

CITY OF TWO HARBORS
COMMITTEE OF THE WHOLE/AGENDA MEETING

August 14, 2023

5:00 p.m. Call to order.

Appearances:

1. Tara Solem, District Manager of Lake County Soil and Water Conservation District
2. Cassidy Gow, Owner of Two Harbors Cannabis LLC.

Administrator updates.

Attorney updates.

Finance Director updates

City Planner updates

City Engineer updates

Other agenda questions or additions

TWO HARBORS CITY COUNCIL

AGENDA

August 14, 2023

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. Senator Grant Hauschild
2. Tom Furman and Phil Arnold, City HRA, re: HRA updates and request for assistance with workforce housing project.
3. Matthew Johnson, Executive Director of LCHRA and Matt Huddleston, County Administrator.
4. Erik Wedge and Stacey Harter, DSGW, re: Liquor Store Project.
5. Paul Iverson re: HRA issues.

Administrative Reports:

Committee Reports:

Liquor Store Advisory Committee:

Housing Committee:

Personnel Committee:

Public Arts Commission:

Planning Commission:

THEDA:

Finance/Budget:

Public Safety:

HRA:

Library Board:

Public Works:

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 July 24, 2023, Regular City Council Meeting.
2. Allowing claims against the City of Two Harbors to be paid on August 11, 2023.
3. Approving payroll for the second half of July 2023.
4. Approving payment to Bolton & Menk for professional services for the Wastewater Treatment Plant Project for \$24,909.
5. Approving payment to Bolton & Menk for professional services for the Chlorine Tank & Building Repairs Project for \$9,306.75.
6. Approving payment to Bolton & Menk for professional services for the 2022 & 2022 Street Improvement Project for \$527.
7. Approving payment to Bolton & Menk for professional services for the 2023 & 2024 Street Improvement Project for \$34,697.50.
8. Approving payment to Bolton & Menk for professional services for the GIS Online Migration for \$965.
9. Approving payment to Bolton & Menk for professional services for the MNDOT Reconstruction Project for \$741.
10. Approving payment to Bolton & Menk for general engineering services for \$825.
11. Approving Pay Application No. 1 to Lakehead Constructors for the Chlorine Tank and Building Repairs Project for \$559,501.37.
12. Approving Pay Application No. 2 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,217,757.75.
13. Approving a request for Dylan Svoboda to attend the MMUA 2023 Overhead School-September 12-15, 2023, in Marshall, Minnesota. Costs for the conference is \$515, lodging, meals and milage reimbursement.
14. Approving the renewal of the following massage therapy licenses: Judy Wick at 601 7th Avenue, Salon 507.
15. Accepting with regret the notice of retirement from Tim Larson from his position as Line Worker with the Electrical Department Effective October 2, 2023, and authorizing a letter of appreciation for his service.

16. Authorizing internal and external bulletins for the position of Line Worker for the City Electrical Department.
17. Authorizing the agreement between The City and Lake County for Voting Operations, Technology, & Election Resources (VOTER) Account Funds.
18. Authorizing the agreement between The City and The Salvation Army for the Heat Share Program running October 1, 2023, through September 30, 2024, also to include \$400.50 for Bill Inserts.
19. Approving a request for Justin Bredow and Randy Hedin to attend the MRWA training and exam refresher course in St. Cloud September 20-22, 2023.
20. Authorizing the administrator to extend a conditional offer of employment for the position of Water/Wastewater Operations Specialist.
21. Approving the application of Cassiday Gow of Two Harbors Cannabis LLC. for a Cigarette/Tobacco Retail License at 629 7th Avenue.
22. Approving the request of Jessica Carlson, Administrator of Two Harbors Moose Lodge #1463, requesting to be open the following Sundays: September 10th, October 1st, 15th, & 29th, November 12th, and December 31st.
23. Approving invoice for \$12,480 to SEH for AWOS environmental review.
24. Approving Invoice for \$8,520 to SEH for AWOS final design.

Communications:

1. An email from Krista Busse, providing her resignation from THEDA.
2. A Memorandum from Jennifer Selchow, P.E., Bolton & Menk, Inc., regarding WWTF Improvement Updates dated 7/26/23.
3. A memorandum from Jennifer Selchow, P.E., Bolton & Menk, Inc., regarding WWTF Improvement Updates dated 8/7/23.
4. Letter from Tara Solem, District Manager, Lake County Soil and Water Conservation District, regarding 6th Avenue Road Construction Project.
5. Letter from Phil Arnold, regarding the High School Affordable Housing Construction Project.

Unfinished Business:

1. [R] Approving the proposed agreement between the City of Two Harbors and Friends of the Edna G.

New Business:

1. [R] Authorizing the Lake County Housing and Redevelopment Authority to implement housing initiatives within the City of Two Harbors.
2. [R] Approving the plans and specifications and authorizing an advertisement for bids for the Liquor Store Project.
3. [R] Approving the grant agreement between the City of Two Harbors and The Two Harbors Housing and Redevelopment Authority.

Adjourn:

FYI 8/14/23

Patty Nordean

From: MMUA Events <events@mmua.org>
Sent: Tuesday, August 8, 2023 7:55 AM
To: Patty Nordean
Subject: MMUA wants to meet with your utility leaders!



Commissioner Workshops

Register today for an evening with the MMUA Government Relations team!

In June, we had excellent meetings with commissioners and utility leaders about the benefits of local control of municipal utilities and the challenges facing the industry.

By popular demand, we are going back on the road this fall! Please consider joining us for a session at one of our four locations around the state. We can't wait to hear from you and learn how we can help to enhance and promote the great work you do.



Interacting on the issues: protecting, promoting, and strengthening your hometown utility

Intended Audience: This event is intended for utility commissioners, city council members, and utility leaders.

Hometown utilities are unique community assets, and challenges come from all over: new laws resulting from Minnesota's 2023 legislative session, permitting reform, MISO vulnerabilities, grant funding, and a host of other sources, which often necessitate prompt attention. Addressing the challenges while still keeping the lights on every day can be especially challenging.

Join the MMUA government relations team and peers from your region to discuss the implications of new laws, explore solution opportunities, and network with others committed to protecting, promoting, and strengthening hometown utilities.

There is no cost to attend, however registration is required for planning purposes. Encourage your whole commission to attend and learn about how commissioners can help champion hometown utilities. You can learn more and register by clicking on the links below.

[September 18—New Ulm](#)
[September 27—Grand Rapids](#)
[October 3—Detroit Lakes](#)
[October 4—Marshall](#)

Please reach out to [Rita Kelly](#) with any questions. We hope to see you there!



"To unify, support and serve as a common voice for municipal utilities."

Minnesota Municipal Utilities Association | 3131 Fernbrook Ln N, Ste 200, Plymouth, MN 55447

[Unsubscribe pnordean@twoharborsmn.gov](mailto:pnordean@twoharborsmn.gov)

[Update Profile](#) | [Constant Contact Data Notice](#)

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July 24, 2023

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, July 24, 2023, at 6:00 p.m.

The meeting was called to order by President Redden.

Members present, Councilors: [OBJ] Hefter, Glaser Kasell, Conner, Passe, Redden. 6.

Members absent, Councilor: [OBJ] Erickson. 1.

Pledge of Allegiance:

Additions or Changes to the Agenda:

Administrator Nordean requested that the Housing Committee, Liquor Store Advisory Group, Recreation Board, Utilities Committee, Edna G Commission, Public Affairs Committee, Library Board and Trees and Trails Commission be added under Committee reports. Change New Business 1 to add the following language: that the City is not currently prepared to extend utilities outside of the City limits; Deleting New Business 2, and changing New Business 3 to the following language: Consider the recommendation of the Public Affairs Committee to discontinue the conducting of interviews for board and commission membership during Council Meetings and to instead request that candidates provide written answers to a series of questions which will be used to select board and commission members along with recommendations from committee and board chairpersons and/or associated staff members. Move Consent Agenda number twenty-one to New Business number five.

Motion by Glaser and Kasell approving the agenda with the changes recommended by the Administrator. Carried

Administrative Reports: Administrator Nordean reported that the City Council Housing Committee had their second meeting. The Liquor Store Advisory Committee discussed options for reducing the cost of the project and that Administrator Nordean has been working with Jim Rich our building official, who came up with some recommendations for cost-savings and has recommend that the City gets the project out for bid soon, due to an anticipated slow time period for local construction projects. Administrator Nordean attended a community development resources workshop put on by the IRRR. She also met with Jolene Brink, of the group Friends of the Waterfront, on the Citizens' Institute of Rural Design Local Design Workshop which has been awarded to our community. She encourages folks to do a google search to learn more about the program. Two Harbors is one of eight communities that will receive training in rural design and creative placemaking. Jolene Brink will be invited back to communicate the process once we get

CA#1

8/14/23

dates set and a timeline established. An initial staff meeting was held on the 2024 CIP. She also met with staff regarding coordination of our safety program. A meeting was held with the Utilities Committee to discuss the extension of utilities for the John Leupke Project, and then visited with John on his request for utility extension beyond City Limits. She also met with MN Mechanical Solutions regarding disputed charges for the Wastewater Treatment Plant Project. The Public Affairs Committee met and discussed some election issues related to recent changes by the legislature, the process for interviewing candidates for our boards and commissions, parklets and social districts. An Email from Jay Belcastro regarding no sale or consumption of alcohol on school property- which applies to the proposed concert at the Old Football Field, waiting on further information. A letter was sent to PR Properties regarding proposed purchase of property along the golf course. Also met with Liquor Store Manager Dave Ellquist to discuss interior items for the proposed new store, including POS, shelving and security system. Visited with Ward from JAWS Computer who is going to help us draft an RFP for the security system. He and Dave will be meeting soon to start putting that together. Administrator Nordean also stated she will be out of the office on vacation Wednesday through Friday of this week, and if assistance is needed during that time, please reach out to Miranda.

Housing Committee: Mayor Conner reported that the committee discussed prioritizing talking points to include upcoming housing developments, also recent requests, and a location inventory. The John A. Johnson collaboration with the county was discussed and the coordinating and prioritizing for a request of a proposal concept. Both Lake County HRA and Two Harbors HRA members were present and will be encouraged to attend future meetings to join from a public standpoint. The committee put together a 5-6 item standing agenda and are working towards a project portfolio.

Liquor Store Advisory Committee: Administrator Nordean reported that at the last meeting cost reducing options were discussed for the project. Jim Rich was consulted after the meeting and made recommendations for several reductions that will hopefully come in line with what is budgeted. It was also discussed pending the Archaeological study the bid be sent out as soon as possible. The next meeting is tomorrow July 25th. ⁽⁹⁰⁾

Utilities Committee: Councilor Hefter reported there was a discussion in regard to the Extension of Utilities beyond the city limits to the Pork City Hill Proposal Project. Included in the discussion was both utilities staff and administration, and the consensus was that it is not feasible at this time with the pace of project and the potential for commercial development, and the size of utilities needed could not be met at this time. An update was given on the inventory of the lead pipe and water lines, and it is happening at a good pace, this is due to the new ground scanner purchased approximately five months ago. Discussion was had about in the future the possibility of looping utilities once we expand beyond our current borders and the potential of commercial development.

Public Affairs Committee: Counselor Glaser reported that the concerns of the Community Center and Library Gardens were discussed, and that Administrator Nordean and Financial Director Pietila are meeting with a Master Gardner about what could and should happen with the

upkeep of the gardens. Counselor Hefter added that he believes that The Friends of the Library oversee the Pollinator Garden outside the library.

Edna G. Commission: Councilor Passe reported that Friends of the Edna G. have not yet reviewed the agreement, and there were some concerns with funding, and it was felt that this could not be moved upon until Friends of the Edna G. have reviewed the agreement. The commission also feels there should be a community meeting in which the following groups should be invited to attend Lake County Veterans Group, Friends of the Edna G., and Friends of the Waterfront, so that everyone is on the same page for all the different projects happening. They would also like a staff member to facilitate the meeting, either Bolten & Menk or ARDC.

Library Board: Councilor Hefter reported that the Library Bathroom Renovation is on schedule and that there was more money within the Blandin Grant to allow for the relocation of the Main desk and operations desk for staff and this will all be completed by the end of the year. It was reported that the Culture City-Sensory Inclusivity is the first and only of its kind in the state and has been in use. The board reviewed gift policy regulations, and the 2024 budget process has begun. The board extended a thank you to the council for the \$5000 to allow for grant seeking opportunities.

Trees and Trails Commission: Councilor Passe reported there was discussion regarding the bike route maps, and that on road routes were recognized. There was also a discussion on safety concerns considering the recent accident at the 15th street crossing, how to improve safety and possible Stop for Pedestrians in Crosswalk signs posted at that crosswalk, and Park Road and the Golf Course. Concerns from residents about the stumps that remain from the 23-24 project that is not going forward currently. The Commission requests letters be sent to the residents that states the stumps will remain in place until the project goes forward and grinding/ removal of stumps is not cost effective at this time. Trail conditions were discussed, and it is recommended that we use the Data Bike from ARDC to see which trails and areas are in the greatest need of repair.

Other.

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

1. Approving minutes from the July 10, 2023, Regular City Council Meeting.
2. **RESOLUTION NO. 7-236-23 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID.**
3. Approving payroll for the first half of July 2023.

4. RESOLUTION NO. 7-237-23 APPROVING AN INTERNAL TRANSFER FROM THE CAMPGROUND FUND TO THE STREET IMPROVEMENT FUND IN THE AMOUNT OF \$250,000.
5. RESOLUTION NO. 7-238-23 APPROVING AN INTERNAL TRANSFER FROM THE GOLF COURSE TO THE CAPITAL EQUIPMENT FUND IN THE AMOUNT OF \$21,300.
6. RESOLUTION NO. 7-239-23 APPROVING AN INTERNAL TRANSFER FROM THE LIQUOR STORE TO THE GENERAL FUND IN THE AMOUNT OF \$2,959.
7. RESOLUTION NO. 7-240-23 APPROVING AN INTERNAL TRANSFER FROM THE SALES TAX FUND TO THE DEBT SERVICE FUND IN THE AMOUNT OF \$250,000.
8. RESOLUTION NO. 7-241-23 APPROVING AN INTERNAL TRANSFER FROM THE SALES TAX FUND TO THE SEWER FUND IN THE AMOUNT OF \$300,000.
9. RESOLUTION NO. 7-242-23 APPROVING THE INTERNAL TRANSFER FROM THE SALES TAX FUND TO THE WATER FUND IN THE AMOUNT OF \$250,000.
10. RESOLUTION NO. 7-243-23 AUTHORIZING PAYMENT TO WSB FOR THE MATERIAL TESTING FOR THE WWTP IN THE AMOUNT OF \$850.00, TOTAL CONTRACT IS \$22,695.
11. RESOLUTION NO. 7-244-23 ACCEPTING PROPOSAL FROM GULBRANSON EXCAVATING CO. FOR GAS MAIN INSTALLATION TO INSTALL 2700 FEET OF 3" GAS MAIN TO LOOP OF THE CITY'S EXISTING TRUNK MAIN.
12. RESOLUTION NO. 7-245-23 APPROVING LAKE SUPERIOR CONSULTANTS PROPOSAL FOR \$15,090 FOR WORKING MODEL OF THE NATURAL GAS SYSTEM FLOW MODEL.
13. RESOLUTION NO. 7-246-23 APPROVING THE PROPOSAL FROM BOLTON & MENK TO PROVIDE ENGINEERING SERVICES FOR THE BEACON REPLACEMENT PROJECT AT THE AIRPORT FOR \$48,000.
14. RESOLUTION NO. 7-247-23 APPROVING THE PROPOSAL FROM BOLTON & MENK FOR \$3,600 TO ASSIST THE WATER DISTRIBUTION DEPARTMENT IN THE DEVELOPMENT AND MIGRATING TO THE GIS PLATFORM.
15. RESOLUTION NO. 7-248-23 APPROVING PROPOSAL FOR THE PAINTING OF THE EXTERIOR OF THE COMMUNITY CENTER BUILDING.

16. **RESOLUTION NO. 7-248A-23 APPROVING THE RENEWAL OF THE FOLLOWING MASSAGE THERAPY LICENSES: CHRISTINA FRANSEN (SCHROEDER).**
17. Approving the Special event permit for A Day Out with Thomas.
18. **RESOLUTION NO. 7-249-23 APPROVING THE PROPOSAL OF SITU ARCHEOLOGICAL CONSULTING FOR PHASE 1A BACKGROUND LITERATURE REVIEW AND PHASES I ARCHEOLOGICAL SURVEY FOR THE TWO HARBORS MUNICIPAL LIQUOR STORE, AT AN ESTIMATED COST OF \$6,191.**
19. Requesting that the Edna G. Commission make a recommendation to the Council regarding the location of the Veteran's Memorial at Van Hoven Park.
20. Referring to the Public Affairs Committee, the proposed renegotiation of terms for billboard agreements on property recently purchased by the City
21. Authorize volunteer work on the Sonju Trail with supervision provided by the Public Works Director or assistant.
22. **RESOLUTION NO. 7-250-23 AMENDING RESOLUTION 6-220-23 TO ACCEPT THE PROPOSAL WITHOUT THE AIRPORT COMMISSION 'S APPROVAL ON THE BEACON REPLACEMENT.**
23. **RESOLUTION NO. 7-251-23 AMENDING RESOLUTION 7-234-23 TO INCREASE THE TOTAL BY \$2,000 TO INCLUDE THE SOURCEWELL-MN CO-OP FEES FOR A TOTAL OF \$951,475.**
24. **RESOLUTION NO. 7-251-23 AMENDING RESOLUTION 7-234-23 TO INCREASE THE TOTAL BY \$2,000 TO INCLUDE THE SOURCEWELL-MN CO-OP FEES FOR A TOTAL OF \$951,475.**
25. **RESOLUTION NO. 7-252-23 APPROVING THE REQUEST FOR TONI MAKI TO ATTEND LEAGUE OF MINNESOTA CITIES CLERKS ACADEMY 2023 CONFERENCE- SEPTEMBER 7-8, 2023, IN ST. PAUL, MINNESOTA.**

Communications:

1. Communication from Matthew Huddleston, County Administrator- The Lake County Board of Commissioners has started 2024 budget process.
2. Communication from Donna Gangstead, - Copy of letter sent to the North Shore Journal dated 7/17/23.

New Business:

1. Motion by Glaser and Passe that **RESOLUTION NO. 7-253-23 DENYING THE REQUEST OF JOHN LEUPKE, SERENE QUARTERS FOR THE EXTENSION OF WATER AND SEWER UTILITIES TO THEIR PROJECT ON EAST STANLEY ROAD THAT THE CITY IS NOT CURRENTLY PREPARED TO EXTEND UTILITIES OUTSIDE OF THE CITY LIMITS.** Carried by a unanimous yea vote of all members present on roll call.
2. Motion by Glaser and Passe Discontinuing the conducting of interviews for board and commission membership during Council Meetings and to instead request that candidates provide written answers to a series of questions which will be used to select board and commission members along with recommendations from committee and board chairpersons and/or associated staff members. Carried by a unanimous yea vote of all members present on roll call.
3. Tabling the proposed agreement between the City of Two Harbors and Friends of the Edna G.

Adjourn: Motion by Glaser and Conner that the meeting adjourns. Carried

Ben Redden, President, City Council

ATTEST: _____

Patricia D. Nordean, City Administrator



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Sewer Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the Wastewater Treatment Plant Project for \$24,909.	Fiscal Impact: Funds are budgeted for the Wastewater Treatment Plant Project	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$24,909 June 10 th to July 7 th 2023 for construction engineering services of the Wastewater Treatment Plant Project. Total engineering contract for construction services are \$1,395,000, remaining funds are \$765,583.94		
COUNCIL ACTION REQUESTED: Approve invoice for \$24,909 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$24,909 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # CA#4

Meeting Date 8/14/23



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

July 18, 2023
Project No: M24.117177
Invoice No: 0316374
Client Account: TWOHARB_CI_MN

Two Harbors/WWTF Engineering

Professional Services from June 10, 2023 to July 7, 2023

Construction Services (005)

Professional Services

	Hours	Amount
Principal	3.50	693.00
Design Engineer	2.50	350.00
Senior Principal	4.50	1,116.00
Project Engineer	17.00	3,026.00
Technician	127.50	19,635.00
Total Labor		24,820.00
Total this Task		\$24,820.00

EPA Grant Administration (008)

Professional Services

	Hours	Amount
Project Engineer	.50	89.00
Total Labor		89.00
Total this Task		\$89.00
Total this Invoice		\$24,909.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Water Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the Chlorine Tank & Bldg Repairs Project for \$9,306.75.	Fiscal Impact: WIF Grant, with the remaining balance to be covered from a low interest rate PFA loan.	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$9,306.75 from June 10 th to July 7th 2023 for construction management engineering services of the Chlorine Tank & Bldg. Repairs Project. Total construction management services are \$618,500, remaining funds are \$595,561.19.		
COUNCIL ACTION REQUESTED: Approve invoice to Bolton & Menk for \$9,306.75.		
RECOMMENDATION: Approve invoice to Bolton & Menk for \$9,306.75.		
ATTACHMENTS: Invoice		

Agenda Item # CAT 5

Meeting Date 8/14/23



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

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

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

July 18, 2023
Project No: M24.119641
Invoice No: 0316373
Client Account: TWOHARB_CI_MN

Two Harbors/Chlorine Contact Tank

Design Engineering Services for Replacement of the Chlorine Contact Tank at the Water Treatment Facility

Mn Department of Health Approval

Professional Services from June 10, 2023 to July 7, 2023

Construction Management (003)

Professional Services

	Hours	Amount	
Project Management			
Principal	3.50	693.00	
Specialist	1.00	165.00	
Project Engineer	15.50	2,759.00	
Project Manager	1.00	178.00	
Fieldwork			
Survey Technician	4.00	632.00	
Shop Drawing Review			
Design Engineer	6.50	929.50	
Construction Observation			
Technician	23.00	3,519.00	
Grant/Funding Application			
Specialist	2.50	431.25	
	57.00	9,306.75	
Totals			9,306.75
Total Labor			
		Total this Task	\$9,306.75
		Total this Invoice	\$9,306.75

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Street Improvement Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the 2021 & 2022 Street Improvement Project for \$527.	Fiscal Impact: Funds are budgeted for Street Improvement Project	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$527 from April 29 th to May 26 th for project management and coordination of the 2021 & 2022 Street Improvement Project. Total engineering contract for construction services in 2022 are \$175,000, remaining funds are \$60,511.45.		
COUNCIL ACTION REQUESTED: Approve invoice for \$527 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$527 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # C#6

Meeting Date 8/14/23


**BOLTON
& MENK**

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

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

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

 June 26, 2023
 Project No: N16.121170
 Invoice No: 0314937
 Client Account: TWOHARB_CI_MN

Two Harbors/2021-2022 Street Improvement
Professional Services from April 29, 2023 to May 26, 2023

 Construction Admin/Observation-City Aves (007)
 Communications Regarding Turf Restoration; Site Visit

Professional Services

	Hours	Amount	
Principal	1.00	201.00	
Senior Project Engineer	2.00	326.00	
Totals	3.00	527.00	
Total Labor			527.00
Total this Task			\$527.00
Total this Invoice			\$527.00

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**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Street Improvement Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the 2023 & 2024 Street Improvement Project for \$34,697.50.	Fiscal Impact: Funds are budgeted for Street Improvement Project	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$34,697.50 from April 29 th to May 26 th for preliminary design of the 2023 & 2024 Street Improvement Project. Total engineering contract for final design services are \$412,750, approved at the October 24 th Council meeting, remaining funds are \$89,965.50.		
COUNCIL ACTION REQUESTED: Approve invoice for \$34,697.50 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$34,697.50 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # CA#7

Meeting Date 8/14/23



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 26, 2023
Project No: 0U1.127379
Invoice No: 0314938
Client Account: TWOHARB_CI_MN

Two Harbors/2023-2024 Street Improvement**Professional Services from April 29, 2023 to May 26, 2023**

Project Management (001)
Project Management, Coordination and Correspondence

Professional Services

	Hours	Amount	
Principal	4.00	804.00	
Totals	4.00	804.00	
Total Labor			804.00
Total this Task			\$804.00

Final Design - City (005)

Continue Preparation of Detailed Plans; Continue Work on Project Specifications

Professional Services

	Hours	Amount	
Principal	3.50	695.50	
Design Engineer	11.00	1,375.00	
Project Engineer	89.00	13,795.00	
Technician	32.00	3,936.00	
Totals	135.50	19,801.50	
Total Labor			19,801.50
Total this Task			\$19,801.50

Permits and Easements (006)

Preparation of Applications for Aquatic Resource Impacts and No Loss Activities; Attend Lake County TEP Meeting on May 22nd

Professional Services

	Hours	Amount	
Principal	3.00	603.00	
Specialist	1.50	202.50	
Project Engineer	3.00	465.00	
Totals	7.50	1,270.50	
Total Labor			1,270.50
Total this Task			\$1,270.50

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

Project	0U1.127379	Two Harbors/2023-2024 Street Improvement	Invoice	0314938
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Final Design Coordination - County (015)

Coordination with County Design Team; Continue Coordination for Incorporation of Potential Stormwater Treatment Structures in Project; Project Meetings with Lake County and SWCD on May 9th and 24th; Continue Response to Comments from MnDOT State Aid Plan Review Process

Professional Services

	Hours	Amount	
Principal	4.50	904.50	
Design Engineer	8.50	1,062.50	
Project Engineer	29.50	4,527.50	
Technician	12.50	1,125.00	
Project Manager	3.50	638.00	
Senior Project Engineer	28.00	4,564.00	
Totals	86.50	12,821.50	
Total Labor			12,821.50
	Total this Task		\$12,821.50
	Total this Invoice		\$34,697.50

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Gas, Electric, Water & Sewer	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the GIS Online Migration	Fiscal Impact: 2023 Budgeted line item	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$965.00 from April 29 th to May 26 th for professional services related to GIS Online Migration. Total contract is \$7,500, remaining funds is \$0.00		
COUNCIL ACTION REQUESTED: Approve invoice for \$1,903 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$1,903 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # CA# 8

Meeting Date 8/14/23



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 14, 2023
Project No: 0X1.130393
Invoice No: 0314069
Client Account: TWOHARB_CI_MN

Two Harbors/ArcGIS Online Migration**Professional Services**

	Hours	Amount	
Principal	10.00	1,930.00	
Totals	10.00	1,930.00	
Total Labor			1,930.00
Billing Limits	Current	Prior	To-Date
Total Billings	1,930.00	5,597.00	7,527.00
Limit			7,500.00
Adjustment			-27.00
		Total this Invoice	\$1,903.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.6(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Street Improvement Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for professional services for the MNDOT Reconstruction Project for \$741.	Fiscal Impact: Funds are budgeted for Street Improvement Project	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$741. from April 29 th to May 26 th for correspondence and meeting preparation for the MnDot reconstruction project. Total engineering contract was not to exceed \$50,000, remaining funds are \$3,922.50.		
COUNCIL ACTION REQUESTED: Approve invoice for \$741 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$741 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # CA#9

Meeting Date 8/14/23



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 26, 2023
Project No: 0U1.126067
Invoice No: 0314943
Client Account: TWOHARB_CI_MN

Two Harbors/TH 61 - MnDOT Reconstruction

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

Professional Services from April 29, 2023 to May 26, 2023

Project Management and Meetings (001)

Project Management and Correspondence; Communication with City Staff; Funding Meetings with City and County Staff on May 1st and 22nd

Professional Services

	Hours	Amount	
Principal	3.00	603.00	
Planner	1.00	138.00	
Totals	4.00	741.00	
Total Labor			741.00
Total this Task			\$741.00
Total this Invoice			\$741.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: General Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving invoice to Bolton & Menk for general engineering services for \$825.	Fiscal Impact: General Services are budgeted for in 2023 in the General Fund	
BACKGROUND: Submitting invoice for Bolton & Menk engineering services for \$825 from April 29 th to May 26 th . This is for assistance with review of Odegard Trail, funding communications and Serene Quarters development.		
COUNCIL ACTION REQUESTED: Approve invoice for \$825 to Bolton & Menk.		
RECOMMENDATION: Approve invoice for \$825 to Bolton & Menk.		
ATTACHMENTS: Invoice from Bolton & Menk		

Agenda Item # CA# 10

Meeting Date 8/14/23



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 26, 2023
Project No: 0U1.123538
Invoice No: 0314941
Client Account: TWOHARB_CI_MN

Two Harbors/General Professional Service

Professional Services from April 29, 2023 through May 26, 2023:
\$ 225.00 - Odegard Trail: Funding Communications; Prepare Materials for May 8th City Council
\$ 150.00 - Serene Quarters: Communications Regarding Potential City Utility Service
\$ 375.00 - Task 001 Total

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

	Hours	Amount	
Principal	5.00	375.00	
Totals	5.00	375.00	
Total Labor			375.00
Total this Task			\$375.00

No-Charge Meeting Attendance (003)

Prepare For and Attend the Following Meetings:
- City Council Regular Meeting - May 8th and 22nd
- Liquor Committee Meeting - May 1st and 23rd
- Trees & Trails Commission Meeting - May 18th

Professional Services

	Hours	Amount	
Principal	11.50	2,311.50	
Project Engineer	2.00	310.00	
Totals	13.50	2,621.50	
Total Labor			2,621.50

Additional Fees

Meetings - No Charge	-2,621.50	
Total Additional Fees	-2,621.50	-2,621.50
Total this Task		0.00

Water System (009)

Prepare and Submit Materials to the Minnesota Department of Health for Application of Lead Service Line Replacement on the 2024 Project Priority List

Project	0U1.123538	Two Harbors/General Professional Service	Invoice	0314941
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Professional Services

	Hours	Amount	
Principal	6.00	450.00	
Totals	6.00	450.00	
Total Labor			450.00
	Total this Task		\$450.00
	Total this Invoice		\$825.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Water Fund	Date: 08/14/2023
Agenda Item Subject: Consider approving Pay App #1 to Lakehead Constructors for the Chlorine Tank & Bldg Repairs Project for \$559,501.37.	Fiscal Impact: WIF Grant, with the remaining balance to be covered from a low interest rate PFA loan.	
BACKGROUND: See attached communication from Bolton & Menk.		
COUNCIL ACTION REQUESTED: Approve Pay App #1 to Lakehead Constructors for \$559,501.37.		
RECOMMENDATION: Approve Pay App #1 to Lakehead Constructors for \$559,501.37.		
ATTACHMENTS: Communication and Pay App		

Agenda Item # CA# 11

Meeting Date 8/14/23



Real People. Real Solutions.

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

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

VIA EMAIL

August 7, 2023

Patty Nordean, City Administrator
City of Two Harbors
522 1st Ave.
Two Harbors, MN 55616

RE: Two Harbors Water Treatment Facility Improvements
Pay Application No. 1
BMI Project Number: M24.119641

Dear Patty,

Enclosed is a copy of Pay Application No. 1 from Lakehead Constructors, Inc. for \$559,501.37. I have reviewed this request and recommend payment to the contractor. The work reflected on this application represents 7.6% of the work to be completed under this contract. Please process this request for payment.

Please contact me if you have any questions.

Sincerely,
Bolton & Menk, Inc.

Jennifer Selchow, P.E.
Environmental Project Engineer

Enclosures

cc: Joe Rhein, Bolton and Menk, Inc.
Brian Guldán, Bolton and Menk, Inc.
Randy Hedin, City of Two Harbors
Miranda Pietila, City of Two Harbors
File

Contractor's Application for Payment No.					
Application Period:		7/1/23 - 7/25/23		Application Date: 7/25/2023 Invoice No. 1	
To (Owner):	City of Two Harbors, MN		From (Contractor):	Lakehead Constructors, Inc.	Via (Engineer): Bolton & Menk
Project:	Water Treatment Facility Improvements		Contract:	WTP Improvements	
Owner's Contract No.:			Contractor's Project No.:	8049	Engineer's Project No.: M24.119641

Change Order Summary				
Approved Change Orders Number	Additions	Deductions		
			1. ORIGINAL CONTRACT PRICE.....	\$ \$7,340,209.12
			2. Net change by Change Orders.....	\$
			3. Current Contract Price (Line 1 ± 2).....	\$ \$7,340,209.12
			4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ \$588,948.81
			5. RETAINAGE:	
			a. 5% X \$503,400.00 Work Completed.....	\$ \$25,170.00
			b. 5% X \$85,548.81 Stored Material.....	\$ \$4,277.44
			c. Total Retainage (Line 5a + Line 5b).....	\$ \$29,447.44
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ \$559,501.37
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$
			8. AMOUNT DUE THIS APPLICATION.....	\$ \$559,501.37
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$ \$6,776,430.31
TOTALS				
NET CHANGE BY CHANGE ORDERS				

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

\$559,501.37
 (Line 8 or other - attach explanation of the other amount)
 Jennifer Sedelwitz
 08/07/2023

(Engineer) (Date)

\$ 559,501.37

(Line 8 or other - attach explanation of the other amount)

(Owner)	(Date)

Funding Agency (if applicable)	(Date)

Progress Estimate

Contractor's Application

Project: WTP-Improvements-City of Two Harbors			Application Number: 1					
Application Period: 7/1/23 - 7/25/23			Invoice Number					
			Application Date: 7/25/2023					
A		B	Work Completed		E	F		G
Item		Scheduled Value	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (B - F)
Specification Section No.	Description		From Previous Application (C+D)	This Period				
1	Base Scope							
006113	Payment and Performance Bonds	\$115,000.00		\$115,000.00		\$115,000.00	100.0%	
006113	Builders Risk	\$14,500.00		\$14,500.00		\$14,500.00	100.0%	
011100	General Conditions	\$1,452,351.84		\$10,000.00		\$10,000.00	0.7%	\$1,442,351.84
014500	Leak Testing	\$17,600.00						\$17,600.00
024100	Demo on 5.09	\$8,990.00						\$8,990.00
031100	Concrete Forming	\$427,765.00						\$427,765.00
032000	Concrete Reinforcing	\$333,593.00			\$77,418.81	\$77,418.81	23.2%	\$256,174.19
033000	Layout	\$15,800.00						\$15,800.00
033000	Purchase and Place Concrete	\$265,436.00						\$265,436.00
033000	Concrete Finishing	\$27,890.00						\$27,890.00
042000	Masonry - Door Infill Existing Plant	\$5,000.00						\$5,000.00
055000	Metal Railings	\$186,929.50						\$186,929.50
055000	Hatches	\$22,428.00						\$22,428.00
061000	Wood Blocking	\$17,672.00						\$17,672.00
072100	Insulation	\$30,134.50						\$30,134.50
072700	Vapor Barrier	\$49,629.00						\$49,629.00
074243	Composite Wall Panels	\$183,360.00						\$183,360.00
074619	Steel Siding	\$28,322.00						\$28,322.00
075301	Membrane Roofing	\$134,454.00						\$134,454.00
079000	Caulking	\$20,000.00						\$20,000.00
081000	Doors and Frames	\$35,139.00						\$35,139.00
088100	Glass	\$5,000.00						\$5,000.00
096500	Resilient Flooring	\$15,600.00						\$15,600.00
099100	Painting and Coating	\$110,000.00						\$110,000.00
101400	Signage	\$3,780.00						\$3,780.00
220120	Plumbing	\$36,764.00						\$36,764.00
220120	HVAC	\$53,170.00						\$53,170.00
330000	Process Pipe - Labor	\$60,058.00						\$60,058.00
330000	Process Pipe - Materials	\$92,896.00						\$92,896.00
400560	Valves	\$43,550.00						\$43,550.00
260000	Electrical	\$381,077.00						\$381,077.00
312219	Fine Grading	\$7,800.00						\$7,800.00
310000	Site Improvements	\$937,558.00		\$363,900.00		\$363,900.00	38.8%	\$573,658.00
463111	Chlorination Equipment	\$8,130.00			\$8,130.00	\$8,130.00	100.0%	
PRV #1								
	General Conditions	\$7,675.30						\$7,675.30
	Painting and Coating	\$4,400.00						\$4,400.00
	Process Pipe - Labor	\$21,890.00						\$21,890.00
	Process Pipe - Materials	\$26,878.00						\$26,878.00
	Valves	\$47,159.00						\$47,159.00
	Electrical	\$40,223.00						\$40,223.00
	Site Improvements	\$33,960.00						\$33,960.00
PRV #2								
	General Conditions	\$51,010.69						\$51,010.69
	Purchase and Place Concrete	\$17,600.00						\$17,600.00
	Concrete Reinforcing - Materials	\$5,165.00						\$5,165.00
	Precast Concrete Planks	\$10,536.00						\$10,536.00
	Masonry	\$53,933.00						\$53,933.00
	Wall Panels	\$21,540.00						\$21,540.00
	Membrane Roofing	\$7,179.00						\$7,179.00
	Caulking	\$1,500.00						\$1,500.00
	Hollow Metal Door	\$4,701.00						\$4,701.00
	Painting and Coating	\$11,650.00						\$11,650.00
	Fire Extinguisher	\$280.00						\$280.00
	Plumbing	\$9,540.00						\$9,540.00
	HVAC	\$4,900.00						\$4,900.00
	Process Pipe - Labor	\$20,935.00						\$20,935.00
	Process Pipe - Materials	\$36,339.00						\$36,339.00
	Valves	\$46,275.00						\$46,275.00
	Electrical	\$52,747.00						\$52,747.00
	Site Improvements	\$167,831.00						\$167,831.00
PRV #3								
	General Conditions	\$43,535.29						\$43,535.29
	Purchase and Place Concrete	\$17,600.00						\$17,600.00
	Concrete Reinforcing - Materials	\$5,165.00						\$5,165.00
	Precast Concrete Planks	\$10,536.00						\$10,536.00
	Masonry	\$53,933.00						\$53,933.00
	Wall Panels	\$20,578.00						\$20,578.00
	Membrane Roofing	\$6,966.00						\$6,966.00
	Caulking	\$1,500.00						\$1,500.00
	Hollow Metal Door	\$4,701.00						\$4,701.00
	Painting and Coating	\$11,650.00						\$11,650.00
	Fire Extinguisher	\$280.00						\$280.00
	Plumbing	\$9,820.00						\$9,820.00
	HVAC	\$4,900.00						\$4,900.00
	Process Pipe - Labor	\$21,985.00						\$21,985.00
	Process Pipe - Materials	\$47,209.00						\$47,209.00
	Valves	\$41,145.00						\$41,145.00
	Electrical	\$52,747.00						\$52,747.00
	Site Improvements	\$152,027.00						\$152,027.00
Rock Excavation								
	Rock Excavation	\$405,000.00						\$405,000.00
Allowances								
	General Construction Allowance	\$300,000.00						\$300,000.00
	Fluoride Equipment Allowance	\$40,000.00						\$40,000.00
	Furnishings Allowance	\$10,000.00						\$10,000.00
	Computer and Security Camera Allowance	\$100,000.00						\$100,000.00
Parking Lot								
31002	Parking Lot	\$125,708.00						\$125,708.00
Totals		\$7,340,209.12		\$503,400.00	\$85,548.81	\$588,948.81		\$6,751,260.31



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Wastewater Plant	Date: 08/14/2023
Agenda Item Subject: Consider approving Pay App #21 to Lakehead Constructors for the Wastewater Treatment Plant Project for \$1,217,757.75.	Fiscal Impact: State Appropriations, PSIG Grant, WIF Grant, Sewer & Electric Fund reserves with the remaining balance to be covered from a low interest rate PFA loan.	
BACKGROUND: See attached communication from Bolton & Menk.		
COUNCIL ACTION REQUESTED: Approve Pay App #21 to Lakehead Constructors for \$1,217,757.75.		
RECOMMENDATION: Approve Pay App #21 to Lakehead Constructors for \$1,217,757.75.		
ATTACHMENTS: Communication and Pay App		

Agenda Item # CA#12

Meeting Date 8/14/23



**BOLTON
& MENK**

Real People. Real Solutions.

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

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

VIA EMAIL

July 26, 2023

Patty Nordean, City Administrator
City of Two Harbors
522 1st Ave.
Two Harbors, MN 55616

RE: Two Harbors Wastewater Treatment Facility Improvements
Pay Application No. 21
BMI Project Number: M24.117177

Dear Patty,

Enclosed is a copy of Pay Application No. 21 from Lakehead Constructors, Inc. for \$1,217,757.75. I have reviewed this request and recommend payment to the contractor. The work reflected on this application represents 66.7% of the work to be completed under this contract. Please process this request for payment.

Please contact me if you have any questions.

Sincerely,
Bolton & Menk, Inc.

Jennifer Selchow, P.E.
Environmental Project Engineer

Enclosures

cc: Joe Rhein, Bolton and Menk, Inc.
Brian Guldán, Bolton and Menk, Inc.
Randy Hedin, City of Two Harbors
Miranda Pietila, City of Two Harbors
File

Contractor's Application for Payment No.

Application Period: 6/24/23 - 7/25/23Application Date: 7/25/2023Invoice No. 21

To (Owner): City of Two Harbors, MN

From (Contractor): Lakehead Constructors, Inc.

Via (Engineer): Bolton & Menk

Project: Wastewater Treatment Facility Improvements

Contract: Wastewater Improvements

Owner's Contract No.: 7834


Contractor's Project No.: M24.117177

Engineer's Project No.:

Application For Payment Change Order Summary			
Approved Change Orders			
Number	Additions	Deductions	
			1. ORIGINAL CONTRACT PRICE..... \$ 29,297,715.00
			2. Net change by Change Orders..... \$
			3. Current Contract Price (Line 1 + 2)..... \$ 29,297,715.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)..... \$ 20,562,591.14
			5. RETAINAGE:
			a. 5% X \$18,945,616.22 Work Completed..... \$ 947,280.81
			b. 5% X \$1,616,974.92 Stored Material..... \$ 80,848.75
			c. Total Retainage (Line 5a + Line 5b)..... \$ 1,028,129.56
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 19,534,461.58
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 18,316,703.83
			8. AMOUNT DUE THIS APPLICATION..... \$ 1,217,757.75
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ 9,763,253.42
TOTALS			
NET CHANGE BY			
CHANGE ORDERS			

Contractor's Certification


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



By: Chris Clements

Date: 7/25/2023

Payment of: \$ 1,217,757.75
(Line 8 or other - attach explanation of the other amount)

Jennifer S. Bolton
(Engineer)
(Date) 7/26/2023

Payment of: \$ 1,217,757.75
(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)
(Date)

Approved by:

Funding Agency (if applicable)
(Date)

Progress Estimate

Contractor's Application

Project: Wastewater Treatment Facilities Improvements			Application Number: 21						
Application Period: 6/24/23 - 7/25/23			Application Date: 7/25/2023						
A		B	Work Completed		E	F		G	
Item			C	D					
Specification Section No.	Description	Scheduled Value	From Previous Application (C/D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (D / B)	Balance to Finish (B - F)	
1000	General Conditions	\$2,603,945.00	\$2,300,000.00	\$100,000.00		\$2,400,000.00	92.2%	\$203,945.00	
1001	Bonds & Insurance	\$290,000.00	\$290,000.00			\$290,000.00	100.0%		
1020	General Construction Allowance	\$475,000.00	\$130,263.82	\$15,734.65		\$145,998.47	30.7%	\$329,001.53	
1020	Chemical Feed Pump & Skid Allowance	\$75,000.00						\$75,000.00	
1020	Raw Water Wetwell Mixer Allowance	\$5,000.00						\$5,000.00	
1020	Laboratory Equipment Allowance	\$55,000.00	\$20,314.71	(\$376.38)		\$19,938.33	36.3%	\$35,061.67	
1020	Furniture Allowance	\$35,000.00						\$35,000.00	
1020	Computer Allowance	\$30,000.00						\$30,000.00	
1020	Security System Allowance	\$40,000.00						\$40,000.00	
1020	Utility Service Connection Allowance	\$35,000.00						\$35,000.00	
2100	Earthwork General Conditions	\$219,500.00	\$219,500.00			\$219,500.00	100.0%		
2100	Site Preparation	\$43,310.00	\$43,310.00			\$43,310.00	100.0%		
2101	Demolition	\$182,000.00	\$133,522.04			\$133,522.04	73.4%	\$48,477.96	
2102	Final Grading	\$6,870.00						\$6,870.00	
2103	Excavation & Backfill	\$459,800.00	\$459,800.00			\$489,800.00	100.0%		
2104	Remove Pavement & Misc. Structures	\$23,600.00	\$13,000.00			\$13,000.00	57.5%	\$9,600.00	
2105	Rock Excavation 1/4" to 3/4"	\$425,000.00	\$57,970.00			\$57,970.00	13.6%	\$367,030.00	
2106	Excavation & Embankment	\$102,700.00	\$102,700.00			\$102,700.00	100.0%		
2107	Erosion & Sediment Control	\$33,150.00	\$33,150.00			\$33,150.00	100.0%		
2108	Site Utilities	\$968,700.00	\$968,700.00			\$968,700.00	100.0%		
2109	Roads, Walks & Curb	\$282,900.00						\$282,900.00	
2110	Turf Restoration & Plantings	\$50,150.00		\$25,000.00		\$25,000.00	49.9%	\$25,150.00	
2111	Earthwork for Decorative Wall	\$270,000.00						\$270,000.00	
3300	Cast in Place Concrete below-slab rebar								
3300	Chlorine Concrete	\$1,245,000.00	\$1,245,000.00			\$1,245,000.00	100.0%		
3300	Garage	\$620,000.00						\$620,000.00	
3300	Aeration Basins	\$2,375,000.00	\$2,375,000.00			\$2,375,000.00	100.0%		
3300	Operations	\$475,000.00	\$475,000.00			\$475,000.00	100.0%		
3300	Biosolids	\$815,000.00	\$407,500.00	\$85,000.00		\$492,500.00	60.4%	\$322,500.00	
3300	Chlorine Contact	\$475,000.00						\$475,000.00	
3310	Concrete Decorative Walls	\$1,321,260.00						\$1,321,260.00	
3410	All Precast	\$535,000.00	\$370,100.00	\$64,500.00		\$434,600.00	81.2%	\$100,400.00	
4810	Unit Masonry Assemblies	\$840,000.00	\$575,843.93	\$146,720.00		\$722,563.93	86.0%	\$117,436.07	
5100	Metals	\$895,000.00	\$541,158.00	\$136,600.00	\$7,920.00	\$685,678.00	76.6%	\$209,322.00	
6100	Rough Carpentry	\$55,000.00	\$32,000.00			\$32,000.00	58.2%	\$23,000.00	
7150	Dampproofing	\$68,000.00	\$35,000.00	\$10,000.00		\$45,000.00	66.2%	\$23,000.00	
7190	Vapor Barrier	\$75,000.00	\$45,000.00			\$45,000.00	60.0%	\$30,000.00	
7535	Fully Adhered Membrane Roof System	\$675,000.00	\$344,104.03			\$344,104.03	51.0%	\$330,895.97	
7900	Caulking & Sealants	\$85,000.00	\$34,330.00			\$34,330.00	40.4%	\$50,670.00	
8110	Doors & Frames	\$130,000.00	\$65,000.00		\$46,616.31	\$111,616.31	85.9%	\$18,383.69	
8360	O.H. Doors	\$60,000.00		\$20,000.00	\$40,000.00	\$60,000.00	100.0%		
8501	Windows	\$30,000.00	\$18,296.00			\$18,296.00	61.0%	\$11,704.00	
9900	Painting	\$610,000.00	\$313,854.00			\$313,854.00	51.5%	\$296,146.00	
						\$4,497.61	\$4,497.61	18.9%	\$78,512.39
10000	Division 10	\$535,000.00							
11240	Chemical Feed	\$133,700.00				\$33,427.00	\$33,427.00	25.0%	\$100,273.00
11280	Hydraulic Gases	\$80,000.00		\$39,725.00		\$33,725.00	\$73,450.00	91.8%	\$6,550.00
11310	Centrifugal Wastewater Pumps	\$300,000.00	\$154,000.00	\$52,400.00	\$49,600.00	\$256,000.00	85.3%	\$44,000.00	
11315	Rotary Lobe Pump	\$125,000.00		\$41,666.00	\$83,334.00	\$125,000.00	100.0%		
11318	Screw Impeller Centrifugal Pumps	\$440,000.00			\$376,950.00	\$376,950.00	85.7%	\$63,050.00	
11320	Grit Removal	\$90,925.00	\$90,925.00			\$90,925.00	100.0%		
11330	Fine Screen	\$192,000.00	\$192,000.00			\$192,000.00	100.0%		
11335	Jet Mixing Aeration System	\$178,000.00	\$178,000.00			\$178,000.00	100.0%		
11352	Clarifier Equipment	\$540,000.00	\$540,000.00			\$540,000.00	100.0%		
11374	Fine Pore Membrane Aeration Equipment	\$60,000.00			\$60,000.00	\$60,000.00	100.0%		
11376	High Efficiency Blower System	\$250,000.00	\$450,916.00		\$274,084.00	\$725,000.00	96.7%	\$25,000.00	
11384	Rotary Drum Thickener	\$155,000.00			\$142,308.00	\$142,308.00	91.8%	\$12,692.00	
11386	Rapid Mixers	\$48,000.00			\$48,000.00	\$48,000.00	100.0%		
11387	Submersible Mixers	\$25,000.00			\$25,000.00	\$25,000.00	100.0%		
11630	Automatic Sampler	\$17,000.00			\$17,000.00	\$17,000.00	100.0%		
12346	Carework	\$55,000.00		\$26,995.00		\$26,995.00	49.1%	\$28,005.00	
13126	Circular Tank Covers	\$211,000.00	\$211,000.00			\$211,000.00	100.0%		
13216	Prestressed Concrete Water Tanks	\$1,500,000.00	\$1,500,000.00			\$1,500,000.00	100.0%		
13900	FRP Baffles & Weirs	\$60,000.00	\$60,000.00			\$60,000.00	100.0%		
14000	Hoists	\$25,000.00						\$25,000.00	
15000	Mechanical								
15001	Mobile & General Conditions	\$168,565.00	\$119,095.53	\$14,578.25		\$133,673.78	79.3%	\$34,891.22	
15002	Buried Process Pipe	\$175,000.00	\$175,000.00			\$175,000.00	100.0%		
15003	Flanged Process Pipe	\$514,000.00	\$166,085.39	\$26,800.00		\$192,885.39	37.5%	\$321,114.61	
15004	Process Flanged Fittings	\$286,000.00	\$286,000.00			\$286,000.00	100.0%		
15005	Process Valves	\$305,000.00	\$238,110.98			\$238,110.98	78.1%	\$66,889.02	
15006	Process Pipe Labor	\$425,000.00	\$107,500.00			\$107,500.00	25.3%	\$317,500.00	
15007	Stainless Pipe Material	\$34,000.00	\$26,000.00	\$4,000.00		\$30,000.00	88.2%	\$4,000.00	
15008	Stainless Pipe Labor	\$16,000.00	\$4,000.00	\$9,000.00		\$13,000.00	81.3%	\$3,000.00	
15009	Gas Piping	\$15,500.00		\$5,000.00		\$5,000.00	6.4%	\$10,500.00	
15010	Aeration Piping Install	\$78,000.00				\$75,000.00		\$3,000.00	
15011	Pipe Supports & Hangers	\$34,000.00				\$34,000.00		\$34,000.00	
15012	Sampler Piping	\$3,800.00				\$3,800.00		\$3,800.00	
15013	Pipe Demo	\$32,000.00				\$32,000.00		\$32,000.00	
15014	Chem Feed Material	\$16,000.00				\$16,000.00		\$16,000.00	
15015	Chem Feed Labor	\$17,600.00				\$17,600.00		\$17,600.00	
15016	Mechanical Equipment Install	\$34,050.00	\$4,000.00			\$4,000.00	11.7%	\$30,050.00	
15017	Fabricated Ductwork	\$13,625.00	\$15,812.50	\$6,325.00		\$22,137.50	70.0%	\$9,487.50	
15018	Duct Field Material	\$22,000.00	\$13,200.00	\$2,200.00		\$15,400.00	70.0%	\$6,600.00	
15019	Plumbing Material	\$121,000.00	\$96,000.00			\$96,000.00	80.0%	\$24,000.00	
15020	Insulation Material	\$17,600.00	\$10,230.00	\$2,557.50		\$12,787.50	75.0%	\$4,812.50	
15021	Ventilation Material	\$85,217.00	\$67,048.50	\$8,521.00		\$95,569.50	112.1%	(\$10,352.50)	
15022	Plumbing Labor	\$175,406.00	\$140,324.80			\$140,324.80	80.0%	\$35,081.20	
15023	Insulation Labor	\$28,985.00	\$17,382.00	\$4,347.75		\$21,729.75	75.0%	\$7,255.25	
15024	Ventilation Equipment	\$177,760.00	\$177,760.00			\$177,760.00	100.0%		
15025	Plumbing Fixtures/Equipment	\$93,170.00	\$93,170.00			\$93,170.00	100.0%		
15026	Refrigeration Piping Start-up	\$15,730.00	\$5,505.50	\$2,359.50		\$7,865.00	50.0%	\$7,865.00	
15027	T&B	\$9,486.00						\$9,486.00	
15028	Temp Control Sub	\$137,006.00	\$64,392.22			\$64,392.22	47.0%	\$72,613.78	
16000	Electrical								
16001	Permit	\$2,500.00	\$2,500.00			\$2,500.00	100.0%		
16002	Mobilization	\$50,000.00	\$50,000.00			\$50,000.00	100.0%		
16003	Temp Power/Lighting	\$25,000.00	\$16,000.00			\$16,000.00	64.0%	\$9,000.00	
16004	Site Electrical	\$407,319.00	\$164,500.00	\$12,500.00		\$177,000.00	43.5%	\$230,319.00	
16005	Site Lighting	\$58,116.00						\$58,116.00	
16006	Final Clarifier	\$47,684.00	\$30,000.00			\$30,000.00	62.9%	\$17,684.00	
16007	Aeration Basins	\$37,476.00	\$16,500.00	\$5,000.00		\$21,500.00	57.4%	\$15,976.00	
16008	Operations Building	\$196,343.00	\$98,000.00	\$9,500.00		\$107,500.00	54.8%	\$88,843.00	
16009	Storage Garage	\$49,873.00	\$80,000.00	\$4,000.00		\$84,000.00	39.2%	\$130,073.00	
16010	Blowdown Building	\$214,072.00	\$3,000.00		\$4,000.00	\$4,000.00	60.0%	\$210,072.00	
16011	Pve Treatment	\$5,000.00	\$3,000.00			\$3,000.00	83.2%	\$2,000.00	
16012	Existing Pve Treatment	\$88,943.00	\$62,000.00	\$12,000.00		\$74,000.00	83.2%	\$14,943.00	
16013	Existing Filter Building	\$142,978.00	\$65,000.00	\$7,000.00		\$72,000.00	50.4%	\$70,978.00	
16014	Wall Lighting	\$45,857.00						\$45,857.00	
16015	Equipment	\$14,028.00	\$2,000.00			\$2,000.00	14.3%	\$12,028.00	
16016	Service	\$160,937.00	\$41,500.00			\$41,500.00	25.8%	\$119,437.00	
16017	Lighting Fixtures Material	\$224,200.00	\$224,200.00			\$224,200.00	100.0%		
16018	Gear	\$206,721.00	\$39,000.00		\$91,238.00	\$130,238.00	63.0%	\$76,483.00	
16019	Cabinet Unit Heaters	\$34,220.00			\$34,220.00	\$34,220.00	100.0%		
16020	Generator	\$228,377.00						\$228,377.00	
16021	Integrator	\$136,880.00	\$133,000.00			\$133,000.00	97.2%	\$3,880.00	
16022	Integrator Materials	\$418,834.00	\$115,000.00		\$207,687.00	\$322,687.00	77.0%	\$96,147.00	
16023	Integrator Hardware	\$139,611.00			\$41,358.00	\$41,358.00	29.6%	\$98,253.00	
16024	Integrator Start-up	\$178,109.00							

TWO HARBORS CITY COUNCIL

AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: Request for Dylan Svoboda to attend the MMUA 2023 Overhead School – September 12-15, 2023 in Marshall, Minnesota. Costs for conference is \$515.00, lodging, meals and mileage reimbursement.

ORIGINATING SOURCE/DEPARTMENT: Electric Department

FUNDING SOURCE: Electric Department

BACKGROUND: Minnesota Municipal Utilities Association

ESTIMATED DATE OF COMPLETION: 9/18/23

COMMITTEE/COMMISSION RECOMMENDATION:

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:

Agenda Item # CA# 13 Meeting Date: 8/14/23

CITY OF TWO HARBORS

APPLICATION FOR LICENSE FOR MASSAGE, SAUNA, TATTOO,
OR SIMILAR ADULT ORIENTED SERVICES
WHICH OPERATE UNDER DIFFERENT NAMES

- 1) Name and address of applicant(s):

Julian M Wick
P.O. Box 238 Two Harbors, MN 55786

- 2) Is(are) the applicant(s) 18 years of age or older? Yes ☒ No ☐

- 3) Address of property to be used:

601 7th Ave (Salon 507)

- 4) Legal description of property to be used:

Salon

- 5) Term of license: ONE Year
(Example: 6 months, 3 days — one year maximum)

- 6) Beginning date: 8 / 1 / 23 Ending date: 6 / 30 / 24

- 7) List two persons who are residents of Lake County, who may be called upon to attest to applicant's, managers or operator's character; state relationship of character references to applicant.

<u>ROSIN GLAZER</u>	<u>335 1st AVE</u>	<u>218-830-1960</u>	<u>FRIEND</u>
Name	Address	Telephone No.	Relationship
<u>DALE WICK</u>	<u>1512 12th Ave</u>	<u>218-830-1940</u>	<u>BROTHER</u>
Name	Address	Telephone No.	Relationship

- 8) State whether the applicant, manager or operator has ever been convicted of a crime or offense and, if so, complete and accurate information as to the time, place and nature of such crime or offense, including the disposition thereof;

CA # 14

8/14/23

- 14) List any other licenses for which applicant has applied within the last ten years, including any denial, suspension or revocation with an explanation of any such denial, suspension or revocation.

City of Duluth Lic # 759512
MN Registered Nurse # 1296981
BCTMB (Board Certified Therapeutic Massage & Bodywork)
008781

- 15) Is the premises involved in complete conformity with the zoning code of the City of Two Harbors? Yes: ☒ No: ☐

- 16) If licensee is a partnership or corporation, applicant shall designate a person to be manager who will be responsible for the business and employees:

NA
Name of person designated to be manager

- 17) Include with this application, a list of current employees, including their duties within the licensed premises. (Label as Attachment E.)

- 18) If application is for a license to carry on the business of massage, each applicant not previously licensed by the City, shall submit a diploma, certificate, or other written proof of educational attainment with the application, including the name and address of the school. (The City of Two Harbors requires not less than 40 hours of education from a recognized school where the theory, method, profession, and work of massage is taught.) (Label as Attachment F.)

The undersigned hereby applies for a license to carry on the business of (circle one) Massage/Sauna/Tattoo/ or Similar Adult Oriented Services in the City of Two Harbors, County of Lake, State of Minnesota, subject to the laws of Minnesota and the Two Harbors City Code.

Jedimulua
Applicant's Signature

Aug 3 / 2023
Date

Applicant's Signature (if more than one)

Date

Two Harbors Police Department

613 3rd Avenue, Two Harbors, MN 55616
(218) 834-5566 Fax (218) 834-8831

Dear Applicant:

As part of your request for a license to sell a commercial product in the City of Two Harbors, the following information is required before your application can be processed by the Two Harbors Police Department for approval.

(Please Print on This Form, Form Must Be Legible)

Name: Wick Judith Marie
Last First Middle

Former Name: _____
Last First Middle

Address: P.O. Box 238
Two Harbors MN 55616
City State Zip Code

Date of Birth: 11/15/1980

Phone Number: 218-391-9958

Driver License Number: E 325-068-768-510 MN
or

State of MN Identification: _____

License you are applying for: MASSAGE Therapy

Name of Business in Two Harbors: Salon 507

Location product to be sold: 601 7th AVE

Corporate Name: _____

Corporate Address: _____

By this application, I am now being informed that this license must be processed and approved by the City of Two Harbors Chief of Police and that as part of that process a criminal history background check shall be conducted. I hereby request and authorize the Two Harbors Police Department to conduct a background check of me.

Judith Wick
Signature

Aug 3, 2023
Date

DATA PRACTICES ADVISORY

(Tennessee Warning)

The information that you are asked to provide in your application is classified by state law as either public, private or confidential. Public data is information that can be given to the public. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to consider your application.

You are not legally required to provide this information.

You may refuse to provide this information.

The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied.

Other persons or entities may be authorized by law to receive this information.

The undersigned has read this advisory and understands it.

Dated this 3 day of Aug, 2023.

Jason M. White
Signature

Missy Thompson / RN
Title

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
DBA (doing business as name) (if applicable)	

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
---	------	-------	----------

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)		
WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

☐ I have attached a copy of the permit to self-insure.

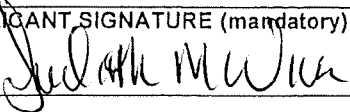
NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- ☒ I have no employees.
- ☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- ☐ Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory) 	TITLE MT/RN	DATE 8/3/23
--	----------------	----------------

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

City of Two Harbors

October 2nd 2023 will be my last Day of
employment with the city as I will be drawing
my retirement and moving to the next phase of
my life. I have enjoyed my many years
with the city and wish them well.

Jim Larson

8-3-2023



CA#15

8/14/



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 8/10/23
Agenda Item Subject: Journey Lineworker Position	Fiscal Impact:	
BACKGROUND: We have received a notice of retirement from one of our Journey Lineworkers in the Electrical Department, with an October effective date. In recent years, it has been difficult to get many applicants for this position, so we are requesting permission to get the process of finding a replacement started as soon as possible.		
Since we have a small crew in this department, it is helpful to get positions filled quickly so that the existing staff doesn't have to be on call every other weekend for an extended period of time.		
COUNCIL ACTION REQUESTED: Authorize the posting of internal and external bulletins for the position of Journey Lineworker in the Electrical Department.		
RECOMMENDATION: Staff recommends the council action requested.		
ATTACHMENTS:		

Agenda Item # CA# 16 Meeting Date 8/14/23



Lake County Auditor/Treasurer

Linda Libal, County Auditor/Treasurer
Ronelle Radle, Chief Deputy
Lake County Court House
601 3rd Avenue
Two Harbors, MN 55616
218.834.8315

July 24, 2023

To: Patty Nordean, Two Harbors, City Administrator
522 1st Ave.
Two Harbors, Mn 55616

From: Linda Libal, Lake County Auditor-Treasurer

RE: Agreement between City of Two Harbors and Lake County for Voting Operations,
Technology, & Election Resources (VOTER) Account Funds

Administrator and City Council,

Enclosed please find an Agreement for your approval between the City of Two Harbors and
Lake County for the VOTER Account Funds approved through the 2023 Legislative process.

I will also email you with the overview documentation and a Word file for the Agreement.

Please feel free to transfer the wording of the Agreement to your official City Resolution
template.

Let me know if you have any questions.

Sincerely,

Linda Libal
Lake County Auditor-Treasurer

CA#17

8/14

Voting Operations, Technology, & Election Resources (VOTER) Account Agreement

BY AND BETWEEN: City of Two Harbors, 522 1st Ave., Two Harbors, MN 55616

AND: Lake County Minnesota, 601 3rd Ave. Two Harbors, MN 55616

WHEREAS, On July 20, 2023, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account in accordance with the requirements of Minnesota Statutes section 5.305,

And

WHEREAS, Lake County is required to work with its local units of government to determine how the funds will be allocated within the county,

And

WHEREAS, Lake County currently administers the absentee and mail balloting for all precincts,

And

WHEREAS, Lake County pays for all maintenance for all election equipment utilized by the local units of government,

NOW, THEREFORE, BE IT RESOLVED, that the **City of Two Harbors** does hereby agree to allow **Lake County** to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received.

Adopted this _____ day of _____, 2023

{Insert name of Council member/Town Board member} moved the approval of the foregoing agreement and the same was declared adopted upon unanimous vote of all members present. Absent: _____

Attested and witnessed:

{Patty Nordean City Clerk}

July 10, 2023

City of Two Harbors
Dan Walker
City Administrator
522 1st Avenue
Two Harbors, MN 55616

Greetings from The Salvation Army's HeatShare Program staff. The cost of our bill inserts has decreased!

I would like to thank everyone who has continued to be an active participant of the HeatShare Program. HeatShare is celebrating its 39th year thanks to the commitment of utilities such as yours. Since 1982, HeatShare and many of the municipal electric and gas utilities of Minnesota have worked closely together. For those who are not currently active participants, it is our hope that you will join us this next HeatShare season. Hopefully, we can count on all our community partners to be a part of our HeatShare network.

HeatShare provides emergency assistance with heating and utility bills. It is a voluntary, nongovernmental program of The Salvation Army HeatShare program helps warm the lives of the elderly, disabled and others who have nowhere else to turn. It is a one-time, last resort for many who have no other resources available to see them through a tough time.

This program is a positive way for you to reach out to customers in need; especially with energy costs rising year after year. Additionally, there are many households who have limited resources to turn to; particularly after the state programs are closed or unavailable.

Your support of this program would aid those in your community in receiving the help that they need if you could contribute in at least one of the following ways (please check all applicable boxes):

- ☐ By purchasing and distributing bill inserts to your customers to raise donations.
- ☐ Utilizing your website to advertise the HeatShare Program (a suggested example attached).
- ☐ By adding information about the HeatShare Program to your utility newsletter (a suggested example attached)

If you do not wish to aid us in our outreach efforts to promote and raise funds for the HeatShare Program to benefit your customers, please check the box below:

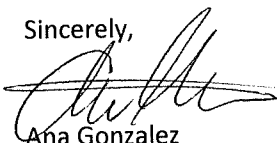
- ☐ We do not wish to participate in the HeatShare Program

Enclosed you will find a copy of The Salvation Army's HeatShare Agreement. If you wish to participate in the program, please present this to your governing authorities to review and sign. A self-addressed stamped envelope is enclosed so you can conveniently return the signed agreement and order form back to us. Once received, a fully executed agreement will be returned to you.

It is my hope that in the upcoming year I will be able to reach out and make personal contact with many of you. In the meantime, if you have any questions about the HeatShare Program or this agreement, please contact me at 651-746-3542. Our program continues to be a success in Minnesota, thanks to individuals and organizations like you.

Thank you for your support.

Sincerely,



Ana Gonzalez
Divisional HeatShare Coordinator
The Salvation Army Divisional Headquarters

Enclosures

CA #18 8/10

Utility Website or Newsletter Sample

What is HeatShare?

HeatShare is a voluntary nongovernmental program of The Salvation Army that has been in existence since 1982. When you give to HeatShare, you are helping warm the lives of the elderly, people with disabilities, and others who have nowhere else to turn. HeatShare provides financial assistance on a year-round basis and is used for natural gas, oil, propane, wood, and electricity.

Who does HeatShare help?

- Seniors 65 years or older with low income and no alternate source of help.
- People with disabilities who are limited in their ability to maintain income to adequately cover energy costs.
- People who have an unexpected crisis and as a result cannot pay for household energy bills.

How can I support my neighbor?

You can give the gift of heat by sending a tax-deductible donation to:

The Salvation Army
HeatShare Program
2445 Prior Ave N
Roseville, MN 55113

**Please make checks payable to HeatShare*

www.heatshare.org

1-800-842-7279



HEATSHARE PROGRAM BILL INSERT ORDER FORM

City of Two Harbors
522 1st Avenue
Two Harbors, MN 55616

NUMBER OF NEW BILL INSERTS YOU WOULD LIKE TO ORDER: 2,670
@ .15 EACH
TOTAL COST: \$ 400.50

PLEASE MAKE YOUR CHECK OUT TO: "THE SALVATION ARMY HEATSHARE PROGRAM" AND INCLUDE IT WITH THE ORDER FORM IN THE ENCLOSED ENVELOPE.

THANK YOU FOR SUPPORTING THE SALVATION ARMY'S HEATSHARE PROGRAM IN YOUR COMMUNITY.

THE SALVATION ARMY HEATSHARE PROGRAM AGREEMENT

COMES NOW, City of Two Harbors, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

PROGRAM NAME:

HeatShare (A voluntary non-governmental program of The Salvation Army) which has been in existence since 1982.

PURPOSE:

The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

CUSTOMER NOTIFICATION:

Customers will be notified through City of Two Harbors. Notifications will be made via bill inserts and/or newsletter. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and City of Two Harbors.

TRANSFER/DISTRIBUTION OF FUNDS:

City of Two Harbors will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to City of Two Harbors in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the guidelines on attachment A-1.

IMPLEMENTATION:

Implementation is to be scheduled within the effective dates of this agreement by one or more of the following:

- Insertion of HeatShare bill insert into at least one monthly bill,
- Advertisement of HeatShare program on website,
- Utility newsletter.

ADDITIONAL:

City of Two Harbors proposes at this time to absorb the expense of solicitation through paying of bill inserts, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

EFFECTIVE DATE:

This plan becomes effective this October 1, 2023, and stays effective until September 30, 2024, or until City of Two Harbors or The Salvation Army terminates this agreement by giving a 90-day written notice to the other party.

NOTICE:

The Salvation Army will follow the operational guidelines on (A-1) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

If to City of Two Harbors:

Attn: Dan Walker
Title: City Administrator
Address: 522 1st Avenue
Two Harbors, MN 55616
Phone: 218.834.8803

If to The Salvation Army:

Attn: Ana Gonzalez
Title: Divisional HeatShare Coordinator
Address: 2445 Prior Avenue N
Roseville, MN 55113
Phone: 651-746-3542

WHEREFORE, City of Two Harbors, requests that its proposed joint customer contribution fund program be approved as submitted.

By: _____
Title: _____
Attest: _____
Title: _____
Dated the _____ day of _____ 2023

The Salvation Army, an Illinois Corporation

By: _____
Title: Divisional Commander
Attest: _____
Title: Divisional HeatShare Coordinator
Dated the _____ day of _____ 2023

THE SALVATION ARMY HEATSHARE PROGRAM GUIDELINES

TO QUALIFY FOR ASSISTANCE FROM THE HEATSHARE PROGRAM:

1. Applicants must have a past due bill or final (disconnect) notice and;
2. Applicants must be income eligible as per Attachment A-1 and;
3. Applicants must have applied for assistance previously from other available public agencies and;
4. Applicants must reside in the designated areas where funds are raised for the program.
5. Applicants must be:
 - a. 65 years of age or older, or disabled/handicapped, such that financial assistance from the HeatShare program would relieve a substantial need or
 - b. Circumstances have arisen which deplete an individuals or families immediate cash resources. For example, an illness, major repair bill or sudden lay off, may leave a family, usually able to cope with insufficient cash resources to meet heating needs even though normally they have sufficient income to do so.
 - c. After initial assistance has been received, if an underlying problem exists (such as a client paying more rent than their income will allow) attempts must be made to remedy the situation before further assistance will be given.
 - d. Households who request assistance in consecutive years will be asked to participate in activities to strengthen the self-sufficiency of the family.
6. Assistance is available only once per year at a maximum of \$400 for those living outside of the Twin Cities area, and \$500 for those living within the Twin Cities Area.
7. Types of assistance granted will be for natural gas, electric, fuel oil, and propane.

Note: These are guidelines and on occasion, due to extenuating circumstances, clients may be given special considerations.

2023-2024 ANNUAL NET INCOME GUIDELINES

The income guidelines below are based on 50% of State Median Income.

Household	Annual Income	Monthly Income
1	\$36,687	\$3,057.25
2	\$47,975	\$3,997.92
3	\$59,263	\$4,938.58
4	\$70,552	\$5,879.33
5	\$81,840	\$6,820.00
6	\$93,128	\$7,760.67
7	\$95,245	\$7,937.08
8	\$97,362	\$8,113.50
9	\$99,478	\$8,289.83
10	\$101,595	\$8,466.25
11	\$103,711	\$8,642.58

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Allow travel for Justin Bredow and Randy Hedin to attend the MRWA training and exam refresher course in St Cloud, MN. Dates are from September 20-22, 2023.*

ORIGINATING SOURCE/DEPARTMENT: *Wastewater Treatment*

FUNDING SOURCE: *Budgeted 2023 Travel and Training*

BACKGROUND: *Justin will be attend the WWTP training/refresher and will test for his MPCA Class C licensce. Randy will attend the WWTP training/refresher to prepare for his Class A license exam in November. Expenses will be \$265 each for Justin and Randy to attend the training; \$55 for Justin to take his Class C exam; \$368.28 for hotel rooms; and per diem for meals.*

ESTIMATED DATE OF COMPLETION: **09/22/2023**

COMMITTEE/COMMISSION RECOMMENDATION: *N/A.*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve Justin and Randy to attend the training/refresher and testing.

Agenda Item # CA# 19 Meeting Date: 8/14/23



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/10/23
Agenda Item Subject: Water/Wastewater Operations Specialist Position	Fiscal Impact:	
BACKGROUND: We are in the process of conducting interviews for the position of Water/Wastewater Operations Specialist. Administration would like to extend a conditional offer for the position. Once the offer is accepted, staff will schedule physical exam and conduct necessary background checks. Once the candidate has met the required pre-employment requirements, we will request formal approval of the council to hire the candidate.		
COUNCIL ACTION REQUESTED: Authorize the administrator to extend a conditional offer of employment for the position of Water/Wastewater Operations Specialist.		
RECOMMENDATION: Staff recommends the council action requested.		
ATTACHMENTS:		

Agenda Item # CA# 20 Meeting Date 8/14/23

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number

8924561

◀ The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number

Period covered

Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

☒ Over counter☐ Through vending machine☐ Both

Licensee's legal name

Two Harbors Cannabis

Federal employer ID number (FEIN)

93-133891

Business trade name (doing business as)

T.H.C.

Daytime phone

651-494-8184

Complete address of business location (permit location)

629 7th Ave

County

Lake

Other phone number

City

Two Harbors

State

MN

Zip code

55616

Fax number

Mailing address (if different than business address)

City

State

Zip code

Email address

Type of legal organization (check one):

☐ Sole proprietor☐ Partnership☒ Other (describe) **LLC**☐ Minnesota corporation: Enter date of incorporation _____☐ Out-of-state corporation: State of Incorporation _____

Are you registered to do business in Minnesota?

☐ Yes☐ No

Corporate officers or partners (attach a list if necessary)

Name

Title

Address

City

State

Zip code

Name

Title

Address

City

State

Zip code

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee signature

Cassidy Gow

Title

Owner

Print name

Cassidy Gow

Date

Daytime phone

651-494-8184

Licensing agent's signature

Title

Print name

Date

Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331. Fax: 651-297-1939

Phone: 651-297-1882. TTY: Call 711 for Minnesota Relay.

CA#21

8/14/23

MINNESOTA Department of RevenueREPORT OF BUSINESS'S LICENSED TO SELL CIGARETTES AND/OR
TOBACCO AT RETAIL

CT-010

COUNTY, CITY OR MUNICIPALITY

Date

License to Sell Cigarettes/Tobacco Products at Retail

License or Permit Number	Business Name	Doing Business As:	Minnesota Tax Identification Number	
	Two Harbors Cannabots	T.H.C.	8924561	
Address			Phone	Fax
629 7 th Ave			651-494-8184	

Owner/Officer of Business Social Security Number	E-Mail Address	Contact at Store
440-88-1136	Cassidy.gow@gmail.com	Cassidy Gow

Previous Retail Cigarette Licenses Held

License or Permit Number	Business Name	Address	Minnesota Tax Identification Number
	N.A.		

Previous Owner of Business

Owner/Officer of Business Social Security Number	Address
	N.A.

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)		LICENSE OR PERMIT NO (if applicable)	
Two Harbors Cannabis			
DBA (doing business as name) (if applicable)			
T.H.C.			
BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
629 7th Ave STE 11	Two Harbors	MN	55616

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)		
Bi Berk		
WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
N9WC38135	09/01/23	09/01/24

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

☐ I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- ☐ I have no employees.
- ☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____

☐ Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
Cassidy Gow	owner	8/07/23

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

Two Harbors Police Department

613 3rd Avenue, Two Harbors, MN 55616

(218) 834-5566 Fax (218) 834-8831

Dear Applicant:

As part of your request for a license to sell a commercial product in the City of Two Harbors, the following information is required before your application can be processed by the Two Harbors Police Department for approval.

(Please Print on This Form, Form Must Be Legible)

Name: Gow Cassidy M
Last First Middle

Former Name: _____
Last First Middle

Address: 675 Stanley RD
Two Harbors MN 55616
City State Zip Code

Date of Birth: 5/29/86

Phone Number: 651-494-8184

Driver License Number: E 235-060-829-810
or

State of MN Identification: _____

License you are applying for: Tobacco

Name of Business in Two Harbors: Two Harbors Cannabis LLC

Location product to be sold: 629 7th Ave

Corporate Name: _____

Corporate Address: _____

By this application, I am now being informed that this license must be processed and approved by the City of Two Harbors Chief of Police and that as part of that process a criminal history background check shall be conducted. I hereby request and authorize the Two Harbors Police Department to conduct a background check of me.

Cassidy Gow
Signature

8/2/23
Date

DATA PRACTICES ADVISORY
(Tennessee Warning)

The information that you are asked to provide in your application is classified by state law as either public, private or confidential. Public data is information that can be given to the public. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to consider your application.

You are not legally required to provide this information.

You may refuse to provide this information.

The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied.

Other persons or entities may be authorized by law to receive this information.

The undersigned has read this advisory and understands it.

Dated this 07 day of August, 2023.

Cassidy Jew
Signature

Owner
Title

TWO HARBORS POLICE DEPARTMENT

613 3rd Avenue
Two Harbors, MN 55616
218-834-5566
218-834-8831 (FAX)



August 8, 2023

Patty Nordean
City Hall
522 1st Avenue
Two Harbors, MN 55616

Re: Tobacco License Application

Patty,

No information was located during the criminal background check concerning Cassidy Gow of the Two Harbors Cannabis LLC that would preclude issuance of this license.

Sincerely,

A handwritten signature in black ink, appearing to read "RH", with a large, stylized flourish extending to the right.

Richard Hogenson
Chief of Police
Two Harbors Police Department

Hemp Derived Cannabinoid Products Business Registration Form

Minnesota requires sellers of hemp derived cannabinoid products (including exclusive liquor stores) to register with the State of Minnesota. Retailers and manufacturers (including those that sell directly to consumers, such as breweries that make hemp-THC beverages) must register. Out-of-state manufacturers that sell online or to businesses in Minnesota must also register.

By completing this form, your business will be registered with the Minnesota Department of Health as a Hemp Derived Cannabinoid Product business, a.k.a., an edible cannabinoid business. This is not a license. Licensing will be available at a later date through the Office of Cannabis Management and will be communicated to the business owner as identified on this form.

In addition, your establishment may be inspected by the Minnesota Department of Health to ensure the establishment is in compliance with all applicable laws and regulations.

Please complete the registration below.

If you have more than one location please register each one separately

Thank you

Business Information

*Business Name Two Harbors Cannabis
*Street Address (No PO Boxes) 629 7th ave ste 11
*City two harbors
*State (ex. MN) mn
*ZIP Code 55616
*County Lake

Business Phone	(651) 494-8184
----------------	----------------

Business Website Address	
--------------------------	--

Confirm Business Website Address	
----------------------------------	--

Business Owner Information

Business Owner's Full Name	cassidy gow
----------------------------	-------------

Business Owner's Phone	(651) 493-8184
------------------------	----------------

Is the Business Owner (cassidy gow) address the same as the Business Address (Two Harbors Cannabis)	<input checked="" type="radio"/> No <input type="radio"/> Yes
---	--

*Street Address (No PO Boxes) 675 stanley rd
*City two harbors
*State (ex. MN) mn
*ZIP Code 55616
*County Lake
*required

Confirm Business Owner's Email

cassidy.gow@gmail.com

Type of Business

- ☐ Convenience Store
☐ Bar
☐ Restaurant
☐ Exclusive Liquor Store
☐ Hemp/Edible Cannabinoid Store
☐ Hair or Nail Salon/Barbershop
☐ Grocery Store
☒ Smoke Shop
☐ Brewery/Distillery
☐ Manufacturer/Wholesaler
☐ Other

Current Hours of Operation

Day Open? Opening Time AM\PM Closing Time AM\PM

Sunday Open 10 AM 10 PM

Monday Open 4 PM 10 PM

Tuesday Open 4 PM 10 PM

Wednesday Open 4 PM 10 PM

Thursday Open 4 PM 10 PM

Friday Open 10 AM 10 PM

Saturday Open 10 AM 10 PM

Current Hemp Derived Cannabinoid Products Offered for Sale (select all that apply)

- ☒ Edible Cannabinoids (food)
☒ Beverages
☒ Topicals
☐ Other

Is the business registered with the Minnesota Department of Revenue and have added the Cannabis Tax to its profile?

- ☒ Yes
☐ No

I, the undersigned, attest that I am an authorized representative with signature authority for the business listed above and that the business is in compliance with all requirements described in MN Statute 151.72 and all other applicable state and local laws and ordinances. I further attest that the business will stay in compliance with MN Statute 151.72 and all other applicable state and local laws and ordinances.

- ☒ Yes
☐ No

Full Name of the person completing the form

cassidy gow

Email of the person completing the form

cassidy.gow@gmail.com

Confirm Email Address

cassidy.gow@gmail.com

Comments

Comments

Date

08-04-2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/07/2023

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.

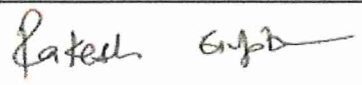
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer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

PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C No, Ext): 844-472-0967 E-MAIL ADDRESS: customerservice@biBERK.com FAX (A/C, No): 203-654-3613
INSURED Two Harbors Cannabis T.h.c. 629 7th Ave Two Harbors, MN 55616	INSURER(S) AFFORDING COVERAGE INSURER A : National Liability & Fire Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 20052

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 EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	N9WC381354	09/01/2023 09/01/2024	X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$100,000 E L DISEASE - EA EMPLOYEE \$100,000 E L DISEASE - POLICY LIMIT \$500,000
	Professional Liability (Errors & Omissions): Claims-Made					Per Occurrence/ Aggregate

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

Exclusions:
Cassidy Gow;
Additional Named Insured:T.h.c.

CERTIFICATE HOLDER Two Harbors Cannabis 629 7th Ave Two Harbors, MN 55616 DBA T.h.c.	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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7/25/23

Dear Board of Directors,

Below is our Sunday requests for football season for TH Moose Lodge #1463. Thank you kindly for taking the time to approve this.

-Jessica Carlson

(Administrator for Moose Lodge #1463)

Jessica Carlson

September 10th – open @ 11:30am

October 1st – open @ 11:30am

October 15th – open @ 11:30am

October 29th – open @ 11:30am

November 12th – open @ 11:30am

December 31st – Open @ 5pm

C. CA# 22. 8/14/23



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Airport	Date: 08/14/2023
Agenda Item Subject: AWOS Environmental Services grant agreement	Fiscal Impact: \$5,325 – Local Share	
BACKGROUND: At the September 26, 2022 the City Council authorized SEH to complete the FAA required environmental work for the AWOS Relocation Project. Attached is the invoice for \$12,480		
COUNCIL ACTION REQUESTED: Approve invoice for \$12,480 to SEH for AWOS environmental review.		
RECOMMENDATION: Approve invoice for \$12,480 to SEH for AWOS environmental review.		
ATTACHMENTS: Invoice		

Agenda Item # CA# 23

Meeting Date 8/14/23



Invoice

Invoice Number: 450603

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



BILL TO:

Miranda Pietila
City of Two Harbors Airport Commission
522 First Ave
Two Harbors MN 55616-1504

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Pay This Amount **\$12,480.00**

Due Date	03-SEP-23
Invoice Date	04-AUG-23
Bill Through Date	31-JUL-23
Terms	30 NET
SEH Customer Acct #	1462
Customer Project #	
Agreement / PO #	169803
Authorized Amount	\$20,800.00
Authorized Amount Remaining	\$8,320.00

Project Manager	Jacque Zirbes jzirbes@sehinc.com 651.490.2000
Client Service Manager	Shawn McMahon smcmahon@sehinc.com 651.490.2000
Accounting Representative	Kelly Stucki kstucki@sehinc.com 651.490.2000

Project #	Project Name	Project Description
169803	TWOHA 22 AWOS Environ. Review	Two Harbors Airport 22 AWOS Environmental Review

Notes:

CC:

mpietila@twoharborsmn.gov

Fee

Description	Amount
(60% of \$20,800.00) less previously billed of \$0.00	\$12,480.00
	\$12,480.00
Invoice total	\$12,480.00

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$12,480.00	\$0.00	\$12,480.00



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department: Airport	Date: 08/14/2023
Agenda Item Subject: AWOS Final Design	Fiscal Impact:	
BACKGROUND: Plans for the AWOS are 90% complete. Final plans will be completed once environmental process is complete. Bidding is still anticipated for late Summer. Attached is the invoice for \$8,520.		
COUNCIL ACTION REQUESTED: Approve invoice for \$8,520 to SEH for AWOS final design.		
RECOMMENDATION: Approve invoice for \$8,520 to SEH for AWOS final design.		
ATTACHMENTS: Invoice		

Agenda Item # CA# 24

Meeting Date 8/14/23



Invoice

Invoice Number: 450602

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



BILL TO:

Joel Dhein
City of Two Harbors Airport Commission
522 First Ave
Two Harbors MN 55616-1504

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Pay This Amount \$8,520.00

Due Date	03-SEP-23
Invoice Date	04-AUG-23
Bill Through Date	31-JUL-23
Terms	30 NET
SEH Customer Acct #	1462
Customer Project #	
Agreement / PO #	160048
Authorized Amount	\$28,400.00
Authorized Amount Remaining	\$8,520.00

Project Manager	Jacque Zirbes jzirbes@sehinc.com 651.490.2000
Client Service Manager	Shawn McMahon smcmahon@sehinc.com 651.490.2000
Accounting Representative	Kelly Stucki kstucki@sehinc.com 651.490.2000

Project #	Project Name	Project Description
160048	TWOHA 21 AWOS Relocation-FD	Two Harbors Municipal Airport 2021 Relocation of Automated Weather Observation System (AWOS) Final Design Phase

Notes:

CC:

jdhein@twoharborsmn.gov

Fee

Description	Amount
(70% of \$28,400.00) less previously billed of \$11,360.00	\$8,520.00
	\$8,520.00
Invoice total	\$8,520.00

Project Billing Summary

	Current Amount Due	Previously Invoiced	Cumulative
Totals	\$8,520.00	\$11,360.00	\$19,880.00

Toni Maki

From: Krista Busse <krista.busse@gmail.com>
Sent: Friday, July 28, 2023 3:21 PM
To: Toni Maki
Subject: Re: THEDA

Hello Toni,

I will need to resign from THEDA as I am moving to Superior shortly. Best of luck to the group!!
Thank you,
Krista Busse

Sent from my iPhone

On Jul 18, 2023, at 11:29 AM, Toni Maki <tmaki@twoharborsmn.gov> wrote:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 211 901 980 353

Passcode: xhm5UQ

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

<mime-attachment.ics>



Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

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

MEMORANDUM

Date: July 26, 2023
To: Mayor and City Council
From: Jennifer Selchow, P.E., Bolton & Menk, Inc.
Subject: Two Harbors WWTF Improvements
Project No.: M24.117177

Since the last progress update and pay request, the contractor poured the WAS tank lid, set lower roof at Biosolids building, continued to pull electrical wire in Operations building, poured generator pad concrete, installed stairs in Operation building, poured pump concrete bases in Operations building pump room, installed aluminum grating in Pretreatment building, and poured blower, electrical, and HVAC room concrete floors in Biosolids building.

Lakehead plans to continue installing CMU at Biosolids building, install grating in Operations building, set upper roof in Biosolids building, apply floor coatings in Operations building, replace Pretreatment building roof, continue installing process piping in Operations building pump room, install process tanks in Operations building, and pour Biosolids building concrete floor this upcoming month.

The following section provides an update on completed work for the various components of the project. Construction photos have also been included at the end of this memorandum for your information and reference.

Biosolids Building

The following work has occurred over the last month for the Biosolids building.

- Set lower precast concrete roof.
- Poured blower, electrical, and HVAC room concrete floors.

Operations Building

The following work has occurred over the last month for the Operations building.

- Continued to pull electrical wire.
- Installed stairs from middle to upper level.
- Poured five (5) pump bases in pump room.

Pretreatment Building

The following work has occurred over the last month for the Pretreatment building.

- Installed aluminum grating.

Miscellaneous Site Work

The following work has occurred over the last month onsite.

- Poured WAS Tank lid.
- Poured generator concrete pad.

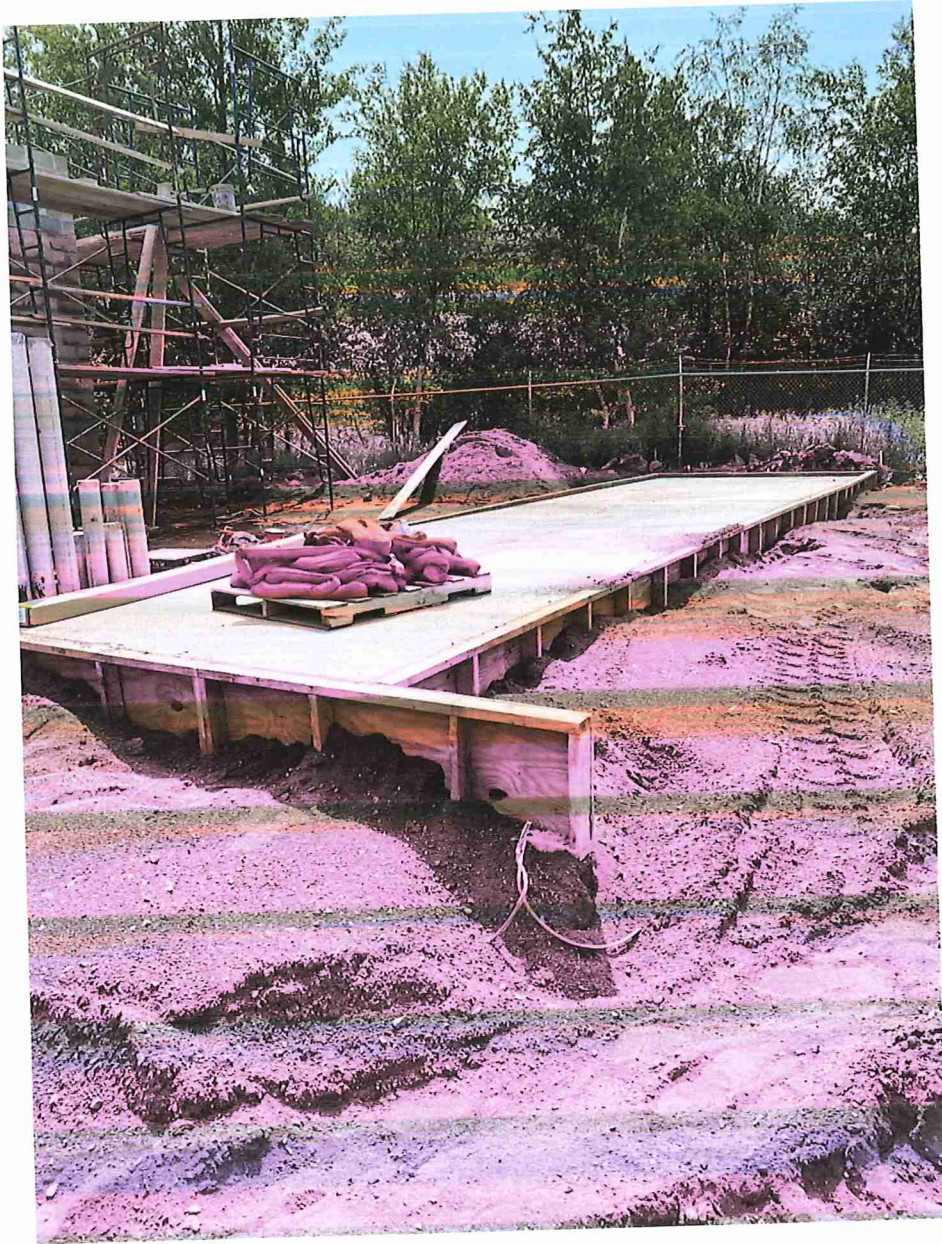
Operations Building Stairs



Biosolids Building CMU



Generator Pad



Biosolids Building Floors





**BOLTON
& MENK**

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4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

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

MEMORANDUM

Date: August 7, 2023
To: Mayor and City Council
From: Jennifer Selchow, P.E., Bolton & Menk, Inc.
Subject: Two Harbors WTP Improvements
Project No.: M24.119641

Construction at the Water Treatment Plant began with removing asphalt and excavating the south half of the chlorine contact tank. the contractor removed asphalt started chlorine contact tank excavation and removed paving. The formliners and rebar were delivered to the site.

Lakehead plans to start site utility piping, rebar installation and concrete work this upcoming month. Pipe delivery is expected within the next 3-4 weeks.

The following section provides an update on completed work for the various components of the project. Construction photos have also been included at the end of this memorandum for your information and reference.

Chlorine Contact Tank

The following work has occurred over the last month for the Chlorine Contact Tank.

- Pavement removed.
- Excavation started.

CCT Excavation



Toni Maki

From: Patty Nordean
Sent: Thursday, July 27, 2023 1:33 PM
To: Toni Maki
Subject: Fwd: 6th Ave road reconstruction project
Attachments: Self Cert-City.docx; Capability Assessment City.docx

Please add to 8/14 agenda.

Get [Outlook for iOS](#)

From: Tara Solem <Tara.Solem@co.lake.mn.us>
Sent: Thursday, July 27, 2023 11:04 AM
To: Patty Nordean <pnordean@twoharborsmn.gov>
Cc: Joseph Rhein <Joseph.Rhein@bolton-menk.com>
Subject: 6th Ave road reconstruction project

Hi Patty!

I want to keep the ball rolling on the 6th Ave Road reconstruction project. I heard through the grapevine that the grant documents I asked the City to approve and sign were tabled due to questions and concerns. The green infrastructure components of the project that we are acquiring a grant for will be fully funded. There will be no cost of these enhancements to the City or County. The grant will cover the costs in full. Could you let me know what the other concerns/discussions were that held up the ability of the City to sign the documents? I would be happy to address those concerns.

Attached are the documents I would like the City Council to consider at the August 14th meeting – please put it on the agenda. This document is needed to get the grant agreement going so that we stay in amenability with the funding availability. I would be happy to present the document and answer any questions at that meeting.

- The self-certification form states that the City is aware of the grant obligations of funding. As I mentioned above, the grant will cover the project costs and Lake SWCD will handle the financial components.
- The capability assessment form says that the project will be done on road right of way – public property. The Army Corps has reassured me that this form is not a legally binding form and can be changed at any time

Without these forms, the project can not be completed. It is utmost importance that we get these forms addressed, approved, and signed. I will help in any way that I can.

Thank you,
Tara

Tara Solem
District Manager • Lake County Soil and Water Conservation District
408 1st Avenue • Two Harbors, MN 55616
(218) 834-8370 office • (218) 760-3661 cell
<https://www.lakecountyswcd.org>

**NON-FEDERAL SPONSOR'S
SELF-CERTIFICATION OF FINANCIAL CAPABILITY
FOR AGREEMENTS**

I, _____, do hereby certify that I am the Chief Financial Officer [OR TITLE OF EQUIVALENT OFFICIAL] of the City of Two Harbors, Minnesota (the "Non-Federal Sponsor"); that I am aware of the financial obligations of the Non-Federal Sponsor for the Street & Utility Improvements Project; and that the Non-Federal Sponsor has the financial capability to satisfy the Non-Federal Sponsor's obligations under the Street & Utility Improvements Project.

IN WITNESS WHEREOF, I have made and executed this certification this _____ day of _____, 2023.

BY: _____

TITLE: _____

DATE: _____

**CITY OF TWO HARBORS STREET AND UTILITY IMPROVEMENTS PROJECT
ASSESSMENT OF NON-FEDERAL SPONSOR'S
REAL ESTATE ACQUISITION CAPABILITY**

Sponsor(s): City of Two Harbors, MN

Authority: Section 569 of the Water Resources Development Act of 1999, as amended

Non-Federal Sponsor Real Estate Contact:

[NAME]
[TITLE]
[ADDRESS]

I. Legal Authority

- a. Does the non-Federal Sponsor have legal authority to acquire and hold title to real property for project purposes?

Yes _____ No _____

Non-Federal Sponsor is authorized to acquire and own land by authority of _____.

Note: If NO; who will acquire LERRD? Who will hold title?

- b. Does the non-Federal Sponsor have the power of eminent domain for this project?

Yes _____ No _____

The use of eminent domain is authorized by _____.

Note: If NO, who will acquire tracts if condemnation is required?

- c. Does the non-Federal Sponsor have "quick-take" authority for this project?

Yes _____ No _____

Non-Federal Sponsor's "quick-take" authority is authorized by _____.

Note: If NO; will lack of "quick take" authority impact the project schedule?

PROJECT NAME AND AUTHORITY

- d. The non-Federal Sponsor has reviewed the project maps and confirmed that all of the lands/ interests in land required for the project are located inside of their political boundary.

Yes _____ No _____

Note: If NO; what is the plan for acquiring? Can the non-Federal Sponsor hold title to land outside of their political boundary?

- e. Are any of the lands/ interests in land required for the project owned by an entity whose property the non-Federal Sponsor cannot condemn?

Yes _____ No _____

Note: If YES; what is the plan for acquiring?

- f. The non-Federal Sponsor was provided the Local Sponsors Toolkit

on _____ / _____ / _____.

http://www.lrd.usace.army.mil/Portals/73/docs/RealEstate/Non-Federal_Sponsor_Package.pdf

II. Financial Capability

- a. The non-Federal Sponsor has reviewed and concurs with the real estate cost estimates.

Yes _____ No _____

Note: If NO; provide the anticipated resolution.

- b. It has been established by the responsible district element that the non-Federal Sponsor is financially capable of fulfilling all requirements identified in the Project Partnership Agreement (PPA).

Yes _____ No _____

Note: If NO; is another entity going to provide the non-Federal Sponsor with financial assistance?

III. Willingness To Participate

- a. The non-Federal Sponsor has stated in writing its general willingness to participate in the project and its understanding of the general scope of the project and its part of the project.

Yes _____

PROJECT NAME AND AUTHORITY

Letter of Intent from the NFS dated ____/____/____.

Note: If more than one sponsor is to be involved explain the Real Estate roles of each non-Federal Sponsor.

- b. The non-Federal Sponsor is agreeable to signing a project partnership agreement and supplying funding as stipulated in the agreement.**

Yes _____

- c. The non-Federal Sponsor understands that it may be necessary to utilize eminent domain authority in order to acquire lands required for this project.**

Yes _____ No _____

IV. Acquisition Experience and Capability

- a. Taking into consideration the project schedule and complexity, the non-Federal Sponsor has the capability with in-house staffing or contract capability, to provide the necessary services such as surveying, appraising, title, negotiating, condemnation, closings, and relocation assistance that will be required for the acquisition of properties for this project.**

Yes _____ No _____

Note: If work will be done in-house give brief summary, staff size, expertise, experience, etc.

- b. The non-Federal Sponsor's staff is familiar with the real estate requirements of Federal projects including P.L. 91-646, as amended.**

Yes _____ No _____

Note: If NO; additional funding for USACE training/ oversight will be required.

- c. The non-Federal Sponsor can obtain contractor support and meet project schedules.**

Yes _____ No _____

Note: If NO; does the acquisition timeline account for this?

- d. The non-Federal Sponsor's staff is located within a reasonable proximity to the project site.**

Yes _____ No _____

PROJECT NAME AND AUTHORITY

Note: If NO; provide summary of plan to make contact; i.e., project office, travel, local contractors etc.

- e. **Will USACE assistance likely be requested by the non-Federal Sponsor in acquiring real estate?**

Yes _____ No _____

Note: If YES; provide a summary of the level of support that will be requested. Will a Memorandum of Agreement be required in accordance with the Project Partnership Agreement?

V. Schedule Capability

The non-Federal Sponsor has approved the tentative project/ real estate schedule/ milestones and has indicated its willingness and ability to incorporate its financial, acquisition, and condemnation capability to provide the necessary project LERRDs in accordance with proposed project schedules so the Government can advertise and award the construction contract as required by overall project schedules and funding limitations.

Note: Address risks to schedule

VI. LERRD Credits

The sponsor has indicated its understanding of LERRD credits and its capability and willingness to gather the necessary information to submit as LERRD credits in within six months after possession of all real estate and completion of relocations in order that the project can be financially closed and there can be a final financial accounting with a proper settlement with the non-Federal Sponsor.

Note: If a multi-year phased project discuss plan for interim submittals.

VII. Capability

With regard to this project, the non-Federal Sponsor is anticipated to be:

_____.

Note: Choices are: fully capable, moderately capable, marginally capable, and insufficiently capable.

- a. Fully Capable: *Previous experience. Financially capable. Authority to hold title. Can perform, with in house staff, the necessary services (survey, appraisal, title, negotiation, closing, relocation assistance, condemnation & "quick-take" authority) required to provide LERRD.*
- b. Moderately Capable: *Financially capable. Authority to hold title. Can provide, with contractor support, the necessary services (survey, appraisal, title, negotiation, closing, relocation assistance and condemnation authority) required to provide LERRD. Quick-take authority will be provided by _____.*
- c. Marginally Capable: *Financially capable. Authority to hold title. Will rely on approved contractors to provide the necessary services (survey, appraisal, title, negotiation, closing, and relocation assistance). Quick-take authority and authority to condemn will be provided by _____.*
- d. Insufficiently Capable: *Financially capable. Will rely on approved contractors to provide the necessary services (survey, appraisal, title, negotiation, closing, and relocation assistance). Quick-take authority and authority to condemn will be provided by _____. Will rely on _____ to hold title.*

Summarize what support will be provided to the non-Federal Sponsor to ensure project success.

VIII. Coordination

This assessment has been coordinated with the non-Federal Sponsor and it concurs with the assessment.

Yes _____

This assessment has been coordinated with:

Name: _____

Title: _____

Prepared by:

Realty Specialist

Considering the capability of the non-Federal Sponsor and the ancillary support to be provided by _____, and identified above, it is my opinion that the risks associated with LERRD acquisition and closeout have been properly identified and appropriately mitigated.

Chief, Real Estate Division
Great Lakes Region

Non-Federal Sponsor Representative:

Signature: _____

Name: _____

Title: _____

Date: ____ / ____ / ____

Toni Maki

From: Patty Nordean
Sent: Monday, August 7, 2023 4:16 PM
To: Miranda Pietila; Toni Maki
Subject: FW: As Requested
Attachments: High School Affordable House Construction Project Overview.docx

For the Agenda for 8/14. Please print both the attachment and the email.

Thank you,

Patricia Nordean
Administrator
City of Two Harbors
522 First Avenue
Two Harbors, MN 55616
pnordean@twoharborsmn.gov
Ph: (218) 834-8806
Fax: (218) 834-2674

-----Original Message-----

From: Phill Arnold <stanleyrd8@gmail.com>
Sent: Monday, August 7, 2023 2:03 PM
To: Patty Nordean <pnordean@twoharborsmn.gov>
Cc: Thomas Furman <bayview1@lakeconnections.net>
Subject: As Requested

Kathy Erickson requested at the Finance Committee meeting on August 2nd that she (and other City Council Members) be provided with an overview of the High School project. I have attached a Word Document that hopefully provides that information. Let me know, if you would like more details.

We would appreciate it if you would include the following two items on the agenda for the August 14th City Council meeting. The first item is finalizing the transfer of the \$40,000 that was offered earlier in the year for housing activities. The second item is permission from the City Council to request that Lake County transfer the four tax forfeited parcels in Segog to HRATH to be used for affordable workforce housing.

We will be at that meeting to offer information and answer questions if needed. Thank you for considering our requests.

Phill Arnold

High School Affordable House Construction Project Overview

In 2022, the Two Harbors HRA Ad Hoc New Buildings Committee suggested looking into programs in other communities where High School students built houses for local residents. We contacted a person who was involved in the successful long term program in St. Peter to learn how they developed their program. The information that he provided was encouraging. We approached the High School to assess interest in replicating the idea in Two Harbors. Kyle Chalupsky (the Carpentry Teacher) and the principal (Julie Benson) were both willing to give it a try. The major appeal of this type of project is that students are learning skills that are in short supply in our area. They are also working on a project that is highly visibly in the community. Unfortunately, we were too late to start the program in the 2022. However, construction will start when classes start on September 6, 2023.

We intend the house to be affordable, and designed as a starter home for someone with a job (or being offered a job) in Two Harbors (known as work-force housing). In St Peter, they raised funds (along with donated materials and voluntary labor) to build the initial house. Upon completion, a committee took applications from prospective buyers. The mortgage and financing can be tailored to take advantage of funding sources for first time home buyers and other programs. For example, a program provides a separate loan for the down payment with a stipulation that the longer the owner lives in the house, the more of the down payment loan is waived. After a predetermined number of years, the loan is forgiven (for example, after five years). If the home is sold before that time period expires, the down payment loan will need to be repaid.

One question that we needed to answer is What is considered affordable? Unfortunately, housing construction costs have ballooned, so we have to be innovative. Martin Howard is an architect (and Two Harbors resident) who has been involved in developing the house design, and construction strategy for what we call the prototype affordable house. The design was refined in consultation with Kyle Chalupsky, but basically has the high school students will build the house in sections that are easy to handle and transport. The sections will be

labeled, and will be bolted together at the high school to create the frame of the house. Then, the sections will be disassembled, and stored in a building at the high school. When the site is ready, the parts will be moved there and erected. The plan is to rapidly complete the house shell and weather-proof it. The interior and finish work can then be completed on site.

As mentioned, this will be a prototype and will involve learning as we go. Those lessons will be used to make adjustments as needed, so that future houses will be easier to complete.

There are many elements to the project that involve the City of Two Harbors, and Lake County. Funding and a building site are needed to build the initial home. Currently, the Two Harbors HRA (HRATH) has no funding outside of the funds that are earmarked for the operation of Bayview Terrace. Thus, HRA needs help to make this project happen.

The City Council has allocated \$40,000 to HRATH for 2023 as seed money for housing projects outside of Bayview. These funds, hopefully, will be transferred officially at the August 14th City Council Meeting. Lake County HRA has made \$25,000 available as a match to funds the City makes available (out of the \$40,000). This would make a total of \$65,000. The current estimate for materials and construction of the slab is \$80,000. Obviously, we need to find more funds from other sources (grants, materials donations, etc.) to complete the project. The initial order of materials for framing (so that the students can start work September 6) is about \$10,000. So that could be covered out of the promised city and county funds.

As the students start work on the house, HRA needs to make progress on obtaining a site, and site development. Four tax forfeited parcels have been identified in Segog that will provide buildable lots for the initial house and several future workforce houses. At the August 14 City Council meeting, we are asking that the Council approve a request to have Lake County transfer those four parcels to HRATH for housing.

Assuming that the City Council approves the request, and the Lake County Board also approves, then work can start on the next steps. The parcels will need to be surveyed to locate lot lines. 13th Avenue will need to be upgraded. Water and sewer lines are along the south edge of the parcels, but the electric line will need to be re-established (there is currently an old power pole and wires on the ground). And the initial building site will need to be landscaped, prepared for the slab location and a driveway established. If the transfer happens soon, then some of the necessary work could be accomplished this fall (or at least started). We will be exploring funding and help from other sources (ie.IRRRB) to accomplish these tasks.

One other point needs to be made. The City budgeted \$40,000 to HRATH for 2023. And, the City, in 2024, intends to directly collect their share of the housing tax levy. Currently, that is been going to the Lake County HRA. However, those funds will not be available for HRATH until December 2024. This means that there will be no seed money for Two Harbors housing efforts for most of 2024. This is especially critical since funds will be needed to complete the initial High School house. We hope the Finance Committee and City Council will recommend at least \$40,000 for HRATH in next year's budget.

This is a summary of a considerable amount of information. If you wish more detail and/or have questions, please let us know. We will be happy to this and other potential projects with you.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/10/23
Agenda Item Subject: Edna G. Agreement	Fiscal Impact:	
BACKGROUND: The Edna G. Commission has recommended acceptance of an agreement proposed for management of the Edna G. The City Attorney has reviewed the agreement proposed by the Edna G. Commission and has recommended changes to the agreement. Councilor Passe has requested that the original document proposed by the Edna G. Commission be placed on the agenda for Council consideration.		
COUNCIL ACTION REQUESTED: Consider accepting the recommendation of the Edna G. Commission to approve the agreement for management of the Edna G.		
RECOMMENDATION: Staff recommends that the matter be referred to a committee such as Public Affairs or Finance and Budget.		
ATTACHMENTS:		

Agenda Item # UB #1

Meeting Date 8/14/23

HISTORIC TUGBOAT "EDNA G" AGREEMENT

THIS AGREEMENT is made between the **City of Two Harbors** ("City") and **Friends of the Edna G**, a Minnesota non-profit corporation, ("Friends") regarding the historic tugboat "Edna G" located in Agate Bay, Two Harbors, Minnesota ("Edna G").

In consideration of the mutual covenants and obligations below:

IT IS AGREED AS FOLLOWS:

1. Friends shall manage, preserve, use and interpret the Edna G for historical, educational and other compatible purposes beginning July 5, 2023, and continuing until this Agreement is terminated by either party as set forth below.
2. Friends shall be responsible for the operation, basic maintenance (such as cleaning and painting), and other expense of the operation of the Edna G, including the hiring, training and supervision of any staff necessary to fulfill the terms of this Agreement. Friends shall procure and maintain all necessary workers compensation, unemployment and other insurance for any employees it hires. Edna G may be open to the public on weekends from July 5th to October 31st and on days as determined by Friends. The Edna G may also be open for group tours and fundraising events as determined by Friends. The Edna G may be closed due to inclement weather at the discretion of Friends. Reports will be submitted by the Friends to City.
3. The authorized agent of Friends for the purpose of this Agreement is the President of Friends. The authorized agent for City for the purpose of this Agreement is Patricia Nordean, City Administrator.
4. Friends may charge an admission fee for the entrance to Edna G. The amount of this fee will be determined by Friends. Income derived from the admissions shall be used by Friends to defray expenses incurred in the operation of the Edna G.
5. Friends will keep a separate accounting of all income derived from admissions to the site. These records will be available and open to City for a period of five (5) years after the termination of this Agreement.
6. Major repairs needed because of normal operation of the Edna G will be reported to the City's agent far enough in advance for review by City's agent and forwarding to the City Council for consideration as a normal part of the budgeting process for the City.
7. Friends shall not remove from the site any historical artifacts or interpretive props without the approval of the City.
8. The City will maintain insurance for personal injury or property damage on the Edna G and Friends will be named as another insured for the Edna G.

UB#1 8/14/23

CA# 21 7/24/23

9. Friends shall comply with all applicable statutes and ordinances which prohibit discrimination as well as all other relevant statutes, laws or ordinances.

10. Friends agree to include the Edna G in all promotional material including, but not limited to, brochures, newsletters and news releases. Costs for promotional materials are the responsibility of Friends.

11. Friends shall neither assign nor transfer any rights or obligations under this Agreement without prior written consent of City.

12. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original or their successors.

13. The parties intend that Friends shall exercise independent judgment and control the manner and means of Friends' performance, and function as an independent contractor. The parties do not intend to create a principal/agent relationship or any joint venture or partnership. The parties do not intend to create any third-party beneficiary by this Agreement.

14. Friends shall have no authority whatsoever to take any actions or enter into any contracts or agreements on behalf of or that are binding on the City.

15. Friends shall not disclose any financial, operational or other information it is provided or obtained with respect to the Edna G or the operations conducted by it under this Contract without prior written consent of the City.

16. The Edna G shall be managed to always comply with all applicable laws, including life safety codes, State and Federal civil rights, or human rights laws, health regulations, drug and alcohol controls. Should Friends become aware that any aspect of its operation is or may not be in compliance with an applicable law or regulation, then Friends shall so inform City, and subject to reimbursement by City if appropriate, remedy the matter to achieve compliance, or, if Friends cannot do so, request City to do so. Friends shall not commit or allow its employees or agents to commit any criminal offenses upon the Edna G or to act in a manner that shall reflect negatively towards the City of Two Harbors.

17. Friends agrees to indemnify and save harmless the City, its officers, employees and assigns against loss or expense by reason of the liability imposed by law upon the City for damages because of bodily injuries, including death at any time resulting therefrom, accidentally sustained by any person or persons, or on account of damage to property arising out of or in consequence of the performance or non-performance of this Agreement, whether such injuries to persons or damage to property are due or claimed to be due as a result of negligence or willful misconduct of Friends or its employees, agents or any other person.

18. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered or deposited in the United States mail in certified or registered form with postage fully prepaid:

If to Friends: Friends of the Edna G
520 Laura Lane
Two Harbors MN 55616

If to City: City of Two Harbors
522 First Avenue
Two Harbors, MN 55616
Attn: City Administrator

The Friends and City, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications will be sent.

19. This Agreement shall be governed by and construed in accordance with the laws of Minnesota.

20. The parties hereby agree that the District Court of Lake County, Minnesota shall have jurisdiction and is the proper venue to hear and decide any controversy that arises under this Agreement.

21. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

22. Upon execution of this Agreement, all previous agreements relating the management of the Edna G shall be of no further force and effect.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, City and Consultant have executed this Agreement for Consulting Services as of the date first above written.

City of Two Harbors

Lew Connor
Mayor

Patricia Nordean
City Administrator

Friends of the Edna G

By: _____

Its: President



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/10/23
Agenda Item Subject: Authorizing the LCHRA to implement housing initiatives	Fiscal Impact:	
BACKGROUND: The Lake County HRA has some housing initiatives they have been working on within the City. They have requested that the Council adopt a resolution authorizing them to do this work within the City limits.		
COUNCIL ACTION REQUESTED: Authorize Lake County HRA to implement housing initiatives.		
RECOMMENDATION: Staff recommends the council action requested.		
ATTACHMENTS:		

Agenda Item # NBH1

Meeting Date 8/14/23

**RESOLUTION APPROVING THE LAKE COUNTY HOUSING AND REDEVELOPMENT
AUTHORITY (LCHRA) TO IMPLEMENT HOUSING INITIATIVES WITHIN TWO HARBORS**

WHEREAS, the LCHRA is currently partnering with Two Harbors on implementing the Neighborhood Revitalization Mini-Grant Program which provides up to \$500 to commercial and residential property owners for projects that improve curbside appeal; and

WHEREAS, the LCHRA is currently managing and is working with Lake County to obtain Lakeview Apartments with the intent of implementing approximately \$1.2 million for rehabilitation over the next 3-5 years; and

WHEREAS, the LCHRA has created a Local Housing Trust Fund (LHTF) to help properly address local housing needs; and

WHEREAS, the LCHRA is currently working with Lake County to transfer two tax-forfeited properties in Two Harbors located at 419 and 907 10th Avenue to One Roof Housing of Duluth with plans to build two single family homes; and

WHEREAS, the Lake County has initiated the process of purchasing the John A. Johnson Elementary School, located at 515 10th Avenue so the County can raze the property and then work with the City of Two Harbors on a housing redevelopment site plan.

RESOLVED, the City of Two Harbors approves LCHRA working towards the management and rehabilitation of Lakeview Apartments; and

FURTHER RESOLVED, the City of Two Harbors approves the transfer of 419 and 907 10th Avenue from Lake County to One Roof Housing of Duluth to build two single family homes; and

FURTHER RESOLVED, the City Two Harbors approves the Lake County purchase of the vacant John A. Johnson Elementary School with plans to raze the property and work with the City on developing and implementing a housing redevelopment site plan.

NB#1 8/14/23



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/10/23
Agenda Item Subject: Liquor Store Project.	Fiscal Impact:	
BACKGROUND: The City's Liquor Store Advisory Group has met with representatives from DSGW and Bolton & Menk to draft a design for the construction of a new liquor store. Construction estimates for the project came in higher than anticipated, so the group met and discussed options for cost reductions. The City Building Official reviewed the plans and made recommendations for potential areas of cost reductions. He also recommended that the project be bid in the near future due to a period of less construction activity, indicating a potential for lower construction bids. The Finance Committee recommended that the Council authorize an advertisement for bids for the project, depending upon receipt of a report from an archeological study to determine whether or not sampling would be required for the project site.		
COUNCIL ACTION REQUESTED: Consider accepting the plans and specifications for the Liquor Store Project and authorizing an advertisement for bids for the project.		
RECOMMENDATION: Staff recommends the council action requested.		
ATTACHMENTS:		

Agenda Item # NB# 2

Meeting Date 8/14/23



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: Miranda Pietila	Department:	Date: 08/14/2023
Agenda Item Subject: Consider approving a grant agreement between the City of Two Harbors and the Two Harbors Housing & Redevelopment Authority	Fiscal Impact: Revolving Loan Fund	
BACKGROUND: There is \$40,606 of funds remaining in the Revolving Loan Fund. This fund has currently been utilized to support the Neighborhood Revitalization Program. The Two Harbors Housing Authority has requested funding to assist with their mission to provide housing to serve the residents of Two Harbors. The attached grant agreement outlines the requirements the TH HRA must comply with for the city to grant the authority the remaining dollars in the Revolving Loan Fund.		
COUNCIL ACTION REQUESTED:		
RECOMMENDATION:		
ATTACHMENTS: Grant Agreement		

Agenda Item # NB #3

Meeting Date 8/14/23

**CITY OF TWO HARBORS
GRANT CONTRACT
WITH THE
TWO HARBORS HOUSING AND REDEVELOPMENT AUTHORITY**

This Grant Contract ("Grant") is between the City of Two Harbors, a Minnesota municipal charter city ("City" or "Grantor"), and the Two Harbors Housing and Redevelopment Authority, a city housing and redevelopment authority pursuant to Minnesota Statutes Section 469.003 ("HRA" or "Grantee")

Recitals

1. Under Minn. Stat. § 469.041 (9), the City is authorized to provide funds available to it from any source to a housing and redevelopment authority to pay for costs to the authority for activities authorized by Minn. Stat. § 469.012, Subd. 1h.
2. The City deems it necessary to provide funding to assist the HRA in its statutory mission of providing housing to serve the residents of the City of Two Harbors, MN.
3. Under Minn. Stat. § 469.012, Subd. 1h.(c), the HRA is empowered to enter into this Grant.
4. HRA represents that it is duly qualified and agrees to perform all services described in this Grant to the satisfaction of the City for the betterment of housing for residents of the City.

Grant Contract

1. Term of Grant.

- a. Effective date. July 1, 2023. The HRA must not begin use of any funds granted by the City until this Grant is fully executed and the City Administrator has notified the HRA that funds may be disbursed.
- b. Expiration date. This Grant shall remain in effect until all obligations have been satisfactorily fulfilled.

2. Grant Funds.

- a. Fund Amount. The total grant amount from the City to the HRA is Forty Thousand and No/100 (\$40,000.00) Dollars (the "Grant Funds"). The City shall submit payment of the Grant Funds to the HRA upon execution of this Grant.
- b. Unexpended Funds. The Grantee must promptly return to the City any unexpended Grant Funds that:

- i. have not been accounted for quarterly in a financial report to the City; or
- I,) have not been used in compliance with the terms stated in Section 3.b or Minnesota Statute Section 469.

3. Duties.

a. HRA Duties. The HRA will comply with all requirements under Minnesota Statute Section 469 in all respects, to include proper use of funds for qualified projects and conflicts of interest issues. If the HRA has knowledge or becomes aware of any actual, potential, perceived, or organizational conflicts of interest with respect to the Grant, the Grantee shall immediately disclose the conflict of interest directly to the City.

b. Use of Grant Funds. The Grant Funds (as defined below) awarded under this Grant may only be used by the HRA for the following purposes:

- i. Necessary expenses incurred in a housing development project the HRA determines is necessary as defined by Minnesota Statute §469.017 and as allowed in Minnesota Statute Section 469; and
- ii. Expenses for any housing development project described above provided such costs and expenses are documented for City approval and allowed pursuant to Minnesota Statute Section 469.

c. Accounting of Grant Fund Use. The HRA agrees to provide the City with quarterly accountings of how the Grant Funds are spent to include copies of all invoices or expense reimbursement requests. The HRA shall provide the City with any additional documentation it requests to verify the use of Grant Funds.

d. Matching Funds Received by HRA. The HRA shall timely identify and provide documentation of any additional funds received as “matching funds” or other grants or income due to the receipt of Grant Funds.

4. Authorized Representative.

a. The Authorized Representative for the City is Miranda Pietila, Finance Director, City of Two Harbors, who has the responsibility to monitor the HRA's performance and quarterly accounting and the authority to accept the services provided under this Grant. If the services and accounting are satisfactory, the Authorized Representative will certify acceptance on each invoice submitted for payment.

b. The HRA's Authorized Representative is Tom Furman, Executive Director of Two Harbors Housing and Redevelopment Authority.

5. Assignment, Amendments, Waiver, and Grant Contract Complete.

a. Assignment. The HRA shall neither assign nor transfer any rights or obligations under this Grant without the prior written consent of City, approved by its City Council.

b. Amendments. Any amendments to this Grant must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant, or their successors in office.

c. Waiver. If the City fails to enforce any provision of this Grant, that failure does not waive the provision or the City's future right to enforce it.

d. Grant Contract Agreement Complete. This Grant contains all negotiations and agreements between the City and HRA. No other understanding regarding this Grant, whether written or oral, may be used to bind either party.

6. Liability. The HRA must indemnify, save, and hold City, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the HRA, arising from the performance of this Grant by the HRA or HRA's agents or employees. This clause will not be construed to bar any legal remedies the City may have for the HRA's failure to fulfill its obligations under this Grant.

7. Government Data Practices. The City and HRA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by either party under this Grant, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the either party under this Grant. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the City or HRA. If the HRA receives a request to release the data referred to in this Clause, the HRA must immediately notify the City. The City will give the HRA instructions concerning the release of the data to the requesting party before the data is released. The HRA's response to the request shall comply with applicable law.

8. Governing Law, Jurisdiction, and Venue. Minnesota law governs this Grant. Venue for all legal proceedings out of this Grant, or its breach, shall be in State District Court, Lake County, Minnesota.

9. Termination.

a. Termination by City. The City may immediately terminate this Grant with or without cause, upon 30 days' written notice to the HRA. Upon termination, the City will be entitled to payment, minus sums expended by the HRA to the date of termination, provided satisfactory documentation of expenses is provided.

b. Termination for Cause. The City may immediately terminate this Grant if it finds that there has been a failure to comply with the provisions of this Grant, Minnesota Statue Section 469, or because reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The City may take action to protect its interests including requiring the return of all or part of the funds already disbursed. Failure of the HRA to verify the use of Grant Funds with documentation acceptable to the City shall be a condition of default under this Grant and require reimbursement to the City of unverified funds spent along with the return of any unexpended funds.

**HOUSING AND REDEVELOPMENT AUTHORITY OF
TWO HARBORS, MINNESOTA**

Thomas Furman
Executive Director

CITY OF TWO HARBORS

Lew Connor
Mayor

Patricia Nordean
City Administrator