

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

August 13, 2018

5:00 p.m. Call to Order.

- Appearances:
- 1.) Joe Rhein, Bolton & Menk  
Re: 2018 and 2018 Street Improvement  
Projects.
  - 2.) Luke Heikkila, Water/Wastewater  
Treatment Plant Superintendent  
Re: Plant staffing/equipment Purchases.

Administrator issues.

Attorney issues.

Clerk issues.

Finance Director issues.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL  
AGENDA  
August 13, 2018

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 only 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.

Administrative Reports.

Committee Reports: Airport Commission  
Public Arts Commission  
Public Affairs Committee  
Planning Commission  
Utilities Committee  
HRA

[R] Approval of 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. Minutes from July 23, 2018 regular City Council meeting.
2. Allowing claims against the City of Two Harbors to be paid on August 14, 2018.
3. Approving payroll for the second half of July, 2018.
4. Accepting the recommendation of Mayor Swanson to appoint John Wegner as a member of the Library Board.
5. Approving the massage therapy license renewal applications for Christina Schroeder and Cari Wright.

6. Approving an extension of the drawing date for the Chamber of Commerce's raffle, from August 13 to October 17, 2018.
7. Approving the MN Lawful Gambling Application for Exempt Permit for Voyageur Snowmobile Club of Two Harbors to conduct a raffle.
8. Authorizing and directing Mayor and City Clerk to execute and deliver an agreement with Lakeview Memorial Hospital, Inc.
9. A communication from Mediacom providing notification of their intention to adjust rates.
10. A memorandum from ARDC providing budget and tax levy information for 2019.
11. Authorizing the purchase of new lights and poles from WESCO for an amount of \$6,127.60 as part of the 2018 and 2019 street improvement projects.
12. Accepting the proposal of Donovan Construction for labor and materials to replace two power poles.
13. Approving Pay Application No. 3 from Shank Constructors, Inc. for the Two Harbors Main Lift Station Project for a total of \$231,427.
14. Approving the City of Two Harbors City Hall Minnesota Government Data Practices Act Procedures.
15. Approving the City of Two Harbors Police Department Minnesota Government Data Practices Act Procedures.
16. Approving the agreement between the City of Two Harbors and AEOA for the MN Energy Assistance Program for Federal Fiscal Year 2019.
17. Adopting the City of Two Harbors Employee Recruitment and Selection Policy.
18. Approving the list of Edna G. Maintenance Tasks to be completed by volunteers as recommended by the Edna G. Commission.
19. Accepting the recommendation of the Utilities Committee to authorize the City's participation in Kinect Energy's Municipal Intervention Group.
20. Accepting the recommendation of the Utilities Committee to authorize the City's membership in the Northeastern Minnesota Municipal Power Agency.

21. Adopting position descriptions for the Water/Wastewater Operations Specialist, Water/Wastewater Operations Specialist – Water Lead, and Water/Wastewater Operations Specialist – Wastewater Lead.
22. Approving the request of the Administrator to attend APA Minnesota 2018 Upper Midwest Regional Planning Conference in Rochester.
23. A 2018 Street & Alley Improvement Project Status Update from Bolton & Menk.

Unfinished Business:

1.

Other

New Business:

1. [R] Consider accepting the recommendation of the Utilities Committee to accept the proposal of Hach for the purchase of a dissolved oxygen probe for an amount of \$3,729.80 and the proposal of In-Control for instrumentation for the dissolved oxygen probe for an amount of \$4,010 for the Wastewater Treatment Plant. (Not a budgeted item.)
2. [R] Consider accepting the proposal of Bolton & Menk to provide site survey, geotechnical evaluation and wetland delineation engineering services for the proposed Wastewater Treatment Facility Improvement Project for an hourly fee not to exceed \$49,500.
3. [R] Consider approving plans and specifications and authorizing the providing of said plans and specifications to Lake Bank to proceed with quotes and construction for Hidden Springs.
4. [R] Authorizing and Ordering Bolton & Menk to prepare a feasibility report for the 2019 Street Improvement Project.
5. [R] Authorizing and directing the Mayor and City Clerk to execute and deliver a lease with obligation to construct and option to own.
6. [R] Accepting the resignation of Frank McQuade, declaring a vacancy and seeking applications for the appointment of a person to fill the vacancy.

Other.

Announcements:

Adjourn.