upland Areas
- ▨ Type 6
- ▨ Type 6/Type 2
- ▨ Type 7

FIGURE 2

Wetland Location Map

Foth Wetland Delineation
Two Harbors, Minnesota

PROJECT #: 11-0406

DATE: 6/16/2011

CREATED BY: JMM

FILE NAME: AGIS/2011/Project/11-0406

Figure 2



SCALE: 1/3,000
1 inch = 200 feet

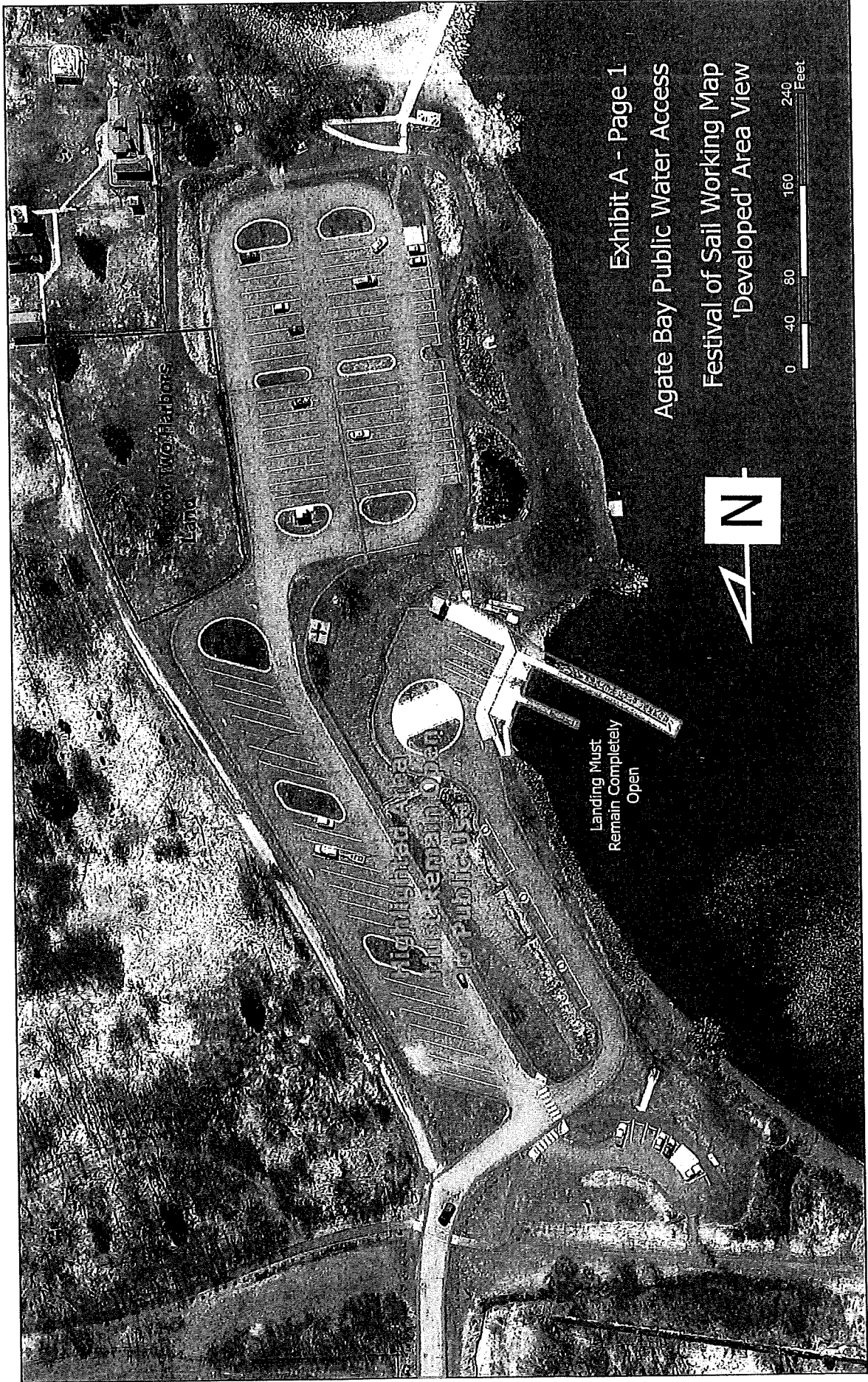
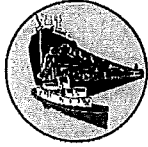


Exhibit A - Page 1

Agate Bay Public Water Access

Festival of Sail Working Map

'Developed' Area View



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: 7/20/22
Agenda Item Subject: Liquor Store Land Purchase	Fiscal Impact: \$265,000 plus closing costs – Liquor Fund	
<p>BACKGROUND: Previously, the city council approved an offer for a parcel of land adjacent to the Culver's store for a new municipal liquor store. The sellers have agreed to a price of \$265,000.</p> <p>While investigating the site it was discovered that there was no easement to access the parcel from the Culver's parcel to the east. Likewise, Culver's did not have an easement to access their parcel from this parcel. Culver's has been contacted and they are agreeable to granting a reciprocal easement (as shown on the attached map) over the existing service road so each party can access their parcel from the other.</p> <p>After council and seller approval a closing date will be set for the earliest possible date.</p>		
<p>COUNCIL ACTION REQUESTED:</p> <ul style="list-style-type: none">• Approve purchase agreement as presented.• Authorize survey of and preparation for reciprocal easement with Culver's.		
<p>RECOMMENDATION:</p> <ul style="list-style-type: none">• The Liquor Store Ad Hoc Committee recommends approval of the purchase agreement.• Staff recommends the survey and preparation of a reciprocal easement for the benefit of both parties.		
<p>ATTACHMENTS:</p> <ul style="list-style-type: none">• Purchase agreement• Area map		

**PURCHASE AGREEMENT
(Land Only)**

Two Harbors, Minnesota

July 25, 2022

RECEIVED OF CITY OF TWO HARBORS, a Minnesota municipal corporation, hereinafter called Buyer, the sum of ONE THOUSAND AND NO/100 (\$1,000.00) DOLLARS as earnest money and in part payment for the purchase of property located at 212 N. Hwy 61, Two Harbors, situated in the County of Lake, State of Minnesota, and legally described as follows, to-wit:

SEE ATTACHED EXHIBIT A.

Subject, however, to mineral reservations, easements and restrictions of record,
and including also the following personal property: NONE;

all of which property the undersigned has this day sold to the Buyer for the sum of TWO HUNDRED SIXTY-FIVE THOUSAND AND NO/100 (\$265,000.00) DOLLARS, which the Buyer agrees to pay in the following manner:

- A. The sum of One Thousand and No/100 (\$1,000.00) Dollars as earnest money hereunder, the receipt of which is hereby acknowledged; and,
- B. The sum of Two Hundred Sixty-four Thousand and No/100 (\$264,000.00) Dollars payable in cash on July 25, 2022, the date of closing.

Subject to performance by the Buyer, and to the further terms and conditions hereof, the Seller agrees to execute and deliver a Warranty Deed agreeing to convey marketable title to said premises subject only to the following exceptions:

- (a) Covenants, conditions, restrictions and declarations of record relating to the use or improvement of the premises without effective forfeiture provision;
- (b) Reservations of minerals and mineral rights, as the same appear of record, without effective repurchase provision;
- (c) Building, zoning and subdivision laws and regulations;
- (d) Easements which do not interfere with present improvements;
- (e) Rights of tenants as follows (unless specified, not subject to tenancies): N/A

The Seller shall pay the real estate taxes due and payable for the first half of 2022 and prior years and all assessments for public improvements heretofore made. If any such assessments have not been levied, the Seller's liability for the payment of same shall be limited to the amount of the best available estimate. Buyer assumes and agrees to pay all other taxes and assessments. Seller makes no representation or warranty whatsoever concerning the amount of real estate taxes which shall be assessed against the property subsequent to the date of purchase.

The Seller further agrees to deliver possession not later than the date of closing provided that all conditions of this agreement have been complied with.

The transaction shall be closed on or before July 25, 2022.

Seller warrants that the real estate taxes due in the year of closing will be non-homestead classification.

Buyer may at their expense, within fifteen (15) days after execution of this agreement, secure a title commitment from a licensed title insurance company. The Buyer shall be allowed 15 days after receipt thereof for examination of said title and the making of any objections thereto, said objections to be made in writing or deemed to be waived. If any objections are so made, Seller shall have the option to declare this agreement null and void, in which case the earnest money deposit shall be refunded to Buyer and neither party shall then be further obligated to the other, or to proceed with the corrective work necessary to resolve the objections, in which case Seller shall be allowed 120 days to make such title marketable. In the alternative the parties can agree to secure a policy of title insurance that will provide title insurance for the title on the real property involved herein.

If the title is not marketable and Seller elects to correct same, the payments hereunder required shall be postponed pending such correction, but upon such correction and within 10 days after written notice thereof to Buyer, the parties shall perform this agreement according to its terms.

If after electing to correct objections to title, the Seller is unable to do so within 120 days, this agreement shall be null and void, and neither principal shall be liable for damages hereunder to the other principal. All money theretofore paid by the Buyer shall be refunded. If the title to said property be found marketable, or be so made within said time, and said Buyer shall default in any of the agreements and continue in default for a period of 10 days, then in that case the Seller may terminate this agreement and on such termination all the payments made upon this agreement shall be retained by said Seller as liquidated damages, time being the essence hereof. This provision shall not deprive either party of the right of enforcing the specific performance of this agreement provided action to enforce such specific performance shall be commenced within six months after such right of action shall arise.

Any notice of cancellation served upon Buyer pursuant to MSA 559.21 shall be subject to the thirty (30) day termination period prescribed and allowed by said Statute.

Seller warrants that there is a right of access to the real property from a public right of way. Seller warrants that there has been no labor or material furnished to the property for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the property.

Seller knows of no hazardous substances or petroleum products having been placed, stored or released from or on the property by any person in violation of any law, nor of any underground storage tanks having been located on the property at any time, except as follows: NONE.

Survival of Warranties. These warranties shall survive the delivery of the deed.

Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation affecting the property. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.

ADDITIONAL TERMS: Notwithstanding anything herein to the contrary Buyer and Seller agree to the following additional terms:

Buyer and Seller to share closing costs.

SELLER:
GNT DEVELOPMENT, LLC

BUYER:
CITY OF TWO HARBORS

BY: _____
ITS: _____

BY: _____
ITS: _____

Seller's Social Security or
Federal Tax ID Number(s):

Buyer's Social Security or
Federal Tax ID Number(s):

Address: 3800 W. 53rd Street
Sioux Falls, SD 57106

Address: 522 1st Avenue
Two Harbors, MN 55616

EXHIBIT A

That part of the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$, Section 2, Township 52 North, Range 11 West of the Fourth Principal Meridian, described as follows:

Commencing at the Northeast corner of said Section 2, thence South $00^{\circ}-11'-02''$ East (assumed bearing), along the East line of said Section 2, a distance of 45.21 feet, to the Southerly right-of-way line of U.S. Highway No. 61; thence South $88^{\circ}-26'-18''$ West, along said right-of-way line a distance of 8.41 feet; thence Westerly, along said right-of-way line, being a tangential curve concave to the South, having a radius of 522.96 feet and a central angle of $31^{\circ}-00'-00''$, a distance of 282.95 feet; thence South $57^{\circ}-26'-18''$ West, along said right-of-way line, a distance of 289.54 feet, to the point of beginning of the land to be described; South $27^{\circ}-47'-31''$ East a distance of 375.90 feet; thence South $19^{\circ}-36'-03''$ West a distance of 239.88 feet; thence South $00^{\circ}-05'-35''$ East a distance of 42.24 feet to a line 425.00 feet distant and parallel with the South line of said NE $\frac{1}{4}$ of NE $\frac{1}{4}$; thence South $89^{\circ}-54'-25''$ West, along said line 425.00 feet distant and parallel with the South line of the NE $\frac{1}{4}$ of NE $\frac{1}{4}$, a distance of 726.90 feet to the Easterly right-of-way line of said U.S. Highway No. 61; thence North $36^{\circ}-08'-36''$ East, along said right-of-way line, a distance of 189.40 feet; thence Northerly and Easterly, along said right-of-way line, being a tangential curve concave to the Southeast, having a radius of 1440.86 feet and a central angle of $21^{\circ}-17'-42''$, a distance of 535.52 feet; thence North $57^{\circ}-26'-18''$ East, along said right-of-way, a distance of 156.90 feet to the point of beginning.

Subject to easements, restrictions and reservations of record.

As set forth in Document No. 131049 recorded in the office of the Lake County, Minnesota Recorder.

EXCEPT:

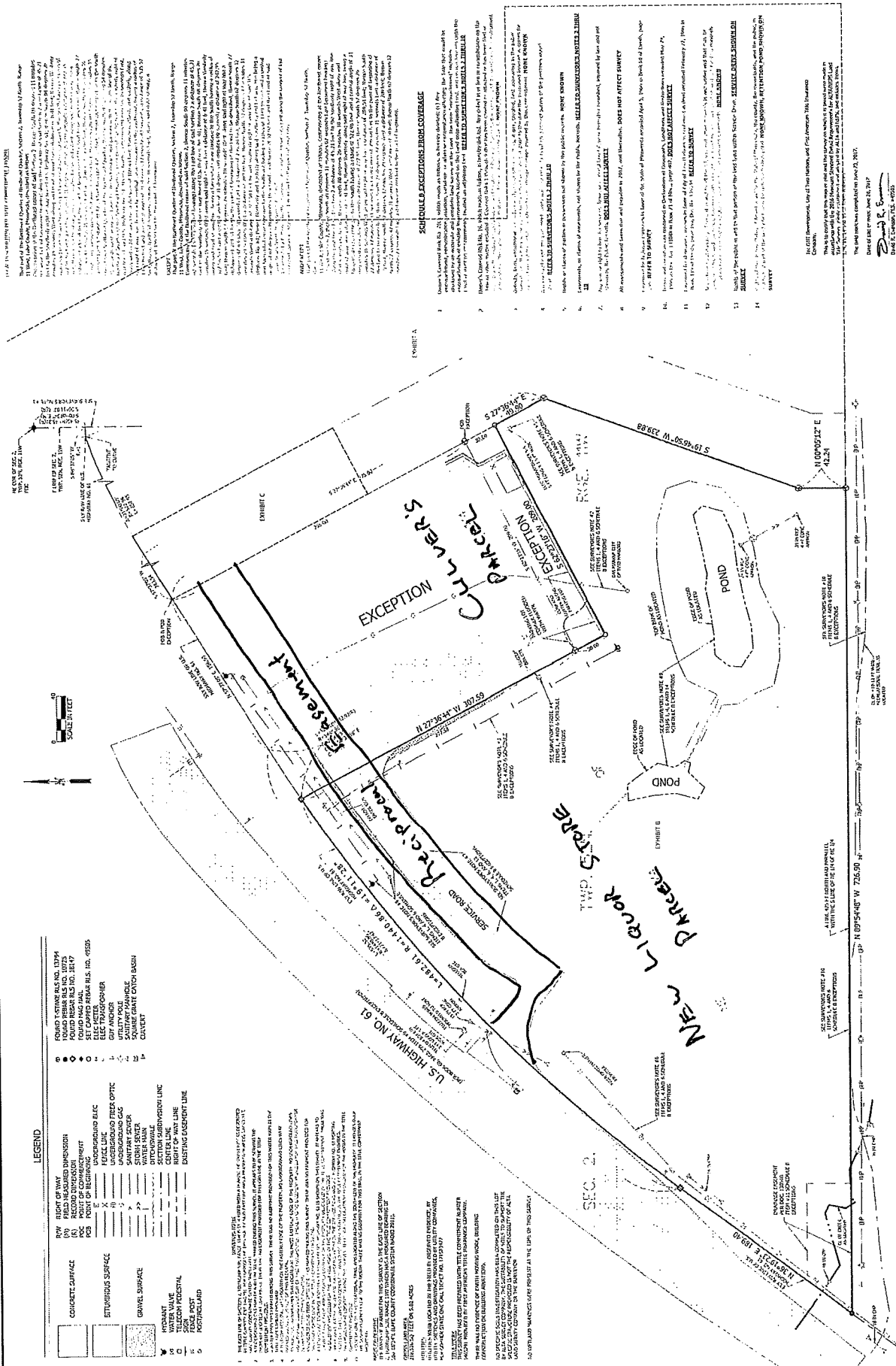
That part of the Northeast Quarter of Northeast Quarter, Section 2, Township 52 North, Range 11 West of the Fourth Principal Meridian, described as follows: Commencing at the Northeast corner of said Section 2, thence South 00 degrees 11 minutes 02 seconds East (assumed bearing) along the East line of said Section 2 a distance of 45.21 feet to the Southerly right of way line of U.S. Highway No. 61; thence South 88 degrees 26 minutes 18 seconds West along said right of way line a distance of 8.41 feet; thence Westerly along said right of way line, being a tangential curve concave to the South having a radius of 522.96 feet and a central angle of 31 degrees 00 minutes 00 seconds a distance of 282.95 feet; thence South 57 degrees 26 minutes 18 seconds West along said right of way line a distance of 289.54 feet to the point of beginning of the land to be described; thence South 27 degrees 47 minutes 31 seconds East a distance of 296.00 feet; thence South 62 degrees 12 minutes 29 seconds West a distance of 209.00 feet; thence North 27 degrees 47 minutes 31 seconds West a distance of 277.58 feet to said Southerly right of way line of said U.S. Highway No. 61; thence Northerly and Easterly along said Southerly right of way line being a non-tangential curve concave to the Southeast having a radius of 1440.86 feet and a central angle of 02 degrees 06 minutes 16 seconds a distance of 52.92 feet and the chord of said curve bears North 56 degrees 23 minutes 10 seconds East; thence North 57 degrees 26 minutes 18 seconds East along the tangent of last described curve a distance of 156.90 feet to the point of beginning.

As set forth in Document No. 136722 recorded in the office of the Lake County, Minnesota Recorder.

EXCEPT:

That part of the Northeast Quarter of the Northeast Quarter of Section 2, Township 52, North of Range 11, West of the Fourth Principal Meridian, described as follows: Commencing at the northeast corner of said Section 2; thence South 00 degrees 11 minutes 02 seconds East (assumed bearing), along the east line of said Section 2 a distance of 45.21 feet to the southerly right of way line of U.S. Highway No. 61; thence South 88 degrees 26 minutes 18 seconds West along said right of way line a distance of 8.41 feet; thence Westerly along said right of way line, being a tangential curve concave to the South, having a radius of 522.96 feet and a central angle of 31 degrees 00 minutes 00 seconds a distance of 282.95 feet; thence South 57 degrees 26 minutes 18 seconds West along said right of way line a distance of 289.54 feet; thence South 27 degrees 47 minutes 31 seconds East a distance of 296.00 feet to the point of beginning of the land to be described; thence South 27 degrees 47 minutes 31 seconds East a distance of 30 feet; thence South 62 degrees 12 minutes 29 seconds West a distance of 209 feet; thence North 27 degrees 47 minutes 31 seconds West a distance of 30 feet; thence North 62 degrees 12 minutes 29 seconds East a distance of 209 feet to the point of beginning.

Subject to easements, restrictions and reservations of record.





CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: 7/20/22
Agenda Item Subject: RFP for Architectural Services	Fiscal Impact: No cost at this time	
<p>BACKGROUND: Previous discussion had been held on issuing a Request for Proposals for Architectural Services (RFP) for a new liquor store. This item had been tabled pending approval of a purchase agreement. Now that that step has been completed, we can proceed with selecting an architect.</p> <p>The attached RFP has been updated to include the selected site and a revised schedule. The process includes interviews with a select number of architects by the committee with a recommendation to the city council at their September 12th meeting. The RFP will be advertised on the League of Minnesota Cities website and by direct contact with potential respondents.</p>		
<p>COUNCIL ACTION REQUESTED: Approve issuance of the RFP as presented.</p>		
<p>RECOMMENDATION: The Liquor Store Ad Hoc Committee recommends issuing the RFP in order to move the project forward.</p>		
<p>ATTACHMENTS: RFP for Architectural Services.</p>		

**REQUEST FOR PROPOSALS
TO PROVIDE
ARCHITECTURAL SERVICES**

**City of Two Harbors
County of Lake
State of Minnesota**

July 25, 2022

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SUMMARY

The City of Two Harbors requests proposals from qualified firms interested in providing architectural services for a municipal liquor store building project the City is contemplating. Proposals must be received no later than 12:00 noon on Monday, August 22, 2022. Proposals received after the above date and time may not be considered.

GENERAL INFORMATION

The City of Two Harbors, Lake County, Minnesota, is located twenty (20) miles north of Duluth on Minnesota Trunk Highway 61 on Lake Superior. Two Harbors, the county seat of Lake County, has an estimated 2021 population of 3,631 in 1,587 households. It is the largest of three cities in the county. The County has an estimated population of 10,632. The City covers an area of 3.3 square miles and contains the two harbors of Agate Bay and Burlington Bay.

The City of Two Harbors desires to engage a firm to assist the City in completing a municipal liquor store building project. The City desires to undertake this project in order to improve community service and profits by upgrading its facilities that will meet community needs for the next thirty (30) years. The successful firm shall perform such tasks as may be required to complete the building project.

The municipal liquor store has been achieving a 5% increase in sales per year for the last five years and topped \$2,000,000 in sales for the first time in 2020. Building size and parking are the primary issues driving the need for a new facility. A market analysis was completed in 2015. A copy is available upon request.

A 5.7-acre site has been acquired for this project. The site is on the east bound side of Minnesota Trunk Highway 61 on the west entry into town. Area businesses include fast food, gas station, and motel. A copy of a survey of the site is available on request.

The City may or may not start or complete this project depending on a number of factors including ability to obtain financing and changes in community needs.

The City seeks to employ a firm that exhibits the following characteristics:

1. Strong project experience with recent examples of similar building projects.
2. An ability to demonstrate functionality, value, aesthetics, and quality in design and remain within project budget limitations.
3. A willingness to participate as a part of a project team that will include key city staff, the City Council, and other stakeholders.

SCOPE OF SERVICES

The City of Two Harbors desires to engage a qualified firm to perform the following tasks:

Municipal Liquor Store:

1. Project: new construction of an 8,000 to 10,000 square foot off-sale municipal liquor store on a site adjacent to Minnesota Trunk Highway 61. The project will include site planning for parking, utilities, storm water, and signage.
2. The firm shall work with the Liquor Store Committee to:
 - a. Develop and finalize space needs;
 - b. Plan store product layout;
 - c. Develop a final design for the municipal liquor store;
 - d. Prepare detailed plans and specifications;
 - e. Manage the bidding process and contract award;
 - f. Provide construction inspection services.
3. The City would like to begin construction on this project in the spring of 2023.

Responsibilities

1. Coordinate activities with the city's project manager.
2. Meet with Liquor Store Committee and other stakeholders to obtain information on the needs and requirements of the facility.
3. Develop plans and specifications to meet state building code.
4. Review plans and specifications in detail with Liquor Store Committee.
5. Develop realistic project schedule.
6. Make appropriate presentations before the City Council.
7. Consistently behave in a courteous and professional manner.
8. Provide a high level of customer service.

Degree of Service Needed

This proposal is for services for the specific work mentioned and award of the proposal to a provider should not be taken as initiating a continuing relationship for this or other types of services.

CONTENT OF PROPOSAL

A separate proposal for each building project shall be submitted. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposals.
2. Name and contact information of the firm's project manager that would be assigned to the building project.
3. A statement of qualifications of the firm and the project manager and other team members assigned to perform the work. Include a list of subcontractors as well.
4. A statement of the firm's understanding of the work required and the manner in which the firm plans to approach it. Describe how the firm will approach project design and implementation related to functionality, value, aesthetics, and quality and how these will support the delivery of high-quality services to the public.
5. References from at least five (5) clients from similarly sized and situated cities with a similar building project. Include contact name and telephone number. Include a one-page design drawing and a one-page elevation drawing (11" x 17" in size maximum) for at least three (3) similar projects.
6. Please provide an approximate timeline for performing the work.
7. Provide any additional information that you feel is pertinent in the City's decision on selecting a Provider.
8. Based on the information provided above, the City is interested in receiving the firm's estimate of a realistic project budget (land costs should be excluded) based on the following criteria and requirements:
 - a. Describe the type and quality of basic construction and finish materials that would be utilized in your project budget scenario and include a projected cost per sq. ft. target.
 - b. The project budget scenario must meet City and State Building, Fire, and local zoning code requirements as well as any regulations or codes specific to the building occupancy.
 - c. Describe furniture, fixtures, and equipment that would be included in the budget estimate or provide a budget allowance for each category of expenditure.
 - d. Describe HVAC components that would be included in the project budget estimate, the budget figure for the work and a cost per square foot for the work.

- e. Describe technology that would be in the project budget estimate (i.e., phone system, cable, computer technology, communication, etc.) the budget figure for the work and a cost per square foot for the work.
 - f. State as a percentage of project construction costs, a recommended contingency provided within your project budget scenario to include design and construction stages.
 - g. Architectural/Engineering fees for estimated project budget. Firm must specify fees as a percentage of construction costs and the total budget estimate provided in the proposal must include all professional service fees envisioned by the submitting firm.
9. The cost and basis for cost for performing the work. Describe your method of fee calculation and services provided. Please specify the number of meetings included in the proposal. Fees should include reimbursable expenses throughout the project. Utilizing your firm's project budget estimate provided above provide an estimate of your fee and the method of fee calculation for the project. Identify the basic services included in your fee; any additional services and additional costs not included in your basic fee; and any reimbursable expenses with the applicable reimbursable rates. Provide a best estimate of what the reimbursable expenses costs would be. Failure to provide a comprehensive fee calculation may result in disqualification.

Proposals shall include an estimate of your total fee quoted as follows:

Project Construction Estimate Base	\$ _____
Fee for Architectural/Eng. Services % _____	\$ _____
Fee for reimbursable expenses % _____	\$ _____
Other Fees (Specify)	\$ _____
TOTAL LUMP SUM FEE ALL INCLUSIVE	\$ _____

The above stated amount should represent the total cost of services to the City except as it may be modified by owner changes and/or negotiated in the scope of work.

Please submit nine (9) copies of the proposal in paper format and one electronic copy (PDF) format to the address listed in the Inquiries section.

SELECTION & SCHEDULE

Selection

All proposals will be reviewed by city staff. Two or more firms will be selected to be interviewed by the Liquor Store Committee for the project. A single firm for the project will be identified and a recommendation will be presented to the City Council for its consideration. After City Council approval, the firm will enter into a professional services contract with the City. The City reserves the right to negotiate and further refine the scope of work which may affect the final contract amount.

Tentative Schedule

1. RFP Issued.....July 25, 2022
2. Proposals Due.....August 22, 2022
3. InterviewsWeek of August 29, 2022
4. Contract AwardedSeptember 12, 2022
5. Begin Work TasksOctober 2022

INQUIRIES

Prospective service providers may submit questions by e-mail to:

Joel Dhein
City Administrator
City of Two Harbors
522 First Avenue
Two Harbors, MN 55616

e-mail jdhein@twoharborsmn.gov

PROPOSAL EXPIRATION DATE

Proposals in response to this RFP will be valid for forty-five (45) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

AWARD NOTIFICATION

The City will notify in writing each firm submitting a proposal the results of the selection process.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Two Harbors and supporting materials will not be returned. The City of Two Harbors is not responsible for any costs incurred by any firm in the preparation of the proposal.

DISCLAIMER

This request for proposals is only a solicitation for information. The City of Two Harbors is not obligated to enter into a contract for the project described. Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City and its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Two Harbors shall not be liable for any losses incurred by any firms throughout this process.

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$27,512*

ORIGINATING SOURCE/DEPARTMENT: *Sewer Fund*

FUNDING SOURCE: *Sewer Fund*

BACKGROUND: *Submitting invoice for Bolton & Menk engineering services for \$27,512.50 for Construction services from May 14, 2022 to June 10, 2022; this is for the construction services for the WWTP project. Total contract for construction engineering is a not-to-exceed fixed fee of \$1,395,000 , remaining costs are \$1,183,119.29.*

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

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoice for \$27,512.50 to Bolton & Menk

NB. 3 7/25/22



Real People. Real Solutions.

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

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

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

June 30, 2022
Project No: M24.117177
Invoice No: 0292839
Client Account: TWOHARB_CI_MN

Two Harbors/WWTF Engineering

Professional Services from May 14, 2022 through June 10, 2022:

Construction Services (005)

Professional Services

	Hours	Amount
Principal	13.50	2,497.50
Specialist	2.00	250.00
Design Engineer	10.00	1,350.00
Senior Principal	3.00	705.00
Project Engineer	55.50	8,880.00
Senior Technician	5.50	880.00
Technician	82.00	10,310.00
Mechanical Engineer	21.00	2,640.00

Total Labor 27,512.50

Total this Task \$27,512.50

Total this Invoice \$27,512.50

602-49480-530

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Considering approving invoice to Bolton & Menk for \$2,775 for professional services for the SUI Agreement for Castle Danger Brewing*

ORIGINATING SOURCE/DEPARTMENT: *Sewer Fund*

FUNDING SOURCE: *Sewer Fund*

BACKGROUND: *Submitting invoices from Bolton & Menk regarding engineering services for \$2,775 during April 16, 2022 to June 10, 2022; this is for the Significant Industrial User Agreement for Castle Danger and an analysis of historical and current data to determine treatment charges for wastewater discharged from Castle Danger Brewing to the City of Two Harbors Wastewater Treatment Facility*

ESTIMATED DATE OF COMPLETION: **06/30/2022**

COMMITTEE/COMMISSION RECOMMENDATION: Click here to enter text.

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve invoices for \$2,775 to Bolton & Menk

NB.4

7/25/22



Real People. Real Solutions.

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

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

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

June 28, 2022
Project No: 0M2.126433
Invoice No: 0292235
Client Account: TWOHARB_CI_MN

Two Harbors/2022 Castle Danger SIU

Engineering Services fro SIU Negotiations

Professional Services from April 16, 2022 through June 10, 2022:

Professional Services

	Hours	Amount
Principal	15.00	2,775.00
Total Labor		2,775.00
Total this Invoice		\$2,775.00

602-49480-300



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: Joel Dhein, Interim Administrator	Department: Administration	Date: July 19, 2022
Agenda Item Subject: City HRA Tax Levy	Fiscal Impact: None	
<p>BACKGROUND: The Two Harbors Housing & Redevelopment Authority (HRA) has expressed an interest in levying a property tax to support their activities. The Lake County Housing & Redevelopment Authority (LCHRA) has been levying a property tax within Two Harbors (as well as the rest of the county) to support their activities. In 2021 the LCHRA collected about \$15,300 within the city.</p> <p>Minnesota Statutes 469.033, Subd. 6 gives permission to these authorities to levy a special benefit property tax not to exceed .0185% of the estimated market value of their area of operation. In the case of the city HRA the maximum that could be levied is about \$53,000 subject to approval of the city council. The tax revenues are paid directly to the HRA and do not impact the city's tax levy or tax rate.</p> <p>In preliminary conversations with the county, they understand the situation and may be amenable to discontinuing the LCHRA tax levy within the city.</p>		
<p>COUNCIL ACTION REQUESTED: Discuss whether the council desires to provide this funding opportunity to the Two Harbors Housing & Redevelopment Authority.</p>		
<p>RECOMMENDATION: With limited funding the HRA is unable to pursue other projects. A tax levy would give the HRA some ability to undertake activities such as the revitalization mini-grant program. Staff recommends preliminary approval for the HRA to submit a tax levy request for 2023 collection.</p>		
<p>ATTACHMENTS: none</p>		



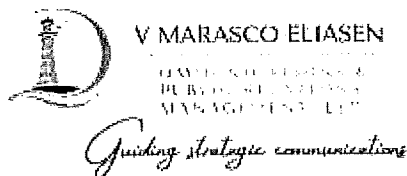
CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 7/22/22
Agenda Item Subject: Public Information Officer	Fiscal Impact: \$100/hr, NTE \$7,000.	
BACKGROUND:		
The Police Chief has requested approval of the Public Information Officer Service Agreement for the Festival of Sails.		
COUNCIL ACTION REQUESTED:		
Authorize the appropriate City officials to execute and deliver the Service Agreement.		
RECOMMENDATION:		
Authorize the appropriate City officials to execute and deliver the service agreement.		
ATTACHMENTS:		

Agenda Item # NB.6

Meeting Date 7/25/22



P.O BOX 955
GRAND MARAIS, MN 55604
218.387.5700
VMELIASENPR@GMAIL.COM

PUBLIC INFORMATION OFFICER SERVICE AGREEMENT

This Service Agreement, between Two Harbors Police Department, ("the Client") and Valerie Marasco Eliassen DBA V Marasco Eliassen Communications & Public Relations Management LLC, ("the Provider"), is entered into for the period of July 18, 2022 through August 31, 2022, for the Festival of Sail Lake Superior Tall Ships event ("the event(s)", or until terminated by either party per Article IX. The Client and Provider agree as follows:

I. Description of Services ("Services"):

1. Serve as the PIO within the Incident Command Structure, remotely and on-site when required
2. Participate in EOC and/or incident briefing meetings
3. Develop requested public and media communications products related to the Tall Ships events before, during and after the events, for Incident Command approval, including:
 - Media Releases
 - Emergency information
 - Public Service Announcements
 - Social media posts including Facebook, Instagram, etc (if applicable)
 - Website content
 - Talking points and/or speeches for designated spokespersons
 - Print advertisements
 - Video shorts - 30 or 60 seconds
 - Other products as requested
4. Communicate regularly with Incident Command and/or Emergency Operations Center (EOC) team to advise on public information plan, strategies and tactics, actions and materials.
5. Post event-related content and materials to the Two Harbors Facebook page and City's website via the designated content management system
6. Provide weekly progress reports to the Incident Commander to include number of service hours by date and description.
7. Provide monthly invoices for service to Two Harbors Police Department at the end of each month.
8. Coordinate and manage a joint information center with additional stakeholders for the duration of the events
9. Liaise with media on behalf of Incident Command and/or EOC and participating agencies e.g., Lake County Emergency Management or Sheriff's Office, the City of Two Harbors, Fire Departments or EMS, when designated for event-related information (limited to the Festival of Sail Lake Superior Tall Ships events and public safety plans)
10. Provider will sign any required Non-Disclosure Agreement(s) and keep any sensitive information confidential

II. Compensation:

1. For the services performed under Section I, the Client shall pay the Provider **one hundred (\$100) per hour**, with a total not to exceed **seven thousand dollars and no cents (\$7,000)** during the period from July 15 through August 31, 2022, i.e., this agreement allows for an approximate maximum of 70 billable hours per month. Regardless if hours committed to the client exceed 70 hours per month, a maximum monthly charge of \$7,000 will be invoiced. If scope of work exceeds 80 hours, the hourly rate of \$100/hr will apply again.
2. Client will provide regular Situational Reports, Incident Action Plans and updates to the Provider,
3. Client will give the Provider administrative access to necessary social media accounts and Client's website content management system for the duration of this contract.
4. Compensation shall be paid upon receipt of invoices, claim forms, and/or progress reports submitted by the Provider to Two Harbors Police Department on or around the last day of each month during the contract period.

III. Term

The term of this Agreement shall expire on August 31, 2022, unless terminated earlier as provided in Section IX.

IV. Independent Contractor Status:

It is agreed that for all purposes hereunder, the Provider is an independent contractor, not an employee of the City of Two Harbors and is neither subject to the employment policies and procedures of the City of Two Harbors or Police Department, nor entitled to any of the rights, privileges or benefits of city employees except as otherwise stated herein.

V. Debarment Certification: Evidence that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or Agency shall be required of all contractors. This evidence shall be provided prior to starting any work on the project.

VI. Legal Requirements:

The Provider agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications pertaining to the facilities, programs and staff for which the Provider is responsible during the term of this Agreement. These include, but are not limited to, the Clean Air Act, Health Insurance Portability and Accountability Act (HIPAA), Civil Rights Act of 1964, the Minnesota Human Rights Act, and all applicable federal and state laws, rules, regulations and orders prohibiting discrimination in employment, facilities and services based on race, color, creed, religion, national origin, sex, marital status, public assistance status, disability, sexual orientation or age.

VII. Limitation of Liability:

In no event shall either party's liability for breach of this Agreement include damages for work stoppage, lost data, lost profit or damages of any kind to exceed the amount equal to the monetary compensation agreed to within this Agreement.

VIII. Indemnification

1. Each party shall be responsible for its own acts and omissions and the results thereof and shall not be responsible for the acts of the other party or results thereof.
2. The Client agrees to indemnify, hold harmless and defend the Provider against any and all claims, costs, liabilities, or lawsuits for any loss, damage, injury or loss of life, which may arise out of contracting the Provider's services, use of products, materials or information by the Provider or acting on behalf or under authorization of the Client which the Client may sustain, incur or be required to pay, The Provider is not responsible for any misinformation released or erroneous media coverage arising out of the events.
3. The Provider agrees to indemnify, hold harmless and defend Two Harbors Police Department, its commissioners, officers, agents, employees and volunteers against any and all claims, costs, liabilities, or lawsuits for any loss, damage, injury or loss of life, which may arise out of the use of Two Harbors Police Department property, products, materials or information by the Provider or anyone acting on behalf or under authorization of the Provider, which the Provider may sustain, incur or be required to pay, other than attributable to willful, wanton or intentional acts or omissions by Two Harbors Police Department.

IX. Termination of Agreement:

1. This Agreement may be terminated by either party for any reason upon seven (7) days of written notice, or if the other party fails to perform any material obligation under this Agreement and does not correct such failure within seven days after receiving written notice of such failure.

X. General Provisions

1. The laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement. Any suits, actions or claims related to this Agreement shall be brought first in the courts of Lake County, Minnesota.
2. Any alterations, modifications or waivers of provisions of this Agreement shall only be valid when written, duly signed, and attached to the original of this document. No claim for services furnished by the Provider, but not provided for by the terms of this Agreement or duly authorized modifications, will be honored by Two Harbors Police Department.
3. In addition, either party may terminate the Agreement for its convenience at any time, with or without cause, upon 7 days written notice to the other party.
4. Neither party shall be held responsible for delay or failure to perform during an event caused by *force majeure* including but not limited to catastrophic events of nature, war, governmental actions, or other causes beyond the control of the parties. In this case, duties and obligations of the parties shall be suspended.
5. All notices and other communications regarding this Agreement shall be delivered in writing to Two Harbors Police Department through the following contact:

Rick C Hogenson, Chief
Two Harbors Police Department
613 3rd Ave
Two Harbors, MN 55616
Phone 218-834-5566

IN WITNESS THEREOF, the parties have entered into this Agreement as of the dates indicated below. Each individual signing below represents that they have the authority to bind the party on whose behalf they are signing.

Client:


Signature

Two Harbors Police Department Official

Date

Provider:

VM Eliassen Communications & Public Relations Management, LLC
Provider

By: _____

Principal/Owner
Title:

July 18, 2022
Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
Valerie Marasco Eliassen

Business name/disregarded entity name, if different from above
V Marasco Eliassen Communications & Public Relations Management, LLC

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
PO Box 955
City, state, and ZIP code
Grand Marais MN 55604

Requester's name and address (optional)
Two Harbors Police Department
613 3rd Avenue
Two Harbors, MN 55616

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

4	7	5	-	9	6	-	1	1	2	0
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Employer identification number

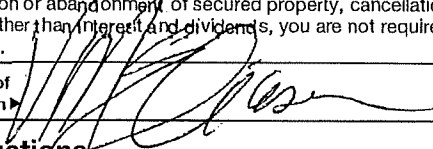
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ 07-18-2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.