

## Utility Meeting Minutes August 3, 2022

Regular meeting of the Two Harbors Utility Committee held on Wednesday, Aug. 3, 2022, at 4 p.m.

Members present: Redden, Glaser

Absent: Swanson

Also present: Finance Director Pietila  
City Administrator Dhein  
Gas, Water, Sewer Supt. Johnson  
WWTP Supt. Heikkila  
Joe Rhein, Bolton & Menk  
Jennifer Selchow, Bolton & Menk

### Old Business:

- 1) Review of samples for bigger mockup panel – Committee would like the Council to look at samples for a recommendation for the bigger mock-up panels.

- Darker better w/sealer
- Fencing/wall
- Compare& contrast
- More flat
- Stamped concrete
- Red caps for columns

Council will review Monday.

- 2) Discussion on the need to bid the Water Treatment Plant Project, Bolten & Menk presented a proposal for WWTF/WTP access improvements and site design in April 2022, Utility Committee did not recommend moving forward with proposal as the land is currently the city's but only if the desired zoning is permitted for a piece of land Ankrum's own. Committee did not want to spend money on property they may not keep.

WWTP Supt. Luke Heikkila discussed the importance of moving forward with the project, which included the need to have tasks 1-4 & 6 completed in proposal. – See *attached proposal from April 19, 2022*

Committee is recommending Bolten & Menk bring back a proposal for Tasks 1-7 (see attached) at next utility meeting.

- Joel will verify if a conditional use permit will be needed for Tasks 1-7.  
Motion by Ben, 2<sup>nd</sup> by Robin
- 3) Discussion on the 2023-2024 Street Improvement Project and considering adding additional blocks on 4<sup>th</sup> Ave. Total cost utility will be approximately \$850,000= 400 block- \$400,000/ 300 block \$450,000 – See attachment
- Reviewed w/ Public Works, and Lake Co. adding 4<sup>th</sup> Ave. 400 & 300 blocks. Will bring to Finance for funding of project.
  - The 2023-2024 Street Improvement Project includes double assessments for 2 blocks, staff is looking at options.

Next utility meeting August 17, 2022.

Meeting adjourned. – 5pm



Real People. Real Solutions.

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Bolton-Menk.com

VIA EMAIL

April 19, 2022

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

RE: City of Two Harbors  
Water Treatment Plant and Wastewater Treatment Facility  
Adjacent Property Development

Over the last several months we have had discussions with the Utilities Committee regarding the City's acquisition of the property between the water treatment plant (WTP) and the wastewater treatment facility (WWTF). This property is identified as Parcel No. 23-7600-06600 as shown on the figure provided with this letter.

Acquisition of this parcel provides the City with an excellent opportunity to create better site access for both treatment facilities, reduce traffic along lighthouse point road, and improve the walking trail near the WTP. Improvements such as these also align well with the City's beautification efforts and vision for development of the lakefront. Furthermore, these improvements will improve both the WTP and WWTF and will be eligible under the funding and grant packages for those projects.

We have spoken with the city attorney and understand the City currently owns Parcel 06600, but it could revert back to prior ownership if they are unable to obtain City approval of proposed development on a separate property. Until the reversionary condition on Parcel 06600 is resolved, improvements on the property should not be made.

Unfortunately, the timeline of the approval process for that other property is unknown; and we are starting to be faced with construction decisions on the WWTF project that are dependent on how the site is accessed. In order to address some of these decisions we have prepared a list of tasks necessary to design the new access to the WTP and WWTF on Parcel 23-7600-06600. Since this work will fall under the WTP and WWTF projects, all requirements of the Public Facilities Authority, MPCA, and MDH will need to be met. The tasks required are discussed in more detail below.

- Task 1: Phase I Environmental Assessment

Evaluation of the site is necessary to identify recognized environmental conditions in connection with the subject property. A Phase I Environmental Site Assessment (ESA) is the first task and will include a government and historical records review, site reconnaissance, interviews, and data evaluation. This will determine if there are contaminated soils or if the land is safe. The Phase I ESA would be performed by a geotechnical subconsultant.

- Task 2: Cultural Resources Survey and Reporting

A Phase I archaeological reconnaissance survey using traditional archaeological survey techniques is required to meet the PFA funding requirements. This work is required even if the city does not develop the newly acquired property if the entire screen wall is constructed. It is needed because the project limits to construct the screen wall have expanded outside of the city's property (this was the easement area that the city tried to obtain from the adjacent property owner). The archaeological work will include two tasks

Task 2.1: Preliminary literature review ahead of fieldwork will seek background information regarding known and potential cultural resources pertinent to the project area.

Task 2.2: A visual inspection will be completed prior to the manual excavation of shovel tests. Upon completion of the survey, a report will be prepared for submittal to the lead Federal agency for coordination with the SHPO and any other pertinent consulting parties. Should the Phase I survey report recommend additional work or archaeological materials are identified, a new scope of work and proposal will be prepared.

This task only includes work for the Phase I archaeological reconnaissance survey. It is unlikely that a Phase II archaeological reconnaissance survey will be necessary, but if it is required, we will provide an additional scope and fee at that time.

- Task 3: Wetland Delineation

A site visit to delineate all aquatic resource boundaries within the new property is necessary. Similar to the wastewater project delineation, this delineation will include performing transects and sampling in the vicinity of those wetlands and placing 3-foot pin flags at the limits of any wetlands found. A written report of the delineation findings will be prepared; and will be submitted to Lake County for approval and certification. The certified wetland locations will then need to be considered in design of the site improvements.

- Task 4: Land Survey / Topographic Survey

A topographic land survey will be conducted to determine the existing landscape prior to design. The survey will include the newly acquired land and areas to the north of the WTP. Site surveys for the WTP and WWTF sites were already completed for design of those projects; this additional survey data will be coordinated with and will supplement the data from those previous surveys.

- Task 5: Biosolids Loadout Station

As part of the ongoing wastewater treatment facility improvements project, a biosolids loadout station will be installed onsite. With acquiring the new land, the city has the opportunity to reduce traffic on Lighthouse Point Road and divert sludge trucks to the proposed road between the WTP and WWTF. Tasks include layout of piping to the new loadout location and design of the access road for trucking.

- Task 6: Geotechnical Investigation

Geotechnical evaluation on Parcel 06600 will include soil borings and associated sampling and testing to characterize subsurface geologic conditions. This will evaluate the impact on design and construction of the proposed roadway and trail realignment.

- Task 7: Site Design

After preliminary investigations are complete, we can move forward with site design including the access road, trail design, parking areas, and drainage improvements.

- Task 8: Construction Administration

Construction administration and inspections will be required when these improvements move into the construction phase. Since the WTP project is not under construction yet, construction administration for that project will be included in the overall project scope when the project is awarded. Construction administration costs for the wastewater portion of the work will be determined after finalization of a change order with the WWTF contractor for the work.

Certain Tasks are time sensitive and the information from those Tasks will be utilized in the subsequent design. Although the reversionary interest currently exists on Parcel 06600, it is recommended the City authorize those time sensitive Tasks so preparation and progress can be made toward development of Parcel 06600 once the interests have been resolved.

The time sensitive Tasks recommended for authorization now are listed in Table 1 below. Table 2 lists the subsequent Tasks for which authorization will be sought at a later date.

Table 1 WWTF/WTP Access Improvements and Site Design Tasks Recommended For Authorization At This Time	
Item	Lump Sum Fee
Task 1: Phase I Environmental Assessment	\$4,500
Task 2: Cultural Resources / Archeological Survey (Required to Construct Screen Wall)	\$29,450
Task 3: Wetland Delineation	\$4,250
Task 4: Land Survey / Topographic Survey	\$10,500
<b>Total – Tasks Recommended for Authorization At This Time</b>	<b>\$48,700</b>

Table 2 WWTF/WTP Access Improvements and Site Design Tasks For Authorization At A Later Date	
Item	
Task 5: Biosolids Loadout Design	
Task 6: Geotechnical Evaluation (Soil Borings)	
Task 7: Site Design	
Task 8: Construction Administration	

All work listed in Table 1 above would be completed on a lump sum basis in accordance with our previous work on design for the WTP and WWTF.

We appreciate our excellent working relationship with the city of Two Harbors and thank you for this opportunity to provide further service. The opportunity to utilize the land between the treatment facilities will provide numerous benefits to the city and we are excited to be part of that process. We will be available at an upcoming Utilities Committee meeting to discuss this in more detail. Please do not hesitate to contact either Brian Guldan or Joe Rhein if you have any questions regarding this letter or wish to discuss the proposed tasks further.

Sincerely,

**Bolton & Menk, Inc.**



**Brian J. Guldan, P.E.**  
Principal Environmental Engineer

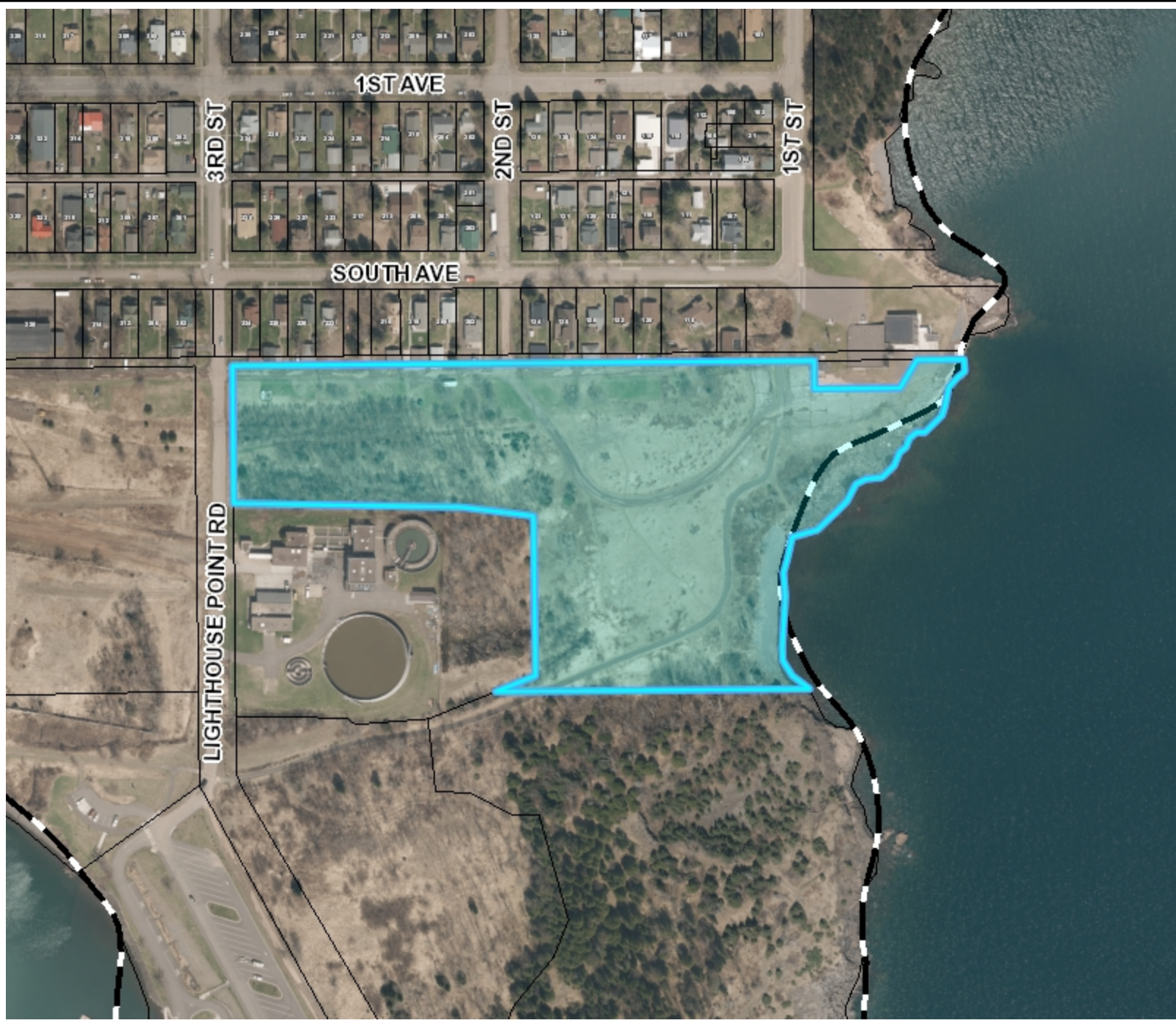


**Joseph R. Rhein, P.E.**  
Principal Engineer





Attachment: Parcel 23-7600-06600 Location Map

cc: Luke Heikkila, City of Two Harbors  
Jennfier Selchow, Bolton and Menk, Inc.  
File





**Legend**

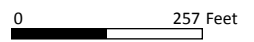
-  City Limits
-  Parcels (9/1/2020)
-  PWI Watercourse
-  NWI

**Parcel**  
**23-7600-06600**



**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Two Harbors is not responsible for any inaccuracies herein contained.





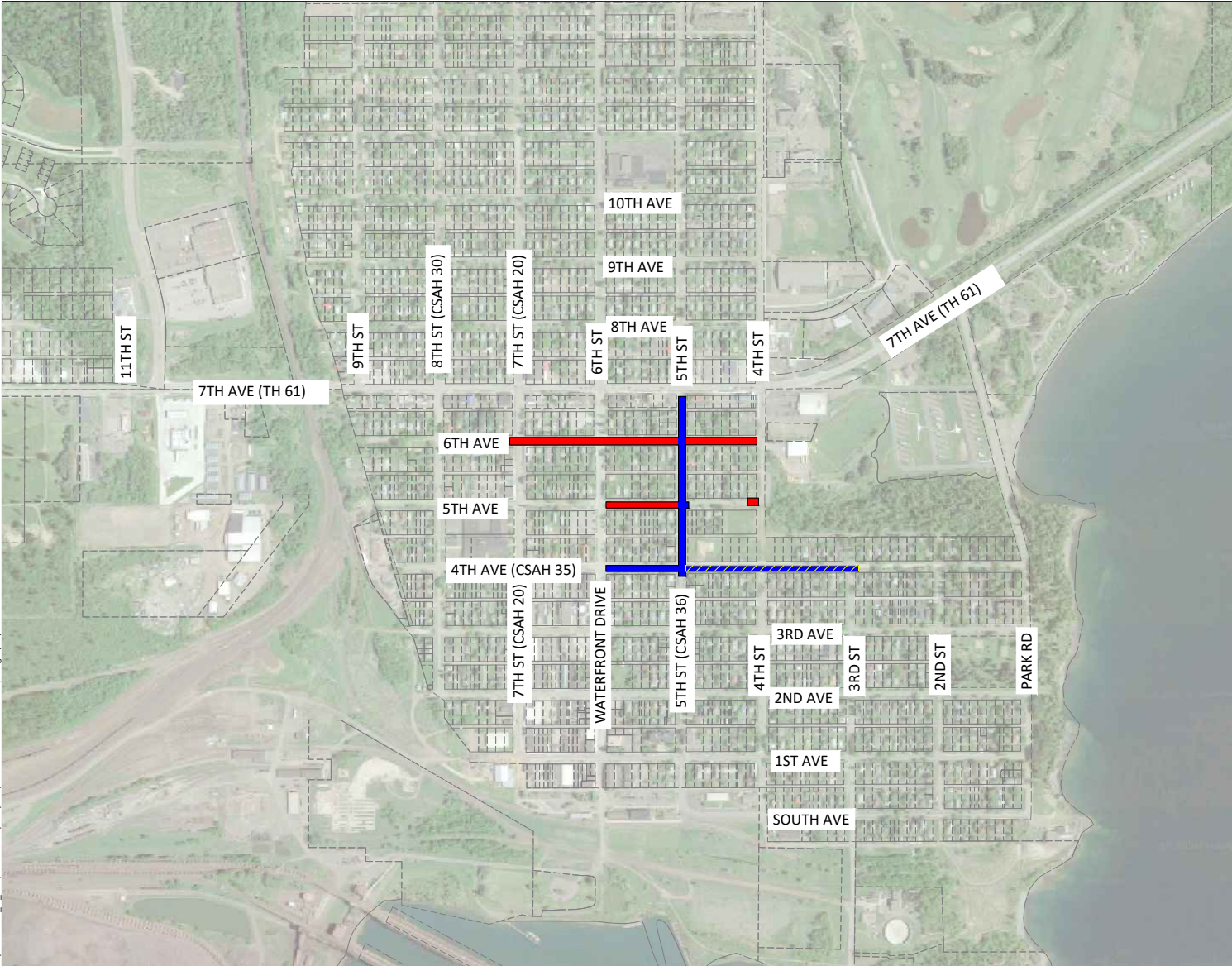


# 2023-2024 Street Improvements





City of Two Harbors



### Figure 1: Location Map

August 2022



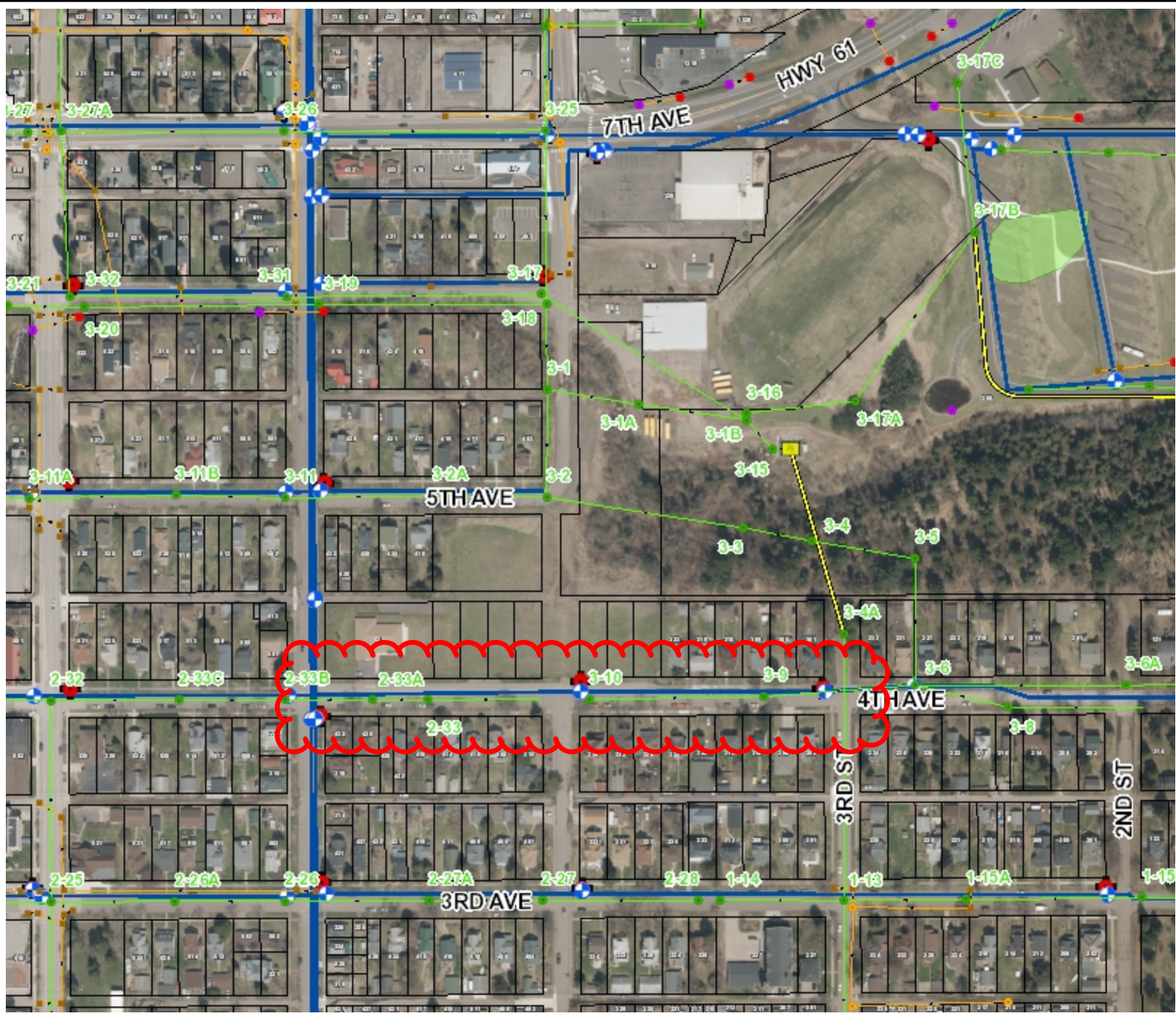
**Legend**

-  Proposed City Project Reconstruction
-  Proposed County Project Reconstruction
-  County Project Reconstruction - (Currently Under Consideration)
-  Parcels

H:\TWOHARB\_CI\_MM\01127379\CAD\C3D\FGR-127379-Location Map.dwg 7/18/2022 11:41:32 AM





**Legend**

- City Limits
- Sanitary Valve
- Sanitary Manhole
- Sanitary Lift Station
- Sanitary Pipe
- Sanitary Forcemain
- Storm Manhole
- Storm Culvert
- Inlet
- Outlet
- Storm Control Structure
- Storm Catch Basin
- Storm Pipe
- Water Valve
- Water Hydrant
- Water Vault
- Water Building
- Water Pump
- Watermain
- Parcels (9/1/2020)
- PWI Watercourse
- NWI

**2023-2024  
4th Avenue  
Add'l Blocks**



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**City of Two Harbors  
4th Avenue - 400 and 300 Blocks  
Planning Level Cost Estimates**

July 18, 2022		Prepared by Bolton & Menk	
		<b>4th Avenue</b>	
		<b>400 Block</b>	<b>300 Block</b>
<b>Item</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Sanitary Sewer (including services)	\$ 196,500.00	\$ 219,000.00	\$ 219,000.00
Water System (including services)	\$ 202,000.00	\$ 225,000.00	\$ 225,000.00
Storm Sewer	\$ -	\$ -	\$ -
Street	N/A - CSAH	N/A - County Road	N/A - County Road
Sidewalk	N/A - County	N/A - County	N/A - County