

CITY OF TWO HARBORS

August 22, 2022

5:00 p.m. Call to order.

Appearances:

1. Rick Hogenson, Chief of Police
Re: Festival of Sail Event.

Administrator updates.

Attorney updates.

City Clerk/HR updates.

Finance Director updates.

Proposal for property adjacent to Water and Wastewater Treatment Facilities.

City Engineer updates.

Other agenda questions or additions.

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Approve Phase 1 of WWTF/WTP Access Improvements and site design*

ORIGINATING SOURCE/DEPARTMENT: *Water and Wastewater Treatment*

FUNDING SOURCE: *Water and Wastewater Plant Construction Funding*

BACKGROUND: *The city has recently acquired a parcel of land between the water and wastewater treatment plants (Parcel 23-7600-06600). This section of land can now be utilized by the water and wastewater treatment plants to improve road access for bio-solids loading, chemical deliveries, and operator and visitor entrance and parking. This will keep traffic off of lighthouse point road and improve safety in the area. To do this we must do an environmental assessment, archeological survey, wetland delineation, topographic survey, boundary survey, and soil borings as part phase 1 to get this property ready for the above improvements. Bolton and Menk has the cost listed at \$63,100 to do this. The work needs to get done now in the fall so we can bid the water treatment plant project this winter for a spring start. Phase 2 will include the design of the road and trail, parking lot, and stormwater management etc... and will come at a later date. Please vote to approve the first part of the needed action items.*

ESTIMATED DATE OF COMPLETION: 12/01/2022

COMMITTEE/COMMISSION RECOMMENDATION: *Approve the items in table one of the Bolton and Menk memo on this parcel.*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve the items in table one of the Bolton and Menk memo on this parcel.

CotW



**BOLTON
& MENK**

Real People. Real Solutions.

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August 16, 2022

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

RE: City of Two Harbors
Water Treatment Plant and Wastewater Treatment Facility
Adjacent Property Development (Parcel 23-7600-06600)
Engineering Services Proposal - Updated

Over the last several months we have had discussions with the Utilities Committee regarding City 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. Engineering services to allow development of the parcel to accomplish these goals would generally entail the following process:

- Tasks to perform necessary preliminary field work and data collection on the site. These Tasks need to be performed while weather and site conditions are favorable.
- Tasks to perform preliminary and final design of the site improvements, to allow them to be incorporated into the bidding documents for the WTP project; and the necessary modifications to the WWTF construction plans.
- Construction engineering services, including surveying/staking, observation, and administration.

These tasks are discussed in more detail below. The intent would be to incorporate development of Parcel 23-7600-06600 into the WTP and WWTF projects. Therefore, all requirements of the Minnesota Public Facilities Authority (PFA), Minnesota Pollution Control Agency (MPCA), and Minnesota Department of Health (MDH) will need to be met.

Tasks to perform Field Work and Data Collection

- Task 1: Phase I Environmental Site Assessment (ESA)

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.

Results of the Phase I ESA should indicate whether any further environmental investigation on the site is needed. Investigation beyond a Phase I ESA is not included in this scope of work; a separate scope and fee would need to be provided based upon the results of the Phase I ESA.

- 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: Topographic Survey / Boundary Survey

Task 4.1 A topographic 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 4.2 A boundary survey of Parcel 23-7600-06600 would be performed, to locate, establish and verify the property lines and corners for the City-owned parcel. This would allow the City to identify any current encroachments onto the parcel from adjacent land uses. The field work to complete the boundary can be done very cost-effectively in conjunction with the topographic survey.

- Task 5: Geotechnical Investigation

Geotechnical evaluation on Parcel 23-7660-06600 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. The geotechnical investigation would be performed by a geotechnical subconsultant; results of the work would be presented in a report.

Tasks for Design of Proposed Improvements

- **Task 6: 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 7: Site Design**

After preliminary investigations are complete, we can move forward with design of desired site improvements. For clarification, our understanding of the potential improvements include:

Task 7.1 Overall management of the site design work and coordination with the WTP and WWTF projects to incorporate the site design elements into the project funding.

Task 7.2 Design of a road from the intersection of South Avenue and 1st Street through Parcel 23-7600-00660, to facilitate access to both the WTP and WWTF, including the ability to load out biosolids from the WWTF for transport off the site.

Task 7.3 Design to relocate the existing trail on Parcel 23-7600-06600 to avoid conflict with the proposed access road, and to move the trail closer to the lakeshore; also to extend the trail around the east side of the WTP and north to access the observation deck on the new chlorine contact tank as well as to connect to the existing trail system in Lakeview Park.

Task 7.4 Design of two new parking lots, one to be located on the south side of the WTP for City use, and one to be generally located on the east side of 1st Street for trail users.

Task 7.5 Review of existing and proposed stormwater conditions on the site, and design of any stormwater management facilities or best management practices (BMPs) necessary.

Construction Engineering Services

- **Task 8: Construction Engineering**

Construction engineering will consist of staking for proposed improvements, observation of construction activities, and overall administration and inspections of the construction projects. These services will be required when these projects 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.

As noted previously, the field work and data collection Tasks are time sensitive, and the information from those Tasks will be utilized in the subsequent design. It is respectfully requested the City consider authorizing those time sensitive Tasks so preparation and progress can be made toward development of Parcel 23-7660-06600.

The time sensitive Tasks recommended for authorization now are listed in Table 1 below. Table 2 lists the subsequent design Tasks, for which authorization will be sought at a later date, likely fall of 2022. Table 3 lists the construction engineering services, for which authorization would be sought once design is complete and the projects are moving into bidding. The scope and estimated amounts for the construction engineering Tasks will not be known until the final scope of the project design is further developed.

Table 1 WWTF/WTP Access Improvements and Site Design Tasks Recommended For Authorization At This Time	
Item	Amount
Task 1: Phase I Environmental Assessment ¹	\$4,500
Task 2: Cultural Resources / Archeological Survey ¹	\$30,000
Task 3: Wetland Delineation ²	\$4,250
Task 4.1: Topographic Survey	\$11,500
Task 4.2: Boundary Survey	\$2,850
Task 5: Geotechnical Investigation (Soil Borings)	\$10,000
Total – Tasks Recommended for Authorization At This Time	\$63,100

1 – Need for Phase II Evaluation would be determined based on results. Cost of Phase II work is not included.

2 – Does not include endangered species survey.

Table 2 WWTF/WTP Access Improvements and Site Design Tasks For Authorization At A Later Date (Fall 2022)	
Item	Amount
Task 6: Biosolids Loadout Design	\$8,800
Task 7.1: Project Management / Funding Coordination	\$33,500
Task 7.2: Road Design ³⁴	\$121,500
Task 7.3: Trail Design ³⁴	\$47,500
Task 7.4: Parking Lot Design ³⁴	\$45,000
Task 7.5: Stormwater Management and Design ³⁴	\$42,500
Total – Tasks Recommended for Authorization At Later Date	\$298,800

3 – Includes preparation and submittal of all necessary permit applications.

4 – Does not include any environmental remediation work.

Table 3 WWTF/WTP Access Improvements and Site Design Construction Engineering Tasks Authorization At A Later Date (After Design Completion)	
Item	
Task 8.1: Construction Staking ⁵	
Task 8.2: Construction Observation ⁵	
Task 8.3: Construction Administration ⁵	

5 – Scope and fee of construction engineering services would be determined upon completion of design.

All work listed in the Tables above would be performed on an hourly basis in accordance with our existing master Agreement for Professional Services with the City.

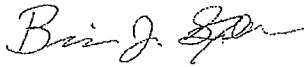
At the August 3rd Utilities Committee meeting, it was requested the estimated fees for the engineering services be broken down by water supply and wastewater. Table 4 below shows that breakdown:

Table 4 WWTF/WTP Access Improvements and Site Design Fee Breakdown by Water and Wastewater			
Task	Water	Wastewater	Total
1: Phase I Environmental Assessment	\$ 2,250	\$ 2,250	\$4,500
2: Cultural Resources/Archeological Survey	\$ 9,000	\$ 21,000	\$30,000
3: Wetland Delineation	\$ 2,125	\$ 2,125	\$4,250
4.1: Topographic Survey	\$ 5,750	\$ 5,750	\$11,500
4.2: Boundary Survey	\$ 1,425	\$ 1,425	\$2,850
5: Geotechnical Investigation (Soil Borings)	\$ 3,000	\$ 7,000	\$10,000
6: Biosolids Loadout Design	\$ 0	\$ 8,800	\$8,800
7.1: Project Management/Funding Coord.	\$16,750	\$ 16,750	\$33,500
7.2: Road Design	\$12,150	\$ 109,350	\$121,500
7.3: Trail Design	\$40,375	\$ 7,125	\$47,500
7.4: Parking Lot Design	\$45,000	\$ 0	\$45,000
7.5: Stormwater Management and Design	\$19,125	\$ 23,375	\$42,500
Totals	\$156,950	\$204,950	\$361,900

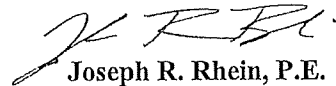
We appreciate our excellent working relationship with the city of Two Harbors and thank you for this opportunity to provide further service. The opportunity to utilize the land between the treatment facilities will provide numerous benefits to the city and we are excited to be part of that process. We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

Sincerely,

Bolton & Menk, Inc.



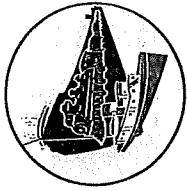
Brian J. Guldán, P.E.
Principal Environmental Engineer



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.



Real People. Real Solutions.

0 257 Feet

© Bolton & Menk, Inc. - Web GIS 4/15/2022 2:28 PM

TWO HARBORS CITY COUNCIL

AGENDA

August 22, 2022

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

Roll call:

Pledge of Allegiance:

Additions or Changes to the Agenda:

[M] Approval of the Agenda.

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

Appearances:

1. Paul Iversen, 809 3rd Avenue, re: City Charter review and proposal to bring a suit against Jezierski for attorney's fees associated with Jezierski and John and Jane Doe vs. City of Two Harbors.

Administrative Reports:

Committee Reports:

HRA
Public Works
Recreation Board
Edna G. Commission
Trees & Trails Commission
Finance Committee
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 August 8, 2022 Regular City Council meeting.
2. Allowing claims against the City of Two Harbors to be paid on August 23, 2022.
3. Approving payroll for the first half of August, 2022.
4. Approving the first and second quarter financial statements for the City of Two Harbors.

5. Authorizing payment to Lake County in the amount of \$131,374.37 for Pay Application No. 19 for the 2021 – 2022 Street Improvement Project.
6. Declaring third and final reading of An Ordinance Prohibiting the Sale, Manufacture, Growth or Distribution of Cannabis and Tetrahydrocannabinol (THC) for One year.
7. Accepting the recommendation of the Public Affairs Committee to declare second reading of An Ordinance Amending the City Code, Sec. 2.40, Boards, Commissions and Committees.
8. Accepting the recommendation of the Public Affairs Committee to declare second reading of An Ordinance Amending the City Code, Sec. 2.46. Planning Commission.
9. Accepting the recommendation of the Public Affairs Committee to declare second reading of An Ordinance Amending the City Code, Sec. 2.51. Two Harbors Housing and Redevelopment Authority.
10. Scheduling a special meeting for the purpose of approving and renewing licenses for the sale of alcoholic beverages within the City of Two Harbors for _____ day, _____, 2022 at _____ P.M.
11. Authorizing the Acting Mayor and City Clerk to execute and deliver the Salvation Army HeatShare Program Agreement effective October 1, 2022 through September 30, 2023.
12. Approving the State of Minnesota Joint Powers Agreements with the City of Two Harbors on behalf of its City Attorney and Police Department.
13. Authorizing the purchase of a gas leak detector from Groebner & Associates for an amount of \$10,162.82.
14. Approving the request of the Police Chief to authorize travel expenses for Officer Moe to attend Taser Instructor Recertification Course in Breezy Point.
15. Approving the request of the Water and Wastewater Treatment Plant Superintendent to authorize travel expenses for Justin Bredow to attend the MRWA Water Exam in St. Cloud.

Communications:

1. An email from Elaine C. Wiersma, PhD, Associate Professor, Department of Health Sciences, Lakehead University, Thunder Bay, ON, expressing that on a recent visit to our city, she was impressed by the native gardens downtown and pleased to see the community effort to restore native plant species. She expressed thanks for doing our part for our ecosystem and pollinators.
2. A memo from Joe Rhein, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project.

Unfinished Business:

Other.

New Business:

1. [R] Declaring a vacancy for the position of Mayor.
2. [R] Clarifying the requirement to conduct a primary election for the special election to be held for purpose of electing a mayor.
3. [R] Calling for a special election for the purpose of electing a mayor.
4. [R] Accepting the updated engineering proposal of Bolton & Menk for property adjacent to the Water and Wastewater Treatment Facilities. (Parcel No. 23-7600-06600)
5. [R] Accepting the proposal of Bolton & Menk to provide preliminary engineering services for the addition of the blocks of 4th Avenue from Third Street to Fifth Street to the 2023 – 2024 Street Improvement Project.
6. [R] Ordering the feasibility report for the 2023-2024 Street Improvement Project.
7. [R] Authorizing the Acting Mayor and City Clerk to execute and deliver an agreement for professional services between the City of Two Harbors and ARDC.
8. [M] Referring to the Personnel Committee, a “Special Payment” request by Chief of Police Richard Hogenson and Assistant Chief of Police Kenneth Anderson, as referenced under Article 5 – Hours of Work (B) in the Two Harbors Supervisory Employees Association Working Agreement.
9. [R] Approving a request by Jim Gilbert, North Shore Classic Car Club for a Special Event Permit to block off the Community Center and Depot Parking Lots from 2 PM on Friday, September 9 until 5 PM on Saturday, September 10 for a Classic Car Show, pending notification of affected property owners 14 days prior to closure and receipt of consent forms from adjacent businesses with 75% in favor of the event.
10. [R] Terminating the connection between the City of Two Harbors and THDF effective August 31, 2022.

Other.

Adjourn:

* * * * *

August 8, 2022

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, August 8, 2022, at 6:00 p.m.

The meeting was called to order by President Redden.

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

Members absent, Councilors: Rennwald, Swanson. 2.

Others present: Finance Director, Pietila
City Clerk, Nordean
City Attorney, Costley.

Clerk Nordean requested the addition of New Business No. 8. A resolution authorizing The Other Place Bar to sell liquor at on-sale on City property, pending approval of Lake County for the sale of liquor on their property in the area of the 500 block between South Avenue and the alley between South and First Avenues on August 20, 2022, for the Shenandoah Concert, providing they provide adequate evidence of insurance and comply with City and State rules and regulations regarding the sale of liquor.

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

Appearances:

Paul Iversen, 809 Third avenue, was present and requested information requesting the cost for attorney services from Attorney Nauen. Finance Director Pietila reported that invoices from Lockridge Grindal Nauen P. LLP totaled \$35,773.15.

Toni Wangen, 1627 Seventh Avenue, was present and addressed the Council regarding the importance of voting in primary, special and general elections.

At 6:09 PM, Mayor Swanson arrived at the meeting.

Personnel Committee:

Vice President Glaser reported that at their recent meeting, the Personnel Committee recommended authorizing the posting of certain Public Works Department positions.

CA. 1 8/22/22

Public Affairs Committee:

Vice President Glaser reported that at their recent meeting, the Public Affairs Committee reviewed code language regarding city committees and commissions and made recommendations for amendments pertaining to the appointment of members to boards, commissions and committees; Planning Commission membership and residency requirements; and HRA membership and residency requirements in addition, they discussed and recommended proposed guidelines for public comment and rules of civility for public comment at Council meetings. There was also discussion regarding future fireworks displays and the need for an alternate location if the fireworks are to happen during Heritage Days.

Planning Commission:

Council Vice President Glaser reported that the Planning Commission, at their meeting of August 2, discussed the use of twenty-five-foot lots; they met City Building Official, Jim Rich, who will be working more closely with the commission for the time being, and discussed Chapter 11 regarding B-2 Zoning Districts.

Utilities Committee:

Council Vice President Glaser reported that the Utilities Committee discussed utility matters associated with the 2023-2024 Street Improvement Project and the potential affects of adding two additional blocks to the project as well as the water leak on First Avenue which was recently repaired which had been leaking approximately 150,000 gallons per day.

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

1. Approving minutes from the July 25, 2022 Regular City Council meeting.
2. **RESOLUTION NO. 8-202-22 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS, IN THE AMOUNT OF \$2,858,203.74.**
3. Approving payroll for the second half of July, 2022, in the amount of \$253,261.45.
4. **RESOLUTION NO. 8-203-22 AUTHORIZING PAYMENT TO LAKEHEAD CONSTRUCTORS FOR PAY APPLICATION #9 FOR THE WASTEWATER TREATMENT PLANT PROJECT IN THE AMOUNT OF \$1,084,024.47.**
5. **RESOLUTION NO. 8-204-22 AUTHORIZING PAYMENT TO LAKE COUNTY FOR PAY APPLICATION #18 FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT FOR AN AMOUNT OF \$134,147.59.**
6. **RESOLUTION NO. 8-205-22 ACCEPTING THE PROPOSAL OF AVI SYSTEMS FOR THE PURCHASE OF A CABLECAST VIOSTREAM SERVER FOR PUBLIC ACCESS TELEVISION FOR AN AMOUNT OF \$10,900.**

7. **RESOLUTION NO. 8-206-22 ACCEPTING THE PROPOSAL OF NELSON TECHNOLOGY FOR THE PURCHASE OF AN ODORANT INJECTION PUMP FOR THE CITY'S NATURAL GAS BORDER STATION FOR AN AMOUNT OF \$4,781.**
8. Scheduling a meeting of the City of Two Harbors Canvassing Board for 5 PM on Friday, August 12, 2022.
9. Accepting the recommendation of the Public Affairs Committee to establish dates for the 2024 Camping Season.
10. Approving the request of Jessica Carlson, Moose Lodge Administrator, to be open on the following Sundays in 2022 in accordance with their On-Sale Club License: September 11 and 25; October 9, 16 and 30; November 6, 13 and 20; December 11 and 18; and January 1 of 2023.
11. **RESOLUTION NO. 8-207-22 ACCEPTING THE INTERNAL BID OF DAVID DAHLBERG FOR THE POSITION OF PUBLIC WORKS SPECIALIST III.**
12. Accepting the recommendation of the Personnel Committee to authorize the internal and external posting of bulletins for the positions of Public Works Specialist I, II and III.
13. Authorizing the recommendation of the Personnel Committee to authorize the internal and external posting of bulletins for the position of Assistant Public Works Director.
14. **RESOLUTION NO. 8-208-22 ACCEPTING THE INTERNAL BID OF CHAD SCHULTZ FOR THE POSITION OF LEAD LINEMAN IN THE ELECTRICAL DEPARTMENT.**

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

Communications:

1. A memorandum from Joe Rhein and Brian Guldán, Bolton & Menk, providing engineering project updates.
2. A memorandum from Joe Rhein, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project.
3. A memorandum from Jennifer Selchow, Bolton & Menk, providing an update on the Wastewater Treatment Plant Project.
4. A letter from Theresa Sunde, Mediacom, providing information on the implementation of programming changes and rate adjustments.

Unfinished Business:

Motion by Erickson and Glaser declaring second reading of An Ordinance Prohibiting the Sale, Manufacture, Growth or Distribution of Cannabis and Tetrahydrocannabinol (THC) for One Year. Motion carried by the following vote: Yeas: Woodruff, Glaser, Passe, Erickson, Redden.
5. Nays: Swanson. 1.

New Business:

Motion by Erickson and Passe that **RESOLUTION NO. 8-209-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$4,486 FOR PROFESSIONAL SERVICES FOR THE ODEGARD TRAIL PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Glaser that **RESOLUTION NO. 8-210-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$25,732.50 FOR PROFESSIONAL SERVICES FOR THE 2023 – 2024 STREET & ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous vote of all members present on roll call.

Motion by Glaser and Woodruff that **RESOLUTION NO. 8-211-22 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$13,832.50 FOR PROFESSIONAL SERVICES FOR THE 2021 & 2022 STREET & ALLEY IMPROVEMENT PROJECT** be adopted as read.

Motion by Erickson and Glaser accepting the recommendation of the Public Affairs Committee declaring first reading of an ordinance amending the City Code, Sec. 2.40. Boards, Commissions and Committees be adopted as read. Carried by the following vote: Yeas: Woodruff, Glaser, Swanson, Erickson, Redden. 5. Nays: Passe. 1.

Motion by Glaser and Erickson Accepting the recommendation of the Public Affairs Committee declaring first reading of an ordinance amending the City Code, Sec. 2.46. Planning Commission. Carried by the following vote: Yeas: Woodruff, Glaser, Erickson, Redden. 4. Abstain: Passe, Swanson. 2.

Motion by Erickson and Glaser Accepting the recommendation of the Public Affairs Committee, declaring first reading of an ordinance amending the City Code, Sec. 2.51. Two Harbors Housing and Redevelopment Authority. Carried by the following vote: Yeas: Woodruff, Glaser, Passe, Erickson, Redden. 5. Abstain: Swanson. 1.

Motion by Woodruff and Glaser that **RESOLUTION NO. 8-212-22 ACCEPTING THE RECOMMENDATION OF THE PUBLIC AFFAIRS COMMITTEE ADOPTING TWO HARBORS CITY COUNCIL MEETING PUBLIC COMMENT GUIDELINES AND RULES OF CIVILITY FOR PUBLIC COMMENT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Passe that **RESOLUTION NO. 8-213-22 AUTHORIZING THE OTHER PLACE BAR TO SELL LIQUOR AT ON-SALE ON CITY PROPERTY, PENDING APPROVAL OF LAKE COUNTY FOR THE SALE OF LIQUOR ON THEIR PROPERTY IN THE AREA OF THE 500 BLOCK BETWEEN SOUTH AVENUE AND THE ALLEY BETWEEN SOUTH AND FIRST AVENUES ON AUGUST 20, 2022, FOR THE SHENANDOAH CONCERT, PROVIDING THEY PROVIDE ADEQUATE EVIDENCE OF INSURANCE AND COMPLY WITH CITY AND STATE RULES AND**

REGULATIONS REGARDING THE SALE OF LIQUOR be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Councilor Passe expressed appreciation to everyone who pitched in on the Festival of Sails event including the DNR, Public Safety, Public Works, volunteers, businesses, Lake County. He expressed his belief that it's the little things that made a difference.

Councilor Erickson expressed thanks to those mentioned by Passe and added those medical workers from St. Luke's and Lakeview Clinic and Hospital for working extended hours to make sure that they were prepared for the event.

Motion by Erickson and Passe that the meeting adjourn. Carried.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk

8/18/2022 4:20 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 02601 AUGUST 23, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-3402 ACME TOOLS - DULUTH						
I-10275656		MILWAUKEE COMPACT 1/2 IN DRIL	129.00			
8/15/2022	APBNK	DUE: 8/15/2022 DISC: 8/15/2022		1099: N		
		MILWAUKEE COMPACT 1/2 IN DRILL		601 49420-221	MAINT. AND REPAIR SUPPLI	129.00
I-10275658		MILWAUKEE STANLEY BONDHUS LEN	748.96			
8/15/2022	APBNK	DUE: 8/15/2022 DISC: 8/15/2022		1099: N		
		MILWAUKEE STANLEY BONDHUS LENO		604 49570-210	OPERATING SUPPLIES	748.96
I-10289631		MILWAUKEE HACKZALL M18 CORDLE	328.00			
8/18/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		MILWAUKEE HACKZALL M18 CORDLE		601 49420-221	MAINT. AND REPAIR SUPPLI	328.00
== VENDOR TOTALS ==			1,205.96			
01-4238 ADVANTAGE EMBLEM & SCREEN PRIN						
I-0616694-IN		BASEBALL GLOVE/ AWARDS	127.50			
7/21/2022	APBNK	DUE: 7/21/2022 DISC: 7/21/2022		1099: N		
		BASEBALL GLOVE/ AWARDS		850 45122-210	OPERATING SUPPLIES	127.50
== VENDOR TOTALS ==			127.50			
01-2408 ALEX AIR APPARATUS, INC.						
I-46271		RES-Q-RENCN NYLON SPANNER	425.06			
8/04/2022	APBNK	DUE: 9/03/2022 DISC: 9/03/2022		1099: N		
		RES-Q-RENCN NYLON SPANNER		101 42200-210	OPERATING SUPPLIES	425.06
== VENDOR TOTALS ==			425.06			
01-3679 AMERICAN BOTTLING COMPANY						
I-3313619649		AMERICAN BOTTLING COMPANY	339.70			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		AMERICAN BOTTLING COMPANY		609 49750-264	PURCHASES - MIX	339.70
== VENDOR TOTALS ==			339.70			
01-4226 ARTISAN BEER COMPANY						
I-3553206		ARTISAN BEER COMPANY	492.30			
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		ARTISAN BEER COMPANY		609 49750-262	PURCHASES - BEER	492.30
I-3554626		ARTISAN BEER COMPANY	83.10			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		ARTISAN BEER COMPANY		609 49750-263	PURCHASES - WINE	83.10

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01-4226		ARTISAN BEER COMPANY (** CONTINUED **)				
I-3554627		ARTISAN BEER COMPANY	1,168.10			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		ARTISAN BEER COMPANY		609 49750-262	PURCHASES - BEER	1,168.10
		== VENDOR TOTALS ==	1,743.50			
01-0348		BELLBOY CORPORATION				
I-105592000		BELLBOY CORPORATION	191.64			
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N		
		BELLBOY CORPORATION		609 49750-264	PURCHASES - MIX	24.00
		BELLBOY CORPORATION		609 49750-269	PURCHASES - MERCHANDISE	72.64
		BELLBOY CORPORATION		609 49750-333	FREIGHT	5.00
		BELLBOY CORPORATION		609 49750-210	OPERATING SUPPLIES	90.00
I-96080500		BELLBOY CORPORATION	274.25			
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N		
		BELLBOY CORPORATION		609 49750-261	PURCHASES - LIQUOR	181.25
		BELLBOY CORPORATION		609 49750-263	PURCHASES - WINE	88.00
		BELLBOY CORPORATION		609 49750-333	FREIGHT	5.00
		== VENDOR TOTALS ==	465.89			
01-0782		BERGANKDV				
I-CW127901		ANNUAL SECURITY ASSESSMENT	9,600.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ANNUAL SECURITY ASSESSMENT		601 49440-301	AUDIT	96.00
		ANNUAL SECURITY ASSESSMENT		602 49490-301	AUDIT	1,845.90
		ANNUAL SECURITY ASSESSMENT		101 41540-301	AUDIT	1,223.11
		ANNUAL SECURITY ASSESSMENT		604 49590-301	AUDIT	4,264.49
		ANNUAL SECURITY ASSESSMENT		605 49620-301	AUDIT	1,327.30
		ANNUAL SECURITY ASSESSMENT		609 49750-301	AUDIT	535.55
		ANNUAL SECURITY ASSESSMENT		651 49520-301	AUDIT	211.65
		ANNUAL SECURITY ASSESSMENT		660 45183-301	AUDIT	96.00
		== VENDOR TOTALS ==	9,600.00			
01-2672		BERNICK'S				
C-845235		BERNICK'S	301.20CR			
8/12/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		BERNICK'S		609 49750-262	PURCHASES - BEER	301.20CR
I-844408		BERNICK'S	84.21			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		BERNICK'S		609 49750-264	PURCHASES - MIX	84.21

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01-2672	BERNICK'S	(** CONTINUED **)					
I-844409		BERNICK'S	7,609.10				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		BERNICK'S		609 49750-262	PURCHASES - BEER	7,609.10	
I-845236		BERNICK'S	1,154.50				
8/12/2022	APBNK	DUE: 9/11/2022 DISC: 9/11/2022		1099: N			
		BERNICK'S		609 49750-262	PURCHASES - BEER	1,154.50	
I-845404		BERNICK'S	58.53				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		BERNICK'S		609 49750-264	PURCHASES - MIX	58.53	
I-845405		BERNICK'S	82.95				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		BERNICK'S		609 49750-261	PURCHASES - LIQUOR	82.95	
I-845406		BERNICK'S	19,416.95				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		BERNICK'S		609 49750-262	PURCHASES - BEER	19,416.95	
		== VENDOR TOTALS ==	28,105.04				
01-2174	BEST CONCRETE INC.						
I-B18215		SHORTLOAD 3F52 MN DOT FUEL SU	451.50				
7/29/2022	APBNK	DUE: 8/28/2022 DISC: 8/28/2022		1099: N			
		SHORTLOAD 3F52 MN DOT FUEL SUR		101 43100-224	STREET MATERIALS	451.50	
		== VENDOR TOTALS ==	451.50				
01-1933	BOBCAT OF DULUTH, INC.						
I-56067		SWITCH FRO, FREIGHT 7001709	69.76				
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N			
		SWITCH FRO, FREIGHT 7001709		101 43126-221	MAINT. AND REPAIR SUPPLI	69.76	
		== VENDOR TOTALS ==	69.76				
01-4128	BOLTON & MENK, INC						
I-0293795		WWTP PROF SERVICES 6/11-7/8/2	37,724.65				
7/20/2022	APBNK	DUE: 8/19/2022 DISC: 8/19/2022		1099: N			
		WWTP PROF SERVICES 6/11-7/8/22		602 49480-530	CAPITAL OUTLAY - IMPROVE	37,724.65	
		== VENDOR TOTALS ==	37,724.65				

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01-0609		HOLLY ANN BOOTERBAUGH					
I-202208114617		ELECTION JUDGE TRAINING 2022	198.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES		24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES		174.00
		== VENDOR TOTALS ==	198.00				
01-0935		BORDER STATE ELECTRIC SUPPLY					
I-924686907		THHN SS 8 GRN 19 STR CU 500R	825.90				
8/03/2022	APBNK	DUE: 8/28/2022 DISC: 8/28/2022		1099: N			
		THHN SS 8 GRN 19 STR CU 500R		402 49200-530	IMPROVEMENTS		825.90
I-924729939		CONDUIT EPVC-SCH40-1- 1/4 IN	647.90				
8/10/2022	APBNK	DUE: 9/04/2022 DISC: 9/04/2022		1099: N			
		CONDUIT EPVC-SCH40-1- 1/4 IN O		604 49570-210	OPERATING SUPPLIES		647.90
		== VENDOR TOTALS ==	1,473.80				
01-4409		BOURGET IMPORTS LLC					
I-189168		BOURGET IMPORTS LLC	541.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		BOURGET IMPORTS LLC		609 49750-262	PURCHASES - BEER		400.00
		BOURGET IMPORTS LLC		609 49750-263	PURCHASES - WINE		120.00
		BOURGET IMPORTS LLC		609 49750-333	FREIGHT		21.00
		== VENDOR TOTALS ==	541.00				
01-2005		MARY JO BRASSILL					
I-202208114620		ELECTION JUDGE TRAINING 2022	204.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES		24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES		180.00
		== VENDOR TOTALS ==	204.00				
01-4319		BREAKTHRU BEVERAGE MN					
I-345216930		BREAKTHRU BEVERAGE MN	1,894.97				
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N			
		BREAKTHRU BEVERAGE MN		609 49750-261	PURCHASES - LIQUOR		947.16
		BREAKTHRU BEVERAGE MN		609 49750-263	PURCHASES - WINE		724.00
		BREAKTHRU BEVERAGE MN		609 49750-264	PURCHASES - MIX		196.06
		BREAKTHRU BEVERAGE MN		609 49750-333	FREIGHT		27.75

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01-4319	BREAKTHRU BEVERAGE MN	(** CONTINUED **)				
I-345303996		BREAKTHRU BEVERAGE MN	3,474.76			
8/17/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N		
		BREAKTHRU BEVERAGE MN		609 49750-261	PURCHASES - LIQUOR	3,310.91
		BREAKTHRU BEVERAGE MN		609 49750-264	PURCHASES - MIX	88.00
		BREAKTHRU BEVERAGE MN		609 49750-333	FREIGHT	75.85
		===== VENDOR TOTALS =====	5,369.73			
01-0658	BROCK WHITE COMPANY, LLC.					
I-15589129-00		SPRAYER RED 3.5 GAL BW-1967	306.50			
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N		
		SPRAYER RED 3.5 GAL BW-1967		101 43100-210	OPERATING SUPPLIES	306.50
		===== VENDOR TOTALS =====	306.50			
01-1869	BW DISTRIBUTING					
I-45750		ZENEX BW ELIMINATOR HAND SOAP	110.99			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		ZENEX BW ELIMINATOR HAND SOAP		101 43100-210	OPERATING SUPPLIES	110.99
		===== VENDOR TOTALS =====	110.99			
01-0910	GERALD CARLSON					
I-202208114618		ELECTION JUDGE TRAINING 2022	204.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	180.00
		===== VENDOR TOTALS =====	204.00			
01-4784	CHARLAN MALENOWSKI					
I-202208164637		REFUND JUNE REC PAYMENT	130.00			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		REFUND JUNE REC PAYMENT		850 45122-439	MISCELLANEOUS	130.00
		===== VENDOR TOTALS =====	130.00			

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01-1502 CINTAS CORPORATION							
I-4123123856		MATS		19.25			
8/17/2022	APBNK	DUE: 8/27/2022 DISC: 8/27/2022			1099: N		
		MATS			101 43100-210	OPERATING SUPPLIES	19.25
I-4124552336		MATS CARHARTS		221.08			
7/07/2022	APBNK	DUE: 7/17/2022 DISC: 7/17/2022			1099: N		
		MATS CARHARTS			101 43100-210	OPERATING SUPPLIES	114.24
		MATS CARHARTS			604 49570-210	OPERATING SUPPLIES	53.42
		MATS CARHARTS			605 49610-210	OPERATING SUPPLIES	53.42
I-4127042161		BLACK MATS		7.92			
8/02/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022			1099: N		
		BLACK MATS			101 41550-223	BLDGS	7.92
I-4127202097		MATS/SHOP TOWELS/MECHANIC		228.70			
8/03/2022	APBNK	DUE: 8/13/2022 DISC: 8/13/2022			1099: N		
		MATS/SHOP TOWELS/MECHANIC			101 43100-210	OPERATING SUPPLIES	137.87
		MATS/SHOP TOWELS/MECHANIC			604 49570-210	OPERATING SUPPLIES	45.42
		MATS/SHOP TOWELS/MECHANIC			605 49610-210	OPERATING SUPPLIES	45.41
I-4127887847		BLUE MAT		9.36			
8/10/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022			1099: N		
		BLUE MAT			101 43100-210	OPERATING SUPPLIES	9.36
I-4127887882		MAT, CAR HART		228.70			
8/10/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022			1099: N		
		MAT, CAR HART			101 43100-210	OPERATING SUPPLIES	116.78
		MAT, CAR HART			604 49570-210	OPERATING SUPPLIES	55.96
		MAT, CAR HART			605 49610-210	OPERATING SUPPLIES	55.96
I-4128569746		MAT CARHART		229.47			
8/17/2022	APBNK	DUE: 8/27/2022 DISC: 8/27/2022			1099: N		
		MAT CARHART			101 43100-210	OPERATING SUPPLIES	117.03
		MAT CARHART			604 49570-210	OPERATING SUPPLIES	56.22
		MAT CARHART			605 49610-210	OPERATING SUPPLIES	56.22
I-4128569782		CINTAS CORPORATION		19.25			
8/17/2022	APBNK	DUE: 8/27/2022 DISC: 8/27/2022			1099: N		
		CINTAS CORPORATION			609 49750-210	OPERATING SUPPLIES	19.25
== VENDOR TOTALS ==				963.73			

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<hr/>							
01-4811 CITY OF CLOQUET							
<hr/>							
I-14264		AUG 4-7/2022POLICE	10,886.60				
8/15/2022	APBNK	DUE: 8/15/2022 DISC: 8/15/2022		1099: N			
		AUG 4-7/2022POLICE		101 42100-497	EXTRAORDINARY EXPENSES	10,886.60	
== VENDOR TOTALS ==			10,886.60				
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01-0651 COCA COLA BEVERAGES OF DULUTH							
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I-2979623		COCA COLA BEVERAGES OF DULUTH	179.30				
8/15/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N			
		COCA COLA BEVERAGES OF DULUTH		609 49750-264	PURCHASES - MIX	179.30	
== VENDOR TOTALS ==			179.30				
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01-4802 DEFIANT DISTRIBUTORS							
<hr/>							
I-2233		DEFIANT DISTRIBUTORS	2,606.40				
8/18/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N			
		DEFIANT DISTRIBUTORS		609 49750-261	PURCHASES - LIQUOR	2,606.40	
== VENDOR TOTALS ==			2,606.40				
<hr/>							
01-2568 DELTA DENTAL							
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I-1032538		DELTA DENTAL	591.78				
8/16/2022	APBNK	DRAFT 0/00/0000		1099: N			
		DELTA DENTAL		101 42100-132	DENTAL INSURANCE	154.70	
		DELTA DENTAL		101 43100-132	DENTAL INSURANCE	235.08	
		DELTA DENTAL		602 49490-132	DENTAL INSURANCE	202.00	
== VENDOR TOTALS ==			591.78				
<hr/>							
01-2568 DELTA DENTAL							
<hr/>							
I-1034387		8/7-13 2022 CLAIMS HENNEN	197.20				
8/13/2022	APBNK	DRAFT 8/23/2022		1099: N			
		8/7-13 2022 CLAIMS HENNEN		101 49001-132	DENTAL INSURANCE	197.20	
== VENDOR TOTALS ==			197.20				
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01-0565 DIAMOND DRILLING							
<hr/>							
I-199401		16X.125X1 COMBINATION	877.97				
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N			
		16X.125X1 COMBINATION		101 43100-210	OPERATING SUPPLIES	877.97	
== VENDOR TOTALS ==			877.97				

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01-4199 DIAMOND MC ENTERTAINMENT						
I-202208174649		EVENT SUPPLIES/PRODUCTION 202	3,000.00			
8/17/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N		
		EVENT SUPPLIES/PRODUCTION 2022		101 49100-472	MAYOR'S/KIDZ BLOCK PART	3,000.00
== VENDOR TOTALS ==			3,000.00			
01-0370 DULUTH TIRE & OIL INC.						
I-260077917		MULTI TRAC	216.54			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		MULTI TRAC		101 49001-221	MAINT. AND REPAIR SUPPLI	216.54
I-260077997		TRANSFER AT OL	1,013.16			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		TRANSFER AT OL		604 49570-222	VEHICLES - SUPPLIES & MA	1,013.16
== VENDOR TOTALS ==			1,229.70			
01-0875 EHLERS & ASSOCIATES INC						
I-90738		2022 DISCLOSURE REPORTING	750.00			
6/08/2022	APBNK	DUE: 7/08/2022 DISC: 7/08/2022		1099: N		
		2022 DISCLOSURE REPORTING		301 47000-300	PROFESSIONAL SERVICES	750.00
== VENDOR TOTALS ==			750.00			
01-3882 CRYSTAL EMERSON						
I-202208114623		ELECTION JUDGE TRAINING 2022	221.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	26.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	195.00
== VENDOR TOTALS ==			221.00			
01-3867 FERGUSON WATERWORKS #2518						
I-0498709		FFS172415 FFS17240 A111050 EA	1,084.31			
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		FFS172415 FFS17240 A111050 EAF		601 49430-221	MAINT. AND REPAIR SUPPLI	1,084.31
I-0499483		RALPHAA940XL / CHSU16140	1,753.60			
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		RALPHAA940XL / CHSU16140		601 49430-221	MAINT. AND REPAIR SUPPLI	1,753.60
== VENDOR TOTALS ==			2,837.91			

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<hr/>							
01-0938 FLAHERTY & HOOD, P.A.							
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I-18030		ELEC JUDGES/REVIEW CONTRACT	80.00				
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N			
		ELEC JUDGES/REVIEW CONTRACT		101 49100-300	PROFESSIONAL SERVICES	80.00	
===== VENDOR TOTALS =====			80.00				
<hr/>							
01-4431 JEAN FROGNER							
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I-202208114622		ELECTION JUDGE TRAINING 2022	108.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00	
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	84.00	
===== VENDOR TOTALS =====			108.00				
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01-2014 FRONTIER ENERGY, INC.							
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I-189939		JULY 1 - JULY 31, 2022	1,037.34				
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		JULY 1 - JULY 31, 2022		604 49590-446	CONSERVATION IMPROVEMENT	1,037.34	
===== VENDOR TOTALS =====			1,037.34				
<hr/>							
01-0536 FURTHER							
<hr/>							
I-16186116		AUGUST 2022 FLEX	78.20				
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		AUGUST 2022 FLEX		101 41400-135	Other Employee Benefits	9.20	
		AUGUST 2022 FLEX		101 42100-135	Other Employee Benefits	4.60	
		AUGUST 2022 FLEX		101 43100-135	Other Employee Benefits	9.20	
		AUGUST 2022 FLEX		601 49440-135	Other Employee Benefits	16.10	
		AUGUST 2022 FLEX		602 49490-135	Other Employee Benefits	6.90	
		AUGUST 2022 FLEX		604 49590-135	Other Employee Benefits	9.20	
		AUGUST 2022 FLEX		605 49620-135	Other Employee Benefits	13.80	
		AUGUST 2022 FLEX		609 49750-135	Other Employee Benefits	9.20	
===== VENDOR TOTALS =====			78.20				
<hr/>							
01-0912 MARIA GILBERTSON							
<hr/>							
I-202208114614		ELECTION JUDGE TRAINING 2022	221.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	26.00	
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	195.00	
===== VENDOR TOTALS =====			221.00				

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-----ID-----				GROSS	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT			
01-0382 GOODIN COMPANY								
I-03825118-00		1/4 BRS PETES PLUG 1/8 GAUGE		11.51				
8/12/2022	APBNK	DUE: 9/11/2022 DISC: 9/11/2022			1099: N			
		1/4 BRS PETES PLUG 1/8 GAUGE A			605 49610-210	OPERATING SUPPLIES		11.51
I-03825118-01		1/4 BRS PETES PLUG 1/8 GAUGE		57.56				
8/12/2022	APBNK	DUE: 9/11/2022 DISC: 9/11/2022			1099: N			
		1/4 BRS PETES PLUG 1/8 GAUGE A			605 49610-210	OPERATING SUPPLIES		57.56
===== VENDOR TOTALS =====				69.07				
01-0696 GROEBNER & ASSOCIATES, INC.								
I-122197-00		METER R275TC LT 1/2' 2'		3,690.76				
8/03/2022	APBNK	DUE: 8/28/2022 DISC: 8/28/2022			1099: N			
		METER R275TC LT 1/2' 2'			605 49610-229	METERS AND TRANSFORMERS		3,690.76
===== VENDOR TOTALS =====				3,690.76				
01-4582 KATHRYN GROENEVELD								
I-202208154635		AUG 16-31,2022		875.00				
8/15/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022			1099: Y			
		AUG 16-31,2022			660 45183-303	CONTRACTUAL SERVICES		875.00
I-202208184652		7/31-8/14/22 PAYROLL REIMBURS		2,373.29				
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022			1099: Y			
		7/31-8/14/22 PAYROLL REIMBURSM			660 45183-303	CONTRACTUAL SERVICES		2,373.29
===== VENDOR TOTALS =====				3,248.29				
01-2613 GAIL HANSON								
I-202208124633		2022 ELECTION JUDGE		244.00				
8/09/2022	APBNK	DUE: 8/09/2022 DISC: 8/09/2022			1099: N			
		2022 ELECTION JUDGE TRAINING			101 41450-310	ELECTION JUDGES SALARIES		24.00
		2022 ELECTION JUDGE			101 41450-310	ELECTION JUDGES SALARIES		220.00
===== VENDOR TOTALS =====				244.00				
01-0387 HAWKINS, INC.								
I-6253104		AQUA HAWK- CHLORINE		862.01				
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022			1099: N			
		AQUA HAWK- CHLORINE			601 49420-216	CHEMICALS		862.01
I-6253119		CHLORINE/AZONE/SULFUR DIOXIDE		2,664.90				
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022			1099: N			
		CHLORINE/AZONE/SULFUR DIOXIDE			602 49480-216	CHEMICALS		2,664.90
===== VENDOR TOTALS =====				3,526.91				

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-----ID-----				GROSS	P.O. #			-----ACCOUNT NAME-----		DISTRIBUTION
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT					
01-4809 HERMANTOWN POLICE DEPT										
I-202208164639		AUG 4-7 22 MUTUAL AID TALLSHI		17,155.43						
8/08/2022	APBNK	DUE: 8/08/2022 DISC: 8/08/2022			1099: N					
		AUG 4-7 22 MUTUAL AID TALLSHIP			101 42100-497	EXTRAORDINARY EXPENSES				17,155.43
== VENDOR TOTALS ==				17,155.43						
01-4078 LINDA HOFFMAN										
I-202208114616		ELECTION JUDGE TRAINING 2022		198.00						
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022			1099: N					
		ELECTION JUDGE TRAINING 2022			101 41450-310	ELECTION JUDGES SALARIES				24.00
		ELECTION JUDGE SERVICE 2022			101 41450-310	ELECTION JUDGES SALARIES				174.00
== VENDOR TOTALS ==				198.00						
01-0621 HOLDEN ELECTRIC CO., INC.										
I-67825		FUEL PUMP WIRING		1,633.05						
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N					
		FUEL PUMP WIRING			241 45125-223	BUILDINGS MAINT. SUPPLIE				1,633.05
== VENDOR TOTALS ==				1,633.05						
01-0611 SUSAN HOUGH										
I-202208114611		ELECTION JUDGE TRAINING 2022		210.00						
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022			1099: N					
		ELECTION JUDGE TRAINING 2022			101 41450-310	ELECTION JUDGES SALARIES				24.00
		ELECTION JUDGE SERVICE 2022			101 41450-310	ELECTION JUDGES SALARIES				186.00
== VENDOR TOTALS ==				210.00						
01-4092 HRdirect										
I-12002879		ATTENDANCE CALENDAR		96.10						
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022			1099: N					
		ATTENDANCE CALENDAR			101 41400-201	OFFICE SUPPLIES AND EXPE				96.10
== VENDOR TOTALS ==				96.10						
01-3436 INNOVATIVE OFFICE SOLUTIONS, L										
I-3881938		TONER		41.01						
8/01/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022			1099: N					
		TONER			101 42100-210	OPERATING SUPPLIES				41.01
== VENDOR TOTALS ==				41.01						

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-0297	JACLYN SAAMANEN					
I-202208124630		2022 ELECTION JUDGE	210.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		2022 ELECTION JUDGE TRAINING		101 41450-310	ELECTION JUDGES SALARIES	24.00
		2022 ELECTION JUDGE		101 41450-310	ELECTION JUDGES SALARIES	186.00
		== VENDOR TOTALS ==	210.00			
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01-4490	JAN O'DONNELL					
I-202208124629		2022 ELECTION JUDGE	108.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		2022 ELECTION JUDGE TRAINING		101 41450-310	ELECTION JUDGES SALARIES	24.00
		2022 ELECTION JUDGE		101 41450-310	ELECTION JUDGES SALARIES	84.00
		== VENDOR TOTALS ==	108.00			
<hr/>						
01-4813	JEFF PFAFF					
I-202208174644		JEFF PFAFF-REFUND 2-4786762	40.82			
8/06/2022	APBNK	DUE: 8/06/2022 DISC: 8/06/2022		1099: N		
		JEFF PFAFF-REFUND 2-4786762		660 34790	CAMP SITE FEES	36.65
		JEFF PFAFF-REFUND 2-4786762		660 20800	DUE TO OTHER GOVTS UNITS	3.07
		JEFF PFAFF-REFUND 2-4786762		291 31410	LODGING TAX - TOURISM CO	0.68
		JEFF PFAFF-REFUND 2-4786762		291 31411	LODGING TAX - EDNA G	0.37
		JEFF PFAFF-REFUND 2-4786762		291 34900	MISC REVENUE - ADMIN	0.05
		== VENDOR TOTALS ==	40.82			
<hr/>						
01-4743	JOEL D DHEIN					
I-202208164638		MILEAGE 8/2-8/15/2022	445.30			
8/15/2022	APBNK	DUE: 8/15/2022 DISC: 8/15/2022		1099: N		
		MILEAGE 8/2-8/15/2022		101 41400-135	Other Employee Benefits	445.30
		== VENDOR TOTALS ==	445.30			
<hr/>						
01-0399	JOHNSON BROS LIQUOR CO					
I-2113165		JOHNSON BROS LIQUOR CO	5,224.13			
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		JOHNSON BROS LIQUOR CO		609 49750-261	PURCHASES - LIQUOR	1,834.40
		JOHNSON BROS LIQUOR CO		609 49750-263	PURCHASES - WINE	3,156.39
		JOHNSON BROS LIQUOR CO		609 49750-264	PURCHASES - MIX	74.00
		JOHNSON BROS LIQUOR CO		609 49750-333	FREIGHT	159.34
I-2113166		JOHNSON BROS LIQUOR CO	60.00			
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		JOHNSON BROS LIQUOR CO		609 49750-262	PURCHASES - BEER	60.00

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0399	JOHNSON BROS LIQUOR CO	(** CONTINUED **)				
I-2118067		JOHNSON BROS LIQUOR CO	3,179.04			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		JOHNSON BROS LIQUOR CO		609 49750-261	PURCHASES - LIQUOR	1,404.21
		JOHNSON BROS LIQUOR CO		609 49750-263	PURCHASES - WINE	1,683.03
		JOHNSON BROS LIQUOR CO		609 49750-333	FREIGHT	91.80
		== VENDOR TOTALS ==	8,463.17			
01-1187	KINECT ENERGY GROUP-ACH					
I-JULY 2022		JULY 2022 USAGE= 15,415	114,354.21			
8/19/2022	APBNK	DRAFT 8/09/2022		1099: N		
		JULY 2022 USAGE= 15,415		605 49600-251	PURCHASE GAS FOR RESALE	114,354.21
		== VENDOR TOTALS ==	114,354.21			
01-1316	CHRISTIANE KORTUEM					
I-202208174650		ELECTION JUDGE 2022	207.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	183.00
		== VENDOR TOTALS ==	207.00			
01-4172	KTWH RADIO					
I-AUGUST 2022		8/1-8/31 2022 PUBLIC SRVS AN	200.00			
8/01/2022	APBNK	DUE: 8/01/2022 DISC: 8/01/2022		1099: Y		
		8/1-8/31 2022 PUBLIC SRVS AN		101 49100-433	DUES AND SUBSCRIPTIONS	200.00
		== VENDOR TOTALS ==	200.00			
01-4459	LAKE CO. AMBULANCE SERVICE					
I-1301		TRAUMA DRESSING, GAUZE PADS,	94.18			
7/11/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N		
		TRAUMA DRESSING, GAUZE PADS, S		101 42100-497	EXTRAORDINARY EXPENSES	94.18
		== VENDOR TOTALS ==	94.18			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		
01-0594		LAKE CO. HISTORICAL SOCIETY					
I-202208164641		PUBLIC INFO OFFICER LODGING	700.00				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		PUBLIC INFO OFFICER LODGING		101 42100-497	EXTRAORDINARY EXPENSES	700.00	
		== VENDOR TOTALS ==	700.00				
01-0325		LAKESHORE ICE					
I-02-206379		SMALL BAG CUBE 144.0 @ 1.60	230.40				
8/04/2022	APBNK	DUE: 9/03/2022 DISC: 9/03/2022		1099: N			
		SMALL BAG CUBE 144.0 @ 1.60		660 45183-230	PURCHASES - ICE	230.40	
		== VENDOR TOTALS ==	230.40				
01-0273		LBC, INC.					
I-202208154636		BOTTOM HOSE/ BOTTOM KIT LABOR	859.00				
8/15/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N			
		BOTTOM HOSE/ BOTTOM KIT LABOR		602 49480-221	MAINT. AND REPAIR SUPPLI	859.00	
		== VENDOR TOTALS ==	859.00				
01-3028		MADDEN GALANTER HANSEN					
I-202208114625		SERVICE 7/1-31/2022	756.00				
7/31/2022	APBNK	DUE: 8/30/2022 DISC: 8/30/2022		1099: N			
		SERVICE 7/1-31/2022		101 49100-300	PROFESSIONAL SERVICES	756.00	
		== VENDOR TOTALS ==	756.00				
01-3499		MARY E. MCGILLIGAN					
I-202208124632		2022 ELECTION JUDGE	120.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		2022 ELECTION JUDGE TRAINING		101 41450-310	ELECTION JUDGES SALARIES	24.00	
		2022 ELECTION JUDGE		101 41450-310	ELECTION JUDGES SALARIES	96.00	
		== VENDOR TOTALS ==	120.00				
01-0765		MENARDS-WEST DULUTH					
I-61364		STRUT 1/4" ,WEDGE ANCHORS, ST	48.67				
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		STRUT 1/4" ,WEDGE ANCHORS, STR		602 49450-221	MAINT. AND REPAIR SUPPLI	48.67	
		== VENDOR TOTALS ==	48.67				

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-3855	METRO SALES INC.						
I-INV2098531		JULY USAGE	830.55				
7/31/2022	APBNK	DUE: 8/30/2022 DISC: 8/30/2022		1099: N			
		JULY USAGE		101 41400-404	EQUIP. MAINTENANCE CONTR		113.27
		JULY USAGE		601 49440-404	EQUIP. MAINTENANCE CONTR		8.89
		JULY USAGE		602 49490-404	EQUIP. MAINTENANCE CONTR		170.95
		JULY USAGE		604 49590-404	EQUIP. MAINTENANCE CONTR		394.93
		JULY USAGE		605 49620-404	EQUIP. MAINTENANCE CONTR		122.92
		JULY USAGE		651 49520-404	EQUIP. MAINTENANCE CONTR		19.59
I-INV2098740		RICOH/IM C300F COLOR COPIER	155.21				
8/04/2022	APBNK	DUE: 9/03/2022 DISC: 9/03/2022		1099: N			
		RICOH/IM C300F COLOR COPIER		101 42100-404	EQUIP. MAINTENANCE CONTR		155.21
		== VENDOR TOTALS ==	985.76				
01-0697	MICHAUD DIST. CORP.						
I-0315596		5 GALLON	16.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		5 GALLON		660 45183-210	OPERATING SUPPLIES		16.00
I-369715		MICHAUD DIST. CORP.	2,608.80				
8/17/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N			
		MICHAUD DIST. CORP.		609 49750-262	PURCHASES - BEER		2,391.60
		MICHAUD DIST. CORP.		609 49750-264	PURCHASES - MIX		214.20
		MICHAUD DIST. CORP.		609 49750-333	FREIGHT		3.00
I-452483		5 GALLON KANDIYOHI	56.00				
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N			
		5 GALLON KANDIYOHI		602 49480-498	SLUDGE ANALYSIS & DISPOS		56.00
		== VENDOR TOTALS ==	2,680.80				
01-0539	MINNESOTA PETROLEUM SERVICE						
I-0000113227		LABOR JET A/EMERGENCY MAINTEN	519.00				
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		LABOR JET A/EMERGENCY MAINTENA		231 49810-221	MAINT. AND REPAIR SUPPLI		519.00
		== VENDOR TOTALS ==	519.00				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0726 MN DEPT OF LABOR & INDUSTRY						
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I-JUNE 2022		QRT BLDG PERMITS JUNE 2022	262.62			
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N		
		JUNE0750352022 JUNE 2022		101 49100-437	STATE SURCHARGE-BLDG.PER	262.62
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I-MARCH 2022		QRT BLDG PERMITS	80.09			
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N		
		MARCH0750352022 3 QT 2022		101 49100-437	STATE SURCHARGE-BLDG.PER	80.09
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== VENDOR TOTALS ==			342.71			
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01-0856 MN PUBLIC FACILITIES AUTHORITY						
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I-202208114626		MN PUBLIC FACILITIES AUTHORITY	611,603.01			
8/20/2022	APBNK	DRAFT 8/12/2022		1099: N		
		2015 CLEAN WATER LOAN		602 22500	CURRENT PORTION - L T DE	7,400.00
		2015 CLEAN WATER LOAN		602 49490-611	DEBT REDEMPTION - INTERE	304.50
		2019 PFA CLEAN WATER MAIN LIFT		602 22500	CURRENT PORTION - L T DE	89,000.00
		2019 PFA CLEAN WATER MAIN LIFT		602 49490-611	DEBT REDEMPTION - INTERE	8,205.00
		2009 PFA WATER REVENUE NOTE		601 22500	BONDS PAYABLE - CURRENT	115,000.00
		2009 PFA WATER REVENUE NOTE		601 49440-611	DEBT REDEMPTION - INTERE	12,753.76
		2010 PFA WATER REVENUE NOTE		602 22500	CURRENT PORTION - L T DE	121,000.00
		2010 PFA WATER REVENUE NOTE		601 49440-611	DEBT REDEMPTION - INTERE	8,574.75
		2015 PFA WATER REVENUE NOTE		601 22500	BONDS PAYABLE - CURRENT	232,000.00
		2015 PFA WATER REVENUE NOTE		601 49440-611	DEBT REDEMPTION - INTERE	17,365.00
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== VENDOR TOTALS ==			611,603.01			
<hr/>						
01-1563 REBECCA NORLIEN						
<hr/>						
I-202208114621		ELECTION JUDGE TRAINING 2022	120.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	96.00
<hr/>						
== VENDOR TOTALS ==			120.00			
<hr/>						
01-4566 O'REILLY AUTO PARTS						
<hr/>						
I-3972-375534		O'REILLY AUTO PARTS	11.81			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		O'REILLY AUTO PARTS		601 49420-222	VEHICLES - SUPPLIES	11.81
<hr/>						
I-3972-375572		PWR BELT	7.84			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		PWR BELT		601 49420-222	VEHICLES - SUPPLIES	7.84
<hr/>						
== VENDOR TOTALS ==			19.65			

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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-0429	ONLINE INFORMATION SERVICES							
I-1140476		11 CREDIT CHECKS		64.54				
8/04/2022	APBNK	DRAFT	0/00/0000		1099: N			
		11 CREDIT CHECKS			604 49590-439	MISCELLANEOUS		32.27
		11 CREDIT CHECKS			605 49620-439	MISCELLANEOUS		32.27
		=== VENDOR TOTALS ===		64.54				
01-2113	PER MAR							
I-2845280		CH MONITORING 09/01-09/30 22		153.18				
8/08/2022	APBNK	DUE: 8/28/2022 DISC: 8/28/2022			1099: N			
		CH MONITORING 09/01-09/30 22			101 41940-404	EQUIP. MAINTENANCE CONTR		153.18
I-2846152		CEMETERY 9/1-9/30/2022		74.16				
8/08/2022	APBNK	DUE: 8/28/2022 DISC: 8/28/2022			1099: N			
		CEMETERY 9/1-9/30/2022			101 49001-404	EQUIP. MAINTENANCE CONTR		74.16
		=== VENDOR TOTALS ===		227.34				
01-0432	PHILLIPS WINE & SPIRITS ST.							
I-6444252		PHILLIPS WINE & SPIRITS ST.		7,012.54				
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022			1099: N			
		PHILLIPS WINE & SPIRITS ST.			609 49750-261	PURCHASES - LIQUOR		6,194.10
		PHILLIPS WINE & SPIRITS ST.			609 49750-263	PURCHASES - WINE		632.25
		PHILLIPS WINE & SPIRITS ST.			609 49750-333	FREIGHT		186.19
I-64448172		PHILLIPS WINE & SPIRITS ST.		2,058.65				
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022			1099: N			
		PHILLIPS WINE & SPIRITS ST.			609 49750-261	PURCHASES - LIQUOR		1,769.70
		PHILLIPS WINE & SPIRITS ST.			609 49750-263	PURCHASES - WINE		240.50
		PHILLIPS WINE & SPIRITS ST.			609 49750-333	FREIGHT		48.45
		=== VENDOR TOTALS ===		9,071.19				
01-0561	LUCILLE PUENT							
I-202208124631		2022 ELECTION JUDGE		216.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022			1099: Y			
		2022 ELECTION JUDGETRAINING			101 41450-310	ELECTION JUDGES SALARIES		24.00
		2022 ELECTION JUDGE			101 41450-310	ELECTION JUDGES SALARIES		192.00
		=== VENDOR TOTALS ===		216.00				

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-----ID-----			GROSS	P.O. #		-----ACCOUNT NAME-----	DISTRIBUTION
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT			
01-4635		QUAD CITY BASEBALL					
I-202208124628		U9 U11 U13 U 15 TH BASEBALL	406.55				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		U9 U11 U13 U 15 TH BASEBALL		850 45122-210	OPERATING SUPPLIES		406.55
		== VENDOR TOTALS ==	406.55				
01-1915		RANGE PAPER					
I-80323		RANGE PAPER	138.63				
8/12/2022	APBNK	DUE: 9/11/2022 DISC: 9/11/2022		1099: N			
		RANGE PAPER		609 49750-210	OPERATING SUPPLIES		138.63
		== VENDOR TOTALS ==	138.63				
01-3016		RMB ENVIRONMENTAL LABORATORIES					
I-H007155		CBOD WATER-CASTLE DANGER	43.56				
8/02/2022	APBNK	DUE: 9/01/2022 DISC: 9/01/2022		1099: N			
		CBOD WATER-CASTLE DANGER		602 49480-498	SLUDGE ANALYSIS & DISPOS		43.56
I-H007157		CBOD WATER	125.24				
8/02/2022	APBNK	DUE: 9/01/2022 DISC: 9/01/2022		1099: N			
		CBOD WATER		601 49420-210	OPERATING SUPPLIES		125.24
I-H007240		CBOD 10360 TP 365.3 TSS USGS	43.56				
8/12/2022	APBNK	DUE: 9/11/2022 DISC: 9/11/2022		1099: N			
		CBOD 10360 TP 365.3 TSS USGS		601 49420-210	OPERATING SUPPLIES		43.56
I-H007242		ALKALINITY AMMONIA TIMB CBOD	262.85				
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N			
		ALKALINITY AMMONIA TIMB CBOD F		602 49480-498	SLUDGE ANALYSIS & DISPOS		262.85
I-H007276		CBOD FC-MPN COLILERT-18 TSS U	154.64				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		CBOD FC-MPN COLILERT-18 TSS US		602 49480-498	SLUDGE ANALYSIS & DISPOS		154.64
I-H007287		DATA MGMT FEE	70.79				
8/05/2022	APBNK	DUE: 9/04/2022 DISC: 9/04/2022		1099: N			
		DATA MGMT FEE		602 49480-498	SLUDGE ANALYSIS & DISPOS		70.79
I-H007321		CBOD FC-MPN COLILERT TP TSS U	123.46				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		CBOD FC-MPN COLILERT TP TSS US		602 49480-498	SLUDGE ANALYSIS & DISPOS		123.46
I-H007384		CBOD 10360 COURIER FEE FC-MPN	176.42				
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N			
		CBOD 10360 COURIER FEE FC-MPN		602 49480-498	SLUDGE ANALYSIS & DISPOS		176.42
		== VENDOR TOTALS ==	1,000.52				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-3318 WILLARD R. RUECKERT						
I-202208174648		BOOT ALLOWANCE 2022	220.00			
8/16/2022	APBNK	DUE: 9/15/2022 DISC: 9/15/2022		1099: N		
		BOOT ALLOWANCE 2022		601 49440-135	Other Employee Benefits	220.00
== VENDOR TOTALS ==			220.00			
01-4814 RUTH ANN PETERSON						
I-202208174643		MINI SPLIT AIR HEAT PUMP	500.00			
8/17/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N		
		MINI SPLIT AIR HEAT PUMP		604 49590-446	CONSERVATION IMPROVEMENT	500.00
== VENDOR TOTALS ==			500.00			
01-0606 SANDSTROM'S						
I-421245		SANDSTROM'S	953.00			
8/09/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		SANDSTROM'S		609 49750-269	PURCHASES - MERCHANDISE	943.05
		SANDSTROM'S		609 49750-333	FREIGHT	9.95
== VENDOR TOTALS ==			953.00			
01-2946 MARK P. SCHLANGEN						
I-202208124627		MENARDS DOORS	806.89			
8/12/2022	APBNK	DUE: 8/12/2022 DISC: 8/12/2022		1099: N		
		MENARDS DOORS		101 42200-221	MAINT. AND REPAIR SUPPLI	806.89
== VENDOR TOTALS ==			806.89			
01-4489 ANGELA SCHUBERT						
I-202208114612		ELECTION JUDGE TRAINING 2022	207.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	183.00
== VENDOR TOTALS ==			207.00			
01-4463 SOUTHERN GLAZER'S WINE & SPIRI						
I-2244678		SOUTHERN GLAZER'S WINE & SPIR	3,073.03			
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N		
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-261	PURCHASES - LIQUOR	2,315.20
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-263	PURCHASES - WINE	699.92
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-333	FREIGHT	57.91

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-4463		SOUTHERN GLAZER'S WINE & SPIRI (** CONTINUED **)				
I-2247255		SOUTHERN GLAZER'S WINE & SPIR	4,563.92			
8/17/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N		
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-261	PURCHASES - LIQUOR	3,923.58
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-263	PURCHASES - WINE	532.00
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-264	PURCHASES - MIX	26.00
		SOUTHERN GLAZER'S WINE & SPIRI		609 49750-333	FREIGHT	82.34
		== VENDOR TOTALS ==	7,636.95			
01-0914		STAPLES				
I-3513949110		JACKET SLASH	9.34			
7/30/2022	APBNK	DUE: 8/29/2022 DISC: 8/29/2022		1099: N		
		JACKET SLASH		101 41400-201	OFFICE SUPPLIES AND EXPE	1.27
		JACKET SLASH		601 49440-201	OFFICE SUPPLIES AND EXPE	0.10
		JACKET SLASH		602 49490-201	OFFICE SUPPLIES AND EXPE	1.92
		JACKET SLASH		604 49590-201	OFFICE SUPPLIES AND EXPE	4.44
		JACKET SLASH		605 49620-201	OFFICE SUPPLIES AND EXPE	1.38
		JACKET SLASH		651 49520-201	OFFICE SUPPLIES AND EXPE	0.23
I-3514737937		PAPER COPY 20# LETTER BLUE	8.17			
8/06/2022	APBNK	DUE: 9/05/2022 DISC: 9/05/2022		1099: N		
		PAPER COPY 20# LETTER BLUE		101 41400-201	OFFICE SUPPLIES AND EXPE	1.11
		PAPER COPY 20# LETTER BLUE		601 49440-201	OFFICE SUPPLIES AND EXPE	0.09
		PAPER COPY 20# LETTER BLUE		602 49490-201	OFFICE SUPPLIES AND EXPE	1.68
		PAPER COPY 20# LETTER BLUE		604 49590-201	OFFICE SUPPLIES AND EXPE	3.88
		PAPER COPY 20# LETTER BLUE		605 49620-201	OFFICE SUPPLIES AND EXPE	1.21
		PAPER COPY 20# LETTER BLUE		651 49520-201	OFFICE SUPPLIES AND EXPE	0.20
I-3514737940		PHOTO GEL NOUSE BIC MED BLACK	105.29			
8/06/2022	APBNK	DUE: 9/05/2022 DISC: 9/05/2022		1099: N		
		PHOTO GEL NOUSE BIC MED BLACK		101 41400-201	OFFICE SUPPLIES AND EXPE	14.36
		PHOTO GEL NOUSE BIC MED BLACK		601 49440-201	OFFICE SUPPLIES AND EXPE	1.13
		PHOTO GEL NOUSE BIC MED BLACK		602 49490-201	OFFICE SUPPLIES AND EXPE	21.67
		PHOTO GEL NOUSE BIC MED BLACK		604 49590-201	OFFICE SUPPLIES AND EXPE	50.07
		PHOTO GEL NOUSE BIC MED BLACK		605 49620-201	OFFICE SUPPLIES AND EXPE	15.58
		PHOTO GEL NOUSE BIC MED BLACK		651 49520-201	OFFICE SUPPLIES AND EXPE	2.48
I-3514737941		HAMMERMILL FORE MP PINK	9.89			
8/06/2022	APBNK	DUE: 9/05/2022 DISC: 9/05/2022		1099: N		
		HAMMERMILL FORE MP PINK		101 41400-201	OFFICE SUPPLIES AND EXPE	1.35
		HAMMERMILL FORE MP PINK		601 49440-201	OFFICE SUPPLIES AND EXPE	0.11
		HAMMERMILL FORE MP PINK		602 49490-201	OFFICE SUPPLIES AND EXPE	2.04
		HAMMERMILL FORE MP PINK		604 49590-201	OFFICE SUPPLIES AND EXPE	4.70
		HAMMERMILL FORE MP PINK		605 49620-201	OFFICE SUPPLIES AND EXPE	1.46
		HAMMERMILL FORE MP PINK		651 49520-201	OFFICE SUPPLIES AND EXPE	0.23

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0914	STAPLES	(** CONTINUED **)				
I-8067065127		STAPLER/STAPLES/TEAL BINDER	281.37			
7/30/2022	APBNK	DUE: 8/29/2022 DISC: 8/29/2022		1099: N		
		STAPLER/STAPLES/TEAL BINDER		101 41400-201	OFFICE SUPPLIES AND EXPE	39.07
		STAPLER/STAPLES/TEAL BINDER		601 49440-201	OFFICE SUPPLIES AND EXPE	2.16
		STAPLER/STAPLES/TEAL BINDER		602 49490-201	OFFICE SUPPLIES AND EXPE	52.89
		STAPLER/STAPLES/TEAL BINDER		604 49590-201	OFFICE SUPPLIES AND EXPE	138.84
		STAPLER/STAPLES/TEAL BINDER		605 49620-201	OFFICE SUPPLIES AND EXPE	45.43
		STAPLER/STAPLES/TEAL BINDER		651 49520-201	OFFICE SUPPLIES AND EXPE	2.98
		== VENDOR TOTALS ==	414.06			
01-0231	STEPHEN PHILLIPS					
I-202208114613		ELECTION JUDGE TRAINING 2022	204.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00
		ELECTION SERVICE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	180.00
		== VENDOR TOTALS ==	204.00			
01-0925	STREICHER'S					
I-1580320		BALLISTIC VESTS/SUPPLIES	5,847.00			
7/21/2022	APBNK	DUE: 8/20/2022 DISC: 8/20/2022		1099: N		
		BALLISTIC VESTS/SUPPLIES		401 49100-550	MOTOR VEHICLES	5,847.00
		== VENDOR TOTALS ==	5,847.00			
01-3448	CHERYL SUNDSTROM					
I-202208114624		ELECTION JUDGE TRAINING 2022	247.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: Y		
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	26.00
		ELECTION JUDGE SERVICE 2022		101 41450-310	ELECTION JUDGES SALARIES	221.00
		== VENDOR TOTALS ==	247.00			
01-0637	SUPERIOR BEVERAGE					
C-1500170		SUPERIOR BEVERAGE	27.88CR			
8/11/2022	APBNK	DUE: 8/11/2022 DISC: 8/11/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	27.88CR
C-20024891		SUPERIOR BEVERAGE	32.26CR			
8/18/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	32.26CR

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
(** CONTINUED **)						
01-0637		SUPERIOR BEVERAGE				
I-20024479		SUPERIOR BEVERAGE	5,970.70			
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	5,887.50
		SUPERIOR BEVERAGE		609 49750-264	PURCHASES - MIX	79.20
		SUPERIOR BEVERAGE		609 49750-333	FREIGHT	4.00
I-20024889		SUPERIOR BEVERAGE	2,806.35			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	2,555.35
		SUPERIOR BEVERAGE		609 49750-264	PURCHASES - MIX	247.00
		SUPERIOR BEVERAGE		609 49750-333	FREIGHT	4.00
I-20024890		SUPERIOR BEVERAGE	18.00			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-264	PURCHASES - MIX	18.00
I-20024892		SUPERIOR BEVERAGE	351.50			
8/18/2022	APBNK	DUE: 9/17/2022 DISC: 9/17/2022		1099: N		
		SUPERIOR BEVERAGE		609 49750-262	PURCHASES - BEER	351.50
== VENDOR TOTALS ==			9,086.41			
01-4812		T&R ELECTRIC				
I-168700		KVA 3 PHASE PAD MOUNT PRI VOL	18,268.59			
7/30/2022	APBNK	DUE: 7/30/2022 DISC: 7/30/2022		1099: N		
		KVA 3 PHASE PAD MOUNT PRI VOLT		604 49570-229	METERS AND TRANSFORMERS	18,268.59
== VENDOR TOTALS ==			18,268.59			
01-3848		TALLY HO AVIATION CONSULTANTS,				
I-202208154634		AUGUST 2022 SECOND HALF	2,500.00			
8/15/2022	APBNK	DUE: 8/15/2022 DISC: 8/15/2022		1099: Y		
		AUGUST 2022 SECOND HALF		231 49810-303	CONTRACTUAL SERVICES	2,500.00
== VENDOR TOTALS ==			2,500.00			
01-4721		THE SALVATION ARMY HEATSHARE D				
I-202208094607		HEATSHARE FLYERS	345.00			
8/01/2022	APBNK	DUE: 8/01/2022 DISC: 8/01/2022		1099: N		
		HEATSHARE FLYERS		605 49610-210	OPERATING SUPPLIES	345.00
== VENDOR TOTALS ==			345.00			

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-0455		TWO HARBORS CURLING CLUB					
I-202208114610		JUNE 2022		7,725.00			
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		JUNE 2022 RENT		241 45125-303	CONTRACTUAL SERVICES	2,575.00	
		JULY 2022 RENT		241 45125-303	CONTRACTUAL SERVICES	2,575.00	
		AUGUST 2022 RENT		241 45125-303	CONTRACTUAL SERVICES	2,575.00	
		== VENDOR TOTALS ==		7,725.00			
01-0457		TWO HARBORS LUMBER CO.					
I-11718		1 BDL WOOD LATH		17.43			
8/03/2022	APBNK	DUE: 9/02/2022 DISC: 9/02/2022		1099: N			
		1 BDL WOOD LATH		604 49570-221	MAINT. AND REPAIR SUPPLI	17.43	
		== VENDOR TOTALS ==		17.43			
01-0459		TWO HARBORS PETTY CASH					
I-202208094608		FOAM CUPS FOR ELECTION		8.81			
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		FOAM CUPS FOR ELECTION		101 41450-210	OPERATING SUPPLIES	8.81	
I-202208174642		REIMB PARKING MEETING PIETILA		5.00			
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N			
		REIMB PARKING MEETING PIETILA		231 49810-430	MISCELLANEOUS	5.00	
		== VENDOR TOTALS ==		13.81			
01-0788		URSA MINOR BREWING LLC					
I-E-2444		URSA MINOR BREWING LLC		277.50			
8/10/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N			
		URSA MINOR BREWING LLC		609 49750-262	PURCHASES - BEER	277.50	
I-E-2561		URSA MINOR BREWING LLC		437.16			
8/17/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022		1099: N			
		URSA MINOR BREWING LLC		609 49750-262	PURCHASES - BEER	437.16	
		== VENDOR TOTALS ==		714.66			
01-1408		USA BLUE BOOK					
I-064629		CHERNE TEST BALL PLUG 4-6' 20		288.06			
8/02/2022	APBNK	DUE: 9/01/2022 DISC: 9/01/2022		1099: N			
		CHERNE TEST BALL PLUG 4-6' 20'		602 49480-210	OPERATING SUPPLIES	288.06	
		== VENDOR TOTALS ==		288.06			

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PACKET: 02601 AUGUST 23, 2022

VENDOR SET: 01 CITY OF TWO HARBORS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-4810	V	MARASCO ELIASSEN					
I-202208164640		PUBLIC INFO SERVICE OFFICER 2	8,503.75				
8/11/2022	APBNK	DUE: 8/11/2022 DISC: 8/11/2022		1099: N			
		PUBLIC INFO SERVICE OFFICER 22		101 42100-497	EXTRAORDINARY EXPENSES		8,503.75
== VENDOR TOTALS ==			8,503.75				
01-3335	V	VINOPIA, INC.					
I-310074-IN		VINOPIA, INC.	1,878.75				
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N			
		VINOPIA, INC.		609 49750-261	PURCHASES - LIQUOR		1,041.75
		VINOPIA, INC.		609 49750-263	PURCHASES - WINE		816.00
		VINOPIA, INC.		609 49750-333	FREIGHT		21.00
== VENDOR TOTALS ==			1,878.75				
01-4254	V	VISA					
I-JULY2022CITYHALL		VISA	657.26				
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N			
		GOVT FINANCE OFFICE		101 41550-433	DUES AND SUBSCRIPTIONS		149.00
		SMARTDRAW SOFTWARE		101 43100-210	OPERATING SUPPLIES		119.40
		ADOBE		101 49100-433	DUES AND SUBSCRIPTIONS		17.58
		ADOBE		601 49440-433	DUES AND SUBSCRIPTIONS		1.38
		ADOBE		602 49490-433	DUES AND SUBSCRIPTIONS		26.53
		ADOBE		604 49590-433	DUES AND SUBSCRIPTIONS		61.29
		ADOBE		605 49620-433	DUES AND SUBSCRIPTIONS		19.08
		ADOBE		651 49520-433	DUES AND SUBSCRIPTIONS		3.04
		ADOBE		101 49100-433	DUES AND SUBSCRIPTIONS		33.12
		ZOOM		601 49440-433	DUES AND SUBSCRIPTIONS		2.60
		ZOOM		602 49490-433	DUES AND SUBSCRIPTIONS		49.99
		ZOOM		604 49590-433	DUES AND SUBSCRIPTIONS		115.48
		ZOOM		605 49620-433	DUES AND SUBSCRIPTIONS		35.94
		ZOOM		609 49750-433	DUES AND SUBSCRIPTIONS		14.50
		ZOOM		651 49520-433	DUES AND SUBSCRIPTIONS		5.73
		ZOOM		660 45183-433	DUES & SUBSCRIPTIONS		2.60
== VENDOR TOTALS ==			657.26				
01-4254	V	VISA					
I-JULY2022ELECTRIC		VISA	2,640.24				
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N			
		KRST OIL		604 49570-221	MAINT. AND REPAIR SUPPLI		20.54
		S ANDERSON RETIRMENT CAKE		604 49590-439	MISCELLANEOUS		24.48
		PRIME APPLIANCE-FRIDGE CITY HA		101 41450-210	OPERATING SUPPLIES		2,595.22
== VENDOR TOTALS ==			2,640.24				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-4254	VISA					
I-JULY2022	FIRE	VISA	1,753.09			
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		CUP HOLDER		101 42200-201	OFFICE SUPPLIES AND EXPE	32.50
		MEGAPHONE SPEAKE		101 42200-201	OFFICE SUPPLIES AND EXPE	52.25
		IN SMOKE PHONE BED SHAKER		101 42200-201	OFFICE SUPPLIES AND EXPE	218.91
		GREEN TREAT PICK		101 42200-221	MAINT. AND REPAIR SUPPLI	1,299.43
		TOWING 2 SUBARUS 1401 CEDAR RD		101 42200-439	MISCELLANEOUS	150.00
		== VENDOR TOTALS ==	1,753.09			
01-4254	VISA					
I-JULY2022	GAS	AMAZON	273.90			
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		PARKSUPPLIES PUMP STATION		660 45183-223	BUILDING MAINT. SUPPLIES	273.90
		== VENDOR TOTALS ==	273.90			
01-4254	VISA					
I-JULY2022	LIBRARY	OFFICE DEPOT	103.60			
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		OFFICE DEPOT CALCULATOR PAPER		211 45500-210	OPERATING SUPPLIES	88.60
		DREAMSHIP MEMBERSHIP		211 45500-331	TRAVEL & TRAINING	15.00
		== VENDOR TOTALS ==	103.60			
01-4254	VISA					
I-JULY2022	PD	VISA	2,574.17			
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		AXON-TACTICAL MAGAZINE		101 42100-497	EXTRAORDINARY EXPENSES	1,013.28
		MARINE GENERAL T12 HUNTING CAM		101 42100-497	EXTRAORDINARY EXPENSES	691.94
		STREICHERS YELLOW/BLK POLICE		101 42100-497	EXTRAORDINARY EXPENSES	202.26
		SAMS CLUB		101 42100-497	EXTRAORDINARY EXPENSES	101.83
		COSTCO GATORADE TRAIL MIX		101 42100-497	EXTRAORDINARY EXPENSES	564.86
		== VENDOR TOTALS ==	2,574.17			
01-4254	VISA					
I-JULY2022	STREET	VISA	2,219.55			
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N		
		SMARTSIGN		101 43100-210	OPERATING SUPPLIES	129.94
		SURVEY SUPPLY		101 43100-210	OPERATING SUPPLIES	1,431.88
		GREENPARTS		101 43126-221	MAINT. AND REPAIR SUPPLI	129.41
		GREENPARTS		101 43126-221	MAINT. AND REPAIR SUPPLI	528.32
		== VENDOR TOTALS ==	2,219.55			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-4254	VISA						
I-JULY2022WWTP		TELEDYNE INSTRUMENTS PINCH VA	522.43				
7/31/2022	APBNK	DUE: 7/31/2022 DISC: 7/31/2022		1099: N			
		TELEDYNE INSTRUMENTS PINCH VAL		602 49470-221	MAINT. AND REPAIR SUPPLI	475.19	
		AMAZON WEBCAM WIRELESS MOUSE		602 49470-210	OPERATING SUPPLIES	47.24	
		== VENDOR TOTALS ==	522.43				
01-1965	W.A. FISHER COMPANY						
I-104273		LETTERHEAD FIRE DEPARTMENT	115.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: N			
		LETTERHEAD FIRE DEPARTMENT		101 42200-201	OFFICE SUPPLIES AND EXPE	115.00	
		== VENDOR TOTALS ==	115.00				
01-2767	WINE MERCHANTS						
I-7391149		WINE MERCHANTS	1,973.83				
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N			
		WINE MERCHANTS		609 49750-263	PURCHASES - WINE	1,930.00	
		WINE MERCHANTS		609 49750-333	FREIGHT	43.83	
		== VENDOR TOTALS ==	1,973.83				
01-0666	WINEBOW						
I-MN00117284		WINEBOW	892.34				
8/11/2022	APBNK	DUE: 9/10/2022 DISC: 9/10/2022		1099: N			
		WINEBOW		609 49750-261	PURCHASES - LIQUOR	190.19	
		WINEBOW		609 49750-263	PURCHASES - WINE	686.40	
		WINEBOW		609 49750-333	FREIGHT	15.75	
		== VENDOR TOTALS ==	892.34				
01-1262	JODITH A. ZASTERA						
I-202208114615		ELECTION JUDGE TRAINING 2022	204.00				
8/09/2022	APBNK	DUE: 9/08/2022 DISC: 9/08/2022		1099: Y			
		ELECTION JUDGE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	24.00	
		ELECTION SERVICE TRAINING 2022		101 41450-310	ELECTION JUDGES SALARIES	180.00	
		== VENDOR TOTALS ==	204.00				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-0711		ZITO BUSINESS- COMMERCIAL SERV				
<hr/>						
I-389759		ZITO BUSINESS- COMMERCIAL SER	2,844.36			
8/08/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022		1099: N		
		ZITO BUSINESS- COMMERCIAL SERV		101 41400-321	TELEPHONE	103.07
		ZITO BUSINESS- COMMERCIAL SERV		601 49440-321	TELEPHONE	5.71
		ZITO BUSINESS- COMMERCIAL SERV		602 49490-321	TELEPHONE	139.53
		ZITO BUSINESS- COMMERCIAL SERV		604 49590-321	TELEPHONE	366.28
		ZITO BUSINESS- COMMERCIAL SERV		605 49620-321	TELEPHONE	119.85
		ZITO BUSINESS- COMMERCIAL SERV		609 49750-321	TELEPHONE	39.20
		ZITO BUSINESS- COMMERCIAL SERV		651 49520-321	TELEPHONE	7.87
		ZITO BUSINESS- COMMERCIAL SERV		660 45183-321	TELEPHONE	7.89
		ZITO BUSINESS- COMMERCIAL SERV		101 42100-321	TELEPHONE	239.98
		ZITO BUSINESS- COMMERCIAL SERV		101 42200-321	TELEPHONE	130.06
		ZITO BUSINESS- COMMERCIAL SERV		101 43100-321	TELEPHONE	127.83
		ZITO BUSINESS- COMMERCIAL SERV		101 45123-321	TELEPHONE	101.97
		ZITO BUSINESS- COMMERCIAL SERV		101 45185-321	TELEPHONE	96.07
		ZITO BUSINESS- COMMERCIAL SERV		101 49001-321	TELEPHONE	69.58
		ZITO BUSINESS- COMMERCIAL SERV		211 45500-321	TELEPHONE	213.55
		ZITO BUSINESS- COMMERCIAL SERV		231 49810-321	TELEPHONE	200.03
		ZITO BUSINESS- COMMERCIAL SERV		241 45125-321	TELEPHONE	158.03
		ZITO BUSINESS- COMMERCIAL SERV		601 49440-321	TELEPHONE	77.08
		ZITO BUSINESS- COMMERCIAL SERV		602 49470-321	TELEPHONE	169.95
		ZITO BUSINESS- COMMERCIAL SERV		602 49490-321	TELEPHONE	153.07
		ZITO BUSINESS- COMMERCIAL SERV		604 49590-321	TELEPHONE	93.84
		ZITO BUSINESS- COMMERCIAL SERV		605 49620-321	TELEPHONE	127.83
		ZITO BUSINESS- COMMERCIAL SERV		609 49750-321	TELEPHONE	96.09
== VENDOR TOTALS ==			2,844.36			
== PACKET TOTALS ==			982,158.91			

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** T O T A L S **

INVOICE TOTALS	982,520.25
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	361.34CR

BATCH TOTALS	982,158.91
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2022	101-20200	ACCOUNTS PAYABLE	62,579.31-*				
		101-41400-135	Other Employee Benefits	454.50	700	3,593.07- Y		
		101-41400-201	OFFICE SUPPLIES AND EXPE	153.26	17,050	14,586.53		
		101-41400-321	TELEPHONE	103.07	1,500	855.04		
		101-41400-404	EQUIP. MAINTENANCE CONTR	113.27	3,500	2,255.15		
		101-41450-210	OPERATING SUPPLIES	2,604.03	1,000	1,604.03- Y		
		101-41450-310	ELECTION JUDGES SALARIES	3,651.00	8,000	4,349.00		
		101-41540-301	AUDIT	1,223.11	8,300	5,976.89		
		101-41550-223	BLDGS	7.92	0	7.92- Y		
		101-41550-433	DUES AND SUBSCRIPTIONS	149.00	750	3,174.00- Y		
		101-41940-404	EQUIP. MAINTENANCE CONTR	153.18	2,250	800.40		
		101-42100-132	DENTAL INSURANCE	154.70	10,000	5,141.30		
		101-42100-135	Other Employee Benefits	4.60	10,800	10,763.20		
		101-42100-210	OPERATING SUPPLIES	41.01	20,700	7,873.78		
		101-42100-321	TELEPHONE	239.98	4,800	2,465.38		
		101-42100-404	EQUIP. MAINTENANCE CONTR	155.21	900	94.46		
		101-42100-497	EXTRAORDINARY EXPENSES	39,914.13	0	49,582.24- Y		
		101-42200-201	OFFICE SUPPLIES AND EXPE	418.66	750	331.34		
		101-42200-210	OPERATING SUPPLIES	425.06	12,000	4,952.27- Y		
		101-42200-221	MAINT. AND REPAIR SUPPLI	2,106.32	8,000	454.46- Y		
		101-42200-321	TELEPHONE	130.06	2,300	38.38		
		101-42200-439	MISCELLANEOUS	150.00	2,300	1,953.12		
		101-43100-132	DENTAL INSURANCE	235.08	11,000	919.15		
		101-43100-135	Other Employee Benefits	9.20	3,300	2,321.58		
		101-43100-210	OPERATING SUPPLIES	3,491.21	55,000	29,258.97		
		101-43100-224	STREET MATERIALS	451.50	55,650	41,205.70		
		101-43100-321	TELEPHONE	127.83	1,600	319.13		
		101-43126-221	MAINT. AND REPAIR SUPPLI	727.49	53,200	13,241.87		
		101-45123-321	TELEPHONE	101.97	1,350	380.01		
		101-45185-321	TELEPHONE	96.07	1,250	531.49		
		101-49001-132	DENTAL INSURANCE	197.20	1,000	802.80		

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		101-49001-221	MAINT. AND REPAIR SUPPLI	216.54	750	462.25		
		101-49001-321	TELEPHONE	69.58	900	552.10		
		101-49001-404	EQUIP. MAINTENANCE CONTR	74.16	4,400	3,887.96		
		101-49100-300	PROFESSIONAL SERVICES	836.00	68,000	11,664.95		
		101-49100-433	DUES AND SUBSCRIPTIONS	250.70	10,350	3,250.96		
		101-49100-437	STATE SURCHARGE-BLDG.PER	342.71	1,600	1,257.29		
		101-49100-472	MAYOR'S/KIDZ BLOCK PART	3,000.00	3,000	0.00		
		211-20200	ACCOUNTS PAYABLE	317.15-*				
		211-45500-210	OPERATING SUPPLIES	88.60	4,500	3,149.46		
		211-45500-321	TELEPHONE	213.55	2,650	1,030.99		
		211-45500-331	TRAVEL & TRAINING	15.00	600	205.00		
		231-20200	ACCOUNTS PAYABLE	3,224.03-*				
		231-49810-221	MAINT. AND REPAIR SUPPLI	519.00	6,350	4,867.51		
		231-49810-303	CONTRACTUAL SERVICES	2,500.00	65,000	25,000.00		
		231-49810-321	TELEPHONE	200.03	2,500	672.69		
		231-49810-430	MISCELLANEOUS	5.00	3,700	1,571.29		
		241-20200	ACCOUNTS PAYABLE	9,516.08-*				
		241-45125-223	BUILDINGS MAINT. SUPPLIE	1,633.05	15,000	13,366.95		
		241-45125-303	CONTRACTUAL SERVICES	7,725.00	349,250	6,375.00		
		241-45125-321	TELEPHONE	158.03	2,950	2,057.88		
		291-20200	ACCOUNTS PAYABLE	1.10-*				
		291-31410	*NON-EXPENSE	0.68	0	0.68-		
		291-31411	*NON-EXPENSE	0.37	0	0.37-		
		291-34900	*NON-EXPENSE	0.05	0	0.05-		
		301-20200	ACCOUNTS PAYABLE	750.00-*				
		301-47000-300	PROFESSIONAL SERVICES	750.00	0	750.00- Y		
		401-20200	ACCOUNTS PAYABLE	5,847.00-*				
		401-49100-550	MOTOR VEHICLES	5,847.00	0	5,847.00- Y		
		402-20200	ACCOUNTS PAYABLE	825.90-*				
		402-49200-530	IMPROVEMENTS	825.90	1,000,600	346,044.94		
		601-20200	ACCOUNTS PAYABLE	390,470.23-*				
		601-22500	BONDS PAYABLE - CURRENT	347,000.00				
		601-49420-210	OPERATING SUPPLIES	168.80	15,500	10,369.35		
		601-49420-216	CHEMICALS	862.01	32,000	2,474.57		
		601-49420-221	MAINT. AND REPAIR SUPPLI	457.00	16,500	15,490.28		
		601-49420-222	VEHICLES - SUPPLIES	19.65	3,500	3,480.35		
		601-49430-221	MAINT. AND REPAIR SUPPLI	2,837.91	8,000	580.09- Y		
		601-49440-135	Other Employee Benefits	236.10	2,550	19,871.24- Y		
		601-49440-201	OFFICE SUPPLIES AND EXPE	3.59	3,350	3,081.02		
		601-49440-301	AUDIT	96.00	300	204.00		
		601-49440-321	TELEPHONE	82.79	2,400	1,325.40		
		601-49440-404	EQUIP. MAINTENANCE CONTR	8.89	900	787.11		
		601-49440-433	DUES AND SUBSCRIPTIONS	3.98	13,050	519.12- Y		
		601-49440-611	DEBT REDEMPTION - INTERE	38,693.51	78,500	10,150.43- Y		
		602-20200	ACCOUNTS PAYABLE	271,749.95-*				

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		602-22500	CURRENT PORTION - I T DE	217,400.00				
		602-49450-221	MAINT. AND REPAIR SUPPLI	48.67	500	141.69		
		602-49470-210	OPERATING SUPPLIES	47.24	4,200	3,687.65		
		602-49470-221	MAINT. AND REPAIR SUPPLI	475.19	10,000	5,493.56		
		602-49470-321	TELEPHONE	169.95	2,050	860.35		
		602-49480-210	OPERATING SUPPLIES	288.06	17,000	9,579.98		
		602-49480-216	CHEMICALS	2,664.90	60,000	22,694.96		
		602-49480-221	MAINT. AND REPAIR SUPPLI	859.00	20,000	13,363.24		
		602-49480-498	SLUDGE ANALYSIS & DISPOS	887.72	35,000	17,764.01		
		602-49480-530	CAPITAL OUTLAY - IMPROVE	37,724.65	11,333,350	6198,416.34		
		602-49490-132	DENTAL INSURANCE	202.00	6,500	916.52		
		602-49490-135	Other Employee Benefits	6.90	2,000	843.27		
		602-49490-201	OFFICE SUPPLIES AND EXPE	80.20	29,350	25,600.65		
		602-49490-301	AUDIT	1,845.90	9,700	7,854.10		
		602-49490-321	TELEPHONE	292.60	5,350	2,845.04		
		602-49490-404	EQUIP. MAINTENANCE CONTR	170.95	5,450	3,104.16		
		602-49490-433	DUES AND SUBSCRIPTIONS	76.52	11,900	1,737.48- Y		
		602-49490-611	DEBT REDEMPTION - INTERE	8,509.50	17,050	2,327.61- Y		
		604-20200	ACCOUNTS PAYABLE	28,029.13-*				
		604-49570-210	OPERATING SUPPLIES	1,607.88	67,000	48,188.12		
		604-49570-221	MAINT. AND REPAIR SUPPLI	37.97	16,000	4,643.98- Y		
		604-49570-222	VEHICLES - SUPPLIES & MA	1,013.16	9,900	8,229.04		
		604-49570-229	METERS AND TRANSFORMERS	18,268.59	45,000	18,940.56		
		604-49590-135	Other Employee Benefits	9.20	1,500	50,260.23- Y		
		604-49590-201	OFFICE SUPPLIES AND EXPE	201.93	60,150	51,087.99		
		604-49590-301	AUDIT	4,264.49	16,750	12,485.51		
		604-49590-321	TELEPHONE	460.12	5,650	2,826.99		
		604-49590-404	EQUIP. MAINTENANCE CONTR	394.93	14,750	9,002.05		
		604-49590-433	DUES AND SUBSCRIPTIONS	176.77	17,600	11,763.22- Y		
		604-49590-439	MISCELLANEOUS	56.75	35,950	6,532.77		
		604-49590-446	CONSERVATION IMPROVEMENT	1,537.34	67,100	40,372.24		
		605-20200	ACCOUNTS PAYABLE	120,534.10-*				
		605-49600-251	PURCHASE GAS FOR RESALE	114,354.21	2,023,350	327,782.93		
		605-49610-210	OPERATING SUPPLIES	625.08	29,700	19,240.81		
		605-49610-229	METERS AND TRANSFORMERS	3,690.76	20,000	16,309.24		
		605-49620-135	Other Employee Benefits	13.80	1,650	849.94		
		605-49620-201	OFFICE SUPPLIES AND EXPE	65.06	21,200	18,415.78		
		605-49620-301	AUDIT	1,327.30	6,150	4,822.70		
		605-49620-321	TELEPHONE	247.68	3,100	871.63		
		605-49620-404	EQUIP. MAINTENANCE CONTR	122.92	6,350	4,480.99		
		605-49620-433	DUES AND SUBSCRIPTIONS	55.02	22,650	10,044.26		
		605-49620-439	MISCELLANEOUS	32.27	17,400	5,087.56		
		609-20200	ACCOUNTS PAYABLE	83,482.08-*				
		609-49750-135	Other Employee Benefits	9.20	250	43.38		
		609-49750-210	OPERATING SUPPLIES	247.88	10,250	2,795.55		

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PACKET: 02601 AUGUST 23, 2022
 VENDOR SET: 01 CITY OF TWO HARBORS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		609-49750-261	PURCHASES - LIQUOR	25,801.80	664,100	176,878.24		
		609-49750-262	PURCHASES - BEER	41,840.22	1,077,950	400,601.27		
		609-49750-263	PURCHASES - WINE	11,391.59	277,950	108,570.81		
		609-49750-264	PURCHASES - MIX	1,628.20	24,350	2,101.23		
		609-49750-269	PURCHASES - MERCHANDISE	1,015.69	34,300	9,623.81		
		609-49750-301	AUDIT	535.55	1,950	1,414.45		
		609-49750-321	TELEPHONE	135.29	1,850	992.58		
		609-49750-333	FREIGHT	862.16	23,500	8,315.85		
		609-49750-433	DUES AND SUBSCRIPTIONS	14.50	2,850	853.81- Y		
		651-20200	ACCOUNTS PAYABLE	254.00-*				
		651-49520-201	OFFICE SUPPLIES AND EXPE	6.12	2,950	2,597.24		
		651-49520-301	AUDIT	211.65	700	488.35		
		651-49520-321	TELEPHONE	7.87	500	337.00		
		651-49520-404	EQUIP. MAINTENANCE CONTR	19.59	400	179.71		
		651-49520-433	DUES AND SUBSCRIPTIONS	8.77	250	806.82- Y		
		660-20200	ACCOUNTS PAYABLE	3,914.80-*				
		660-20800	DUE TO OTHER GOVTS UNITS	3.07				
		660-34790	*NON-EXPENSE	36.65	686,100-	182,397.58-		
		660-45183-210	OPERATING SUPPLIES	16.00	19,300	10,094.40		
		660-45183-223	BUILDING MAINT. SUPPLIES	273.90	15,000	7,981.69		
		660-45183-230	PURCHASES - ICE	230.40	2,350	863.60		
		660-45183-301	AUDIT	96.00	450	354.00		
		660-45183-303	CONTRACTUAL SERVICES	3,248.29	130,250	63,337.61		
		660-45183-321	TELEPHONE	7.89	1,600	123.49		
		660-45183-433	DUES & SUBSCRIPTIONS	2.60	2,750	2,390.05		
		850-20200	ACCOUNTS PAYABLE	664.05-*				
		850-45122-210	OPERATING SUPPLIES	534.05	0	12,059.16- Y		
		850-45122-439	MISCELLANEOUS	130.00	0	1,178.14- Y		
		999-13101	DUE FROM GENERAL FUND	62,579.31 *				
		999-13208	DUE FROM THAVB	1.10 *				
		999-13211	DUE FROM LIBRARY FUND	317.15 *				
		999-13231	DUE FROM AIRPORT FUND	3,224.03 *				
		999-13241	DUE FROM GOLF FUND	9,516.08 *				
		999-13301	DUE FROM 2018A DEBT SERV	750.00 *				
		999-13401	DUE FROM CAPITAL EQUIPME	5,847.00 *				
		999-13402	DUE FROM STREET IMPROVEM	825.90 *				
		999-13601	DUE FROM WATER FUND	390,470.23 *				
		999-13602	DUE FROM SEWER FUND	271,749.95 *				
		999-13604	DUE FROM ELECTRIC FUND	28,029.13 *				
		999-13605	DUE FROM GAS FUND	120,534.10 *				
		999-13609	DUE FROM LIQUOR FUND	83,482.08 *				
		999-13651	DUE FROM STORMWATER UTIL	254.00 *				
		999-13660	DUE FROM CAMPGROUND FUND	3,914.80 *				
		999-13850	DUE FROM RECREATION	664.05 *				
		** 2022 YEAR TOTALS		982,158.91				

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PACKET: 02601 AUGUST 23, 2022
VENDOR SET: 01 CITY OF TWO HARBORS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	7/2022	11,141.65
101	8/2022	51,437.66
211	7/2022	103.60
211	8/2022	213.55
231	8/2022	3,224.03
241	8/2022	9,516.08
291	8/2022	1.10
301	6/2022	750.00
401	7/2022	5,847.00
402	8/2022	825.90
601	7/2022	15.13
601	8/2022	390,455.10
602	7/2022	38,549.36
602	8/2022	233,200.59
604	7/2022	19,082.01
604	8/2022	8,947.12
605	7/2022	278.17
605	8/2022	120,255.93
609	7/2022	14.50
609	8/2022	83,467.58
651	7/2022	31.57
651	8/2022	222.43
660	7/2022	276.50
660	8/2022	3,638.30
850	6/2022	130.00
850	7/2022	127.50
850	8/2022	406.55

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: 21-22 Street Improvement Project	Fiscal Impact: \$131,374.37	
BACKGROUND: This is the reimbursement to Lake County for the City's portion of Pay Application No. 19 for the 21-22 Street Improvement Project. Refer to Joe Rhein's memo found under Communications on this agenda for further details.		
COUNCIL ACTION REQUESTED: Authorize payment to Lake County in the amount of \$137,374.37 for Pay Application 19 for the 21-22 Street Improvement Project.		
RECOMMENDATION: Staff recommends that this payment be authorized.		
ATTACHMENTS: Copy of the Pay Application.		

Lake County
1513 Hwy 2. Two Harbors, MN
55616

Contract Number: 2063000101

Pay Request Number: 19

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

Contractor: ULLAND BROTHERS INC
P O Box 340
CLOQUET, MN 55720

Vendor Number: 356
Up To Date: 08/17/2022

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

Work Certified To Date	
Base Bid Items	\$2,880,224.05
Contract Changes	\$247,885.88
Material On Hand	\$0.00
Total	\$3,128,109.93

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
(1) SAP 038-630-001	\$0.00	\$828,414.68	\$8,284.16	\$786,993.94	\$33,136.58	\$820,130.52
(2) SAP 038-635-001	\$1,398.76	\$321,736.17	\$3,217.36	\$304,320.53	\$14,198.28	\$318,518.81
(3) SAP 038-620-010	\$0.00	\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
(4) N16.121170	\$57,560.61	\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$58,959.37	\$3,128,109.93	\$31,281.10	\$2,915,693.03	\$181,135.80	\$3,096,828.83
Percent: Retained: 1%			Percent Complete: 90.84%		

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

Approved By LAKE COUNTY

County Engineer

Date 8/18/2022

Approved By CITY OF TWO HAROBRS

City Engineer

Date

Approved By ULLAND BROTHERS INC

Contractor

Date 8-18-2022

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-05-15	\$18,298.00	\$914.90	\$17,383.10
2	2021-06-02	\$124,672.69	\$6,233.63	\$118,439.06
3	2021-06-16	\$224,984.66	\$11,249.24	\$213,735.42
4	2021-06-30	\$290,368.90	\$14,518.44	\$275,850.46
5	2021-07-14	\$201,123.50	\$10,056.18	\$191,067.32
6	2021-07-28	\$394,574.92	\$19,728.74	\$374,846.18
7	2021-08-11	\$260,389.19	\$13,019.46	\$247,369.73
8	2021-09-01	\$393,077.84	\$19,653.90	\$373,423.94
9	2021-09-15	\$31,611.83	\$1,580.59	\$30,031.24
10	2021-09-29	\$273,291.58	\$13,664.58	\$259,627.00
11	2021-10-13	\$68,815.97	\$3,440.79	\$65,375.18
12	2021-11-03	\$130,843.04	\$6,542.16	\$124,300.88
13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
15	2022-06-15	\$118,106.00	\$5,905.30	\$112,200.70
16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
17	2022-07-13	\$173,409.40	\$8,670.47	\$164,738.93
18	2022-07-30	\$147,061.99	\$7,353.10	\$139,708.89
19	2022-08-17	\$58,959.37	(\$122,176.43)	\$181,135.80

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City of Two Harbors		\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78
SAP 038-620-010		\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
Storm		\$244,932.89	\$2,449.34	\$232,686.24	\$9,797.31	\$242,483.55
Street		\$578,672.79	\$5,786.73	\$549,739.15	\$23,146.91	\$572,886.06
Street		\$326,545.17	\$3,265.45	\$308,889.08	\$14,390.64	\$323,279.72

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
71	Municipal (CSAH < 5000)	\$46,920.21	\$1,163,706.81	\$1,020,383.69	\$1,128,386.83
9999	Local Agency Bonds Applied	\$134,215.59	\$2,207,325.05	\$2,196,236.35	\$1,968,442.00

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

(1) SAP 038-630-001	7	2021-08-11	\$146,251.41	\$7,312.58	\$138,938.83
(1) SAP 038-630-001	8	2021-09-01	\$279,637.67	\$13,981.89	\$265,655.78
(1) SAP 038-630-001	9	2021-09-15	\$10,434.60	\$521.73	\$9,912.87
(1) SAP 038-630-001	10	2021-09-29	\$94,312.28	\$4,715.60	\$89,596.68
(1) SAP 038-630-001	11	2021-10-13	\$40,297.75	\$2,014.90	\$38,282.85
(1) SAP 038-630-001	12	2021-11-03	\$89,174.20	\$4,458.73	\$84,715.47
(1) SAP 038-630-001	13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
(1) SAP 038-630-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	15	2022-06-15	\$0.00	(\$0.02)	\$0.02
(1) SAP 038-630-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	17	2022-07-13	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	18	2022-07-30	\$4,434.85	\$221.74	\$4,213.11
(1) SAP 038-630-001	19	2022-08-17	\$0.00	(\$33,136.58)	\$33,136.58
(2) SAP 038-635-001	1	2021-05-15			
(2) SAP 038-635-001	2	2021-06-02	\$2,563.00	\$128.15	\$2,434.85
(2) SAP 038-635-001	3	2021-06-16	\$10,556.32	\$527.81	\$10,028.51
(2) SAP 038-635-001	4	2021-06-30	\$21,852.17	\$1,092.61	\$20,759.56
(2) SAP 038-635-001	5	2021-07-14	\$75,859.23	\$3,792.96	\$72,066.27
(2) SAP 038-635-001	6	2021-07-28	\$105,158.96	\$5,257.95	\$99,901.01
(2) SAP 038-635-001	7	2021-08-11	\$42,953.80	\$2,147.69	\$40,806.11
(2) SAP 038-635-001	8	2021-09-01	\$35,759.28	\$1,787.96	\$33,971.32
(2) SAP 038-635-001	9	2021-09-15	\$99.15	\$4.96	\$94.19
(2) SAP 038-635-001	10	2021-09-29	\$678.65	\$33.93	\$644.72
(2) SAP 038-635-001	11	2021-10-13	\$750.45	\$37.53	\$712.92
(2) SAP 038-635-001	12	2021-11-03	\$6,397.75	\$319.88	\$6,077.87
(2) SAP 038-635-001	13	2021-12-09	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	15	2022-06-15	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	17	2022-07-13	\$16,466.90	\$823.36	\$15,643.54
(2) SAP 038-635-001	18	2022-07-30	\$1,241.75	\$62.09	\$1,179.66

Lake County
1513 Hwy 2. Two Harbors, MN
55616

(2) SAP 038-635-001	19	2022-08-17	\$1,398.76	(\$12,799.52)	\$14,198.28
(3) SAP 038-620-010	1	2021-05-15			
(3) SAP 038-620-010	2	2021-06-02	\$31.63	\$1.58	\$30.05
(3) SAP 038-620-010	3	2021-06-16	\$886.97	\$44.35	\$842.62
(3) SAP 038-620-010	4	2021-06-30	\$792.32	\$39.61	\$752.71
(3) SAP 038-620-010	5	2021-07-14	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	6	2021-07-28	\$1,240.95	\$62.05	\$1,178.90
(3) SAP 038-620-010	7	2021-08-11	\$4,876.23	\$243.81	\$4,632.42
(3) SAP 038-620-010	8	2021-09-01	\$45,908.19	\$2,295.41	\$43,612.78
(3) SAP 038-620-010	9	2021-09-15	\$111.83	\$5.59	\$106.24
(3) SAP 038-620-010	10	2021-09-29	\$444.65	\$22.23	\$422.42
(3) SAP 038-620-010	11	2021-10-13	\$528.02	\$26.40	\$501.62
(3) SAP 038-620-010	12	2021-11-03	\$5,666.17	\$283.31	\$5,382.86
(3) SAP 038-620-010	13	2021-12-09	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	14	2022-06-01	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	15	2022-06-15	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	16	2022-06-29	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	17	2022-07-13	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	18	2022-07-30	\$177.40	\$8.87	\$168.53
(3) SAP 038-620-010	19	2022-08-17	\$0.00	(\$2,426.57)	\$2,426.57
(4) N16.121170	1	2021-05-15	\$17,273.00	\$863.65	\$16,409.35
(4) N16.121170	2	2021-06-02	\$115,289.73	\$5,764.49	\$109,525.24
(4) N16.121170	3	2021-06-16	\$187,414.86	\$9,370.74	\$178,044.12
(4) N16.121170	4	2021-06-30	\$250,874.41	\$12,543.72	\$238,330.69
(4) N16.121170	5	2021-07-14	\$60,582.15	\$3,029.13	\$57,553.02
(4) N16.121170	6	2021-07-28	\$246,175.05	\$12,308.74	\$233,866.31
(4) N16.121170	7	2021-08-11	\$66,307.75	\$3,315.38	\$62,992.37
(4) N16.121170	8	2021-09-01	\$31,772.70	\$1,588.64	\$30,184.06
(4) N16.121170	9	2021-09-15	\$20,966.25	\$1,048.31	\$19,917.94
(4) N16.121170	10	2021-09-29	\$177,856.00	\$8,892.82	\$168,963.18
(4) N16.121170	11	2021-10-13	\$27,239.75	\$1,361.96	\$25,877.79
(4) N16.121170	12	2021-11-03	\$29,604.92	\$1,480.24	\$28,124.68
(4) N16.121170	13	2021-12-09	\$0.00	\$0.00	\$0.00
(4) N16.121170	14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
(4) N16.121170	15	2022-06-15	\$118,106.00	\$5,905.32	\$112,200.68
(4) N16.121170	16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
(4) N16.121170	17	2022-07-13	\$156,942.50	\$7,847.11	\$149,095.39
(4) N16.121170	18	2022-07-30	\$141,207.99	\$7,060.40	\$134,147.59
(4) N16.121170	19	2022-08-17	\$57,560.61	(\$73,813.76)	\$131,374.37

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Project Funding Category Summary

Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
(1) SAP 038-630-001	SAP 038-630-001 / Storm	\$244,932.89	\$2,449.34	\$232,686.24	\$9,797.31	\$242,483.55
(1) SAP 038-630-001	SAP 038-630-001 / Street	\$578,672.79	\$5,786.73	\$549,739.15	\$23,146.91	\$572,886.06
(1) SAP 038-630-001	SAP 038-635-001 / Street	\$4,809.00	\$48.09	\$4,568.55	\$192.36	\$4,760.91
(2) SAP 038-635-001	SAP 038-635-001 / Street	\$321,736.17	\$3,217.36	\$304,320.53	\$14,198.28	\$318,518.81
(3) SAP 038-620-010	SAP 038-620-010	\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
(4) N16.121170	City of Two Harbors	\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78

Project Funding Source Summary

Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
(1) SAP 038-630-001	71	\$30,295.36	\$780,375.86	\$672,074.24	\$749,810.30
(1) SAP 038-630-001	9999	\$2,841.22	\$71,780.19	\$60,691.49	\$70,320.22
(2) SAP 038-635-001	71	\$14,198.28	\$317,290.86	\$317,290.86	\$318,518.81
(3) SAP 038-620-010	71	\$2,426.57	\$66,040.09	\$31,018.59	\$60,057.72
(4) N16.121170	9999	\$131,374.37	\$2,135,544.86	\$2,135,544.86	\$1,898,121.78

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.26	0	\$0.00	0.26	\$46,122.36
(1) SAP 038-630-001	4	2101.524	CLEARING	TREE	\$275.00	5	0	\$0.00	5	\$1,375.00
(1) SAP 038-630-001	5	2101.524	GRUBBING	TREE	\$140.00	5	0	\$0.00	5	\$700.00
(1) SAP 038-630-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	8	0	\$0.00	9	\$360.00
(1) SAP 038-630-001	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	4	0	\$0.00	4	\$1,000.00
(1) SAP 038-630-001	10	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	20	0	\$0.00	20	\$600.00
(1) SAP 038-630-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	39	0	\$0.00	39	\$819.00
(1) SAP 038-630-001	13	2104.503	REMOVE SEWER PIPE (STORM)	LF	\$26.00	430	0	\$0.00	430	\$11,180.00

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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1972	0	\$0.00	2023	\$4,046.00
(1) SAP 038-630-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	2855	0	\$0.00	2856.8	\$14,998.20
(1) SAP 038-630-001	18	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1184	0	\$0.00	1235	\$1,852.50
(1) SAP 038-630-001	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	502	0	\$0.00	842	\$1,263.00
(1) SAP 038-630-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	10458	0	\$0.00	10575	\$7,402.50
(1) SAP 038-630-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	203	\$609.00
(1) SAP 038-630-001	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	40	0	\$0.00	20	\$300.00
(1) SAP 038-630-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	3487	0	\$0.00	3487	\$5,230.50
(1) SAP 038-630-001	27	2105.607	EXCAVATION SPECIAL	CY	\$69.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	28	2105.607	HAUL & DISPOSE CONTAMINATED MATERIALS	CY	\$29.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	2779	0	\$0.00	2779	\$52,801.00
(1) SAP 038-630-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	175	0	\$0.00	29.6	\$592.00
(1) SAP 038-630-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	1425	0	\$0.00	1425	\$32,775.00
(1) SAP 038-630-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	31	0	\$0.00	59.5	\$2,975.00
(1) SAP 038-630-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	3.75	\$656.25
(1) SAP 038-630-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	2	\$400.00
(1) SAP 038-630-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	1154	0	\$0.00	1154	\$43,852.00
(1) SAP 038-630-001	38	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	122	0	\$0.00	205.7	\$13,576.20
(1) SAP 038-630-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	227.4	0	\$0.00	290.2	\$580.40
(1) SAP 038-630-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	319	0	\$0.00	316.3	\$29,415.90

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	851	0	\$0.00	733.36	\$59,402.16
(1) SAP 038-630-001	45	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	48	0	\$0.00	59.75	\$2,509.50
(1) SAP 038-630-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	46	0	\$0.00	45.43	\$5,088.16
(1) SAP 038-630-001	47	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	1858	0	\$0.00	1858	\$26,012.00
(1) SAP 038-630-001	48	2502.602	CONNECT TO EXISTING STRUCTURE (STORM) - (SKUNK CREEK TUNNEL)	EA	\$10,500.00	1	0	\$0.00	1	\$10,500.00
(1) SAP 038-630-001	49	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	4	0	\$0.00	8	\$4,240.00
(1) SAP 038-630-001	51	2503.503	12" RC PIPE SEWER DES 3006 CLASS III	LF	\$70.00	159	0	\$0.00	159	\$11,130.00
(1) SAP 038-630-001	52	2503.503	15" RC PIPE SEWER DES 3006 CLASS III	LF	\$75.00	92	0	\$0.00	92	\$6,900.00
(1) SAP 038-630-001	53	2503.503	18" RC PIPE SEWER DES 3006 CLASS III	LF	\$71.00	165	0	\$0.00	165	\$11,715.00
(1) SAP 038-630-001	54	2503.503	24" RC PIPE SEWER DES 3006 CLASS III	LF	\$100.00	28	0	\$0.00	28	\$2,800.00
(1) SAP 038-630-001	55	2503.503	42" RC PIPE SEWER DES 3006 CLASS III	LF	\$195.00	439	0	\$0.00	439	\$85,605.00
(1) SAP 038-630-001	58	2503.602	CONNECT TO EXISTING STORM SEWER	EA	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(1) SAP 038-630-001	82	2506.502	CASTING ASSEMBLY	EA	\$800.00	14	0	\$0.00	10	\$8,000.00
(1) SAP 038-630-001	84	2506.602	CASTING ASSEMBLY SPECIAL (CLEANOUT IN PAVEMENT)	EA	\$290.00	4	0	\$0.00	4	\$1,160.00
(1) SAP 038-630-001	85	2506.602	REPAIR DRAINAGE STRUCTURE - TUNNEL EXISTING STORM INLETS	EA	\$615.00	2	0	\$0.00	3	\$1,845.00
(1) SAP 038-630-001	88	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	LF	\$680.00	6.1	0	\$0.00	6.1	\$4,148.00
(1) SAP 038-630-001	89	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4022	LF	\$950.00	0	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	90	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (R-1)	LF	\$610.00	23.6	0	\$0.00	23.6	\$14,396.00

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(1) SAP 038-630-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	4069	0	\$0.00	3837	\$18,225.75
(1) SAP 038-630-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	3568	0	\$0.00	3327.05	\$21,625.83
(1) SAP 038-630-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	1900	0	\$0.00	1941	\$35,908.50
(1) SAP 038-630-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	97	0	\$0.00	101.4	\$6,793.80
(1) SAP 038-630-001	97	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	112	0	\$0.00	142.1	\$10,373.30
(1) SAP 038-630-001	98	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	264	0	\$0.00	276	\$5,244.00
(1) SAP 038-630-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	183	0	\$0.00	215.8	\$7,121.40
(1) SAP 038-630-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	39	0	\$0.00	39	\$936.00
(1) SAP 038-630-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.26	0	\$0.00	0.26	\$3,289.00
(1) SAP 038-630-001	102	2564.502	INSTALL SIGN	EA	\$150.00	16	0	\$0.00	15	\$2,250.00
(1) SAP 038-630-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	40.75	0	\$0.00	61.75	\$2,223.00
(1) SAP 038-630-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.7	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	106	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	19	0	\$0.00	5	\$1,000.00
(1) SAP 038-630-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	64	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.26	0	\$0.00	0.26	\$1,430.00
(1) SAP 038-630-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	48	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	113	0	\$0.00	113	\$4,746.00
(1) SAP 038-630-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	28	0	\$0.00	29	\$2,465.00
(1) SAP 038-630-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	42	0	\$0.00	30	\$75.00
(1) SAP 038-630-001	114	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	178	0	\$0.00	172.2	\$559.65
(1) SAP 038-630-001	116	2575.505	SEEDING	AC	\$350.00	0.21	0	\$0.00	0.3	\$105.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	735	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	28	0	\$0.00	2.4	\$480.00
(1) SAP 038-630-001	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	25.2	0	\$0.00	15	\$91.50
(1) SAP 038-630-001	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	1.92	0	\$0.00	3.8	\$6,080.00
(1) SAP 038-630-001	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	840	0	\$0.00	848	\$4,240.00
(1) SAP 038-630-001	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	1055	0	\$0.00	1088	\$4,352.00
(2) SAP 038-635-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.08	0	\$0.00	0.08	\$14,191.49
(2) SAP 038-635-001	4	2101.524	CLEARING	TREE	\$275.00	8	0	\$0.00	8	\$2,200.00
(2) SAP 038-635-001	5	2101.524	GRUBBING	TREE	\$140.00	8	0	\$0.00	8	\$1,120.00
(2) SAP 038-635-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	7	0	\$0.00	8	\$320.00
(2) SAP 038-635-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	131	0	\$0.00	131	\$2,751.00
(2) SAP 038-635-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1014	0	\$0.00	1015	\$2,030.00
(2) SAP 038-635-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	1983	0	\$0.00	1978.5	\$10,387.13
(2) SAP 038-635-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	676	0	\$0.00	6140.6	\$4,298.42
(2) SAP 038-635-001	22	2104.601	SALVAGE & REINSTALL DECK	LS	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(2) SAP 038-635-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	99	\$297.00
(2) SAP 038-635-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	2341	0	\$0.00	2392	\$3,588.00
(2) SAP 038-635-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	1522	0	\$0.00	1522	\$28,918.00
(2) SAP 038-635-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	118	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	957	0	\$0.00	957	\$22,011.00
(2) SAP 038-635-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	2	0	\$0.00	2	\$100.00

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(2) SAP 038-635-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	1	\$175.00
(2) SAP 038-635-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	792	0	\$0.00	792	\$30,096.00
(2) SAP 038-635-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	155	0	\$0.00	204	\$408.00
(2) SAP 038-635-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	218	0	\$0.00	220	\$20,460.00
(2) SAP 038-635-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	580	0	\$0.00	436.43	\$35,350.83
(2) SAP 038-635-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	325	0	\$0.00	283.72	\$31,776.64
(2) SAP 038-635-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	2404	0	\$0.00	2611.1	\$12,402.73
(2) SAP 038-635-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	4689	0	\$0.00	5145.9	\$33,448.35
(2) SAP 038-635-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	992	0	\$0.00	1003	\$18,555.50
(2) SAP 038-635-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	47	0	\$0.00	38	\$2,546.00
(2) SAP 038-635-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	112	0	\$0.00	159.1	\$5,250.30
(2) SAP 038-635-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	131	0	\$0.00	122	\$2,928.00
(2) SAP 038-635-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.08	0	\$0.00	0.08	\$1,012.00
(2) SAP 038-635-001	102	2564.502	INSTALL SIGN	EA	\$150.00	5	0	\$0.00	8	\$1,200.00
(2) SAP 038-635-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	17	0	\$0.00	39.5	\$1,422.00
(2) SAP 038-635-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.3	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	60	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.08	0	\$0.00	0.08	\$440.00
(2) SAP 038-635-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	24	0	\$0.00	0	\$0.00

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(2) SAP 038-635-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	32	0	\$0.00	32	\$1,344.00	
(2) SAP 038-635-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	8	0	\$0.00	8	\$680.00	
(2) SAP 038-635-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	12	0	\$0.00	12	\$30.00	
(2) SAP 038-635-001	115	2575.504	SODDING TYPE LAWN	SY	\$15.50	50	0	\$0.00	195.4	\$3,028.70	
(2) SAP 038-635-001	116	2575.505	SEEDING	AC	\$350.00	0.06	0	\$0.00	0.06	\$21.00	
(2) SAP 038-635-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	210	0	\$0.00	210	\$535.50	
(2) SAP 038-635-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	7	0	\$0.00	6.8	\$1,360.00	
(2) SAP 038-635-001	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	7.2	0	\$0.00	7.2	\$43.92	
(2) SAP 038-635-001	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	0.54	0	\$0.00	0	\$0.00	
(2) SAP 038-635-001	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	400	0	\$0.00	396	\$1,980.00	
(2) SAP 038-635-001	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	835	0	\$0.00	991	\$3,964.00	
(3) SAP 038-620-010	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.01	0	\$0.00	0.01	\$1,773.94	
(3) SAP 038-620-010	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	208	0	\$0.00	196	\$392.00	
(3) SAP 038-620-010	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	87	0	\$0.00	72.8	\$382.20	
(3) SAP 038-620-010	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	1462	0	\$0.00	1377.5	\$964.25	
(3) SAP 038-620-010	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	225	0	\$0.00	349	\$1,047.00	
(3) SAP 038-620-010	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	14	0	\$0.00	14	\$322.00	
(3) SAP 038-620-010	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	56	0	\$0.00	56	\$2,128.00	
(3) SAP 038-620-010	39	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	50	0	\$0.00	40.06	\$6,730.08	
(3) SAP 038-620-010	92	2521.518	4" CONCRETE WALK	SF	\$4.75	588	0	\$0.00	137.2	\$651.70	
(3) SAP 038-620-010	93	2521.518	6" CONCRETE WALK	SF	\$6.50	971	0	\$0.00	1288.8	\$8,377.20	

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(3) SAP 038-620-010	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	209	0	\$0.00	194	\$3,589.00
(3) SAP 038-620-010	99	2531.618	TRUNCATED DOMES	SF	\$33.00	72	0	\$0.00	112	\$3,696.00
(3) SAP 038-620-010	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.01	0	\$0.00	0.01	\$126.50
(3) SAP 038-620-010	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	28	0	\$0.00	0	\$0.00
(4) N16.121170		2021.501	MOBILIZATION	LS	\$177,393.68	0.65	0	\$0.00	0.65	\$115,305.89
(4) N16.121170		2101.505	CLEARING	AC	\$2,000.00	1	0	\$0.00	1	\$2,000.00
(4) N16.121170		2101.505	GRUBBING	AC	\$1,000.00	1	1	\$1,000.00	1	\$1,000.00
(4) N16.121170		2101.524	CLEARING	TREE	\$275.00	42	0	\$0.00	39	\$10,725.00
(4) N16.121170		2101.524	GRUBBING	TREE	\$140.00	42	0	\$0.00	39	\$5,460.00
(4) N16.121170		2104.502	SALVAGE SIGN	EA	\$40.00	13	5	\$240.00	11	\$440.00
(4) N16.121170		2104.502	REMOVE HYDRANT	EA	\$1,100.00	5	2	\$2,200.00	5	\$5,500.00
(4) N16.121170		2104.502	REMOVE GATE VALVE & BOX	EA	\$400.00	6	1	\$400.00	4	\$1,600.00
(4) N16.121170		2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	11	0	\$0.00	11	\$2,750.00
(4) N16.121170	0	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	24	0	\$210.00	25	\$750.00
(4) N16.121170	1	2104.503	SALVAGE FENCE	LF	\$21.00	56	0	\$0.00	56	\$1,176.00
(4) N16.121170	2	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	\$10.50	2351	0	\$0.00	2002	\$21,021.00
(4) N16.121170	4	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	2774	0	\$0.00	2798	\$5,596.00
(4) N16.121170	5	2104.503	REMOVE WATER MAIN	LF	\$8.50	2506	0	\$0.00	1547	\$13,149.50
(4) N16.121170	6	2104.503	REMOVE METAL PIPE RAILING	LF	\$6.50	170	0	\$0.00	170	\$1,105.00
(4) N16.121170	7	2104.504	REMOVE PAVEMENT	SY	\$5.25	4163	0	\$0.00	4090	\$21,472.50
(4) N16.121170	8	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1145	0	\$0.00	671	\$1,006.50

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Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	891		\$0.00	60	\$90.00
(4) N16.121170	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	17760		\$0.00	18845	\$13,191.50
(4) N16.121170	21	2104.601	REMOVE WATER MAIN (CROSS CONNECT)	LS	\$3,950.00	1		\$0.00	1	\$3,950.00
(4) N16.121170	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	218		\$0.00	202.5	\$607.50
(4) N16.121170	24	2104.603	ABANDON WATER MAIN	LF	\$7.00	380	380	\$2,660.00	380	\$2,660.00
(4) N16.121170	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	44		\$0.00	18	\$270.00
(4) N16.121170	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	6857		\$0.00	6701	\$10,051.50
(4) N16.121170	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	6310		\$0.00	6310	\$119,890.00
(4) N16.121170	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	350		\$0.00	24	\$480.00
(4) N16.121170	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	2808		\$0.00	2166	\$49,818.00
(4) N16.121170	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	95		\$0.00	33	\$1,650.00
(4) N16.121170	33	2123.51	MOTOR GRADER (HAUL ROAD)	HR	\$220.00	40	23.81	\$5,238.20	23.81	\$5,238.20
(4) N16.121170	34	2123.602	SUBSURFACE INVESTIGATION (POTHOLE UTILITY)	EA	\$2,025.00	3		\$0.00	1	\$2,025.00
(4) N16.121170	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	20		\$175.00	3	\$525.00
(4) N16.121170	36	2123.61	SKID LOADER	HR	\$200.00	20		\$0.00	3.5	\$700.00
(4) N16.121170	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	2241		\$0.00	2312	\$87,856.00
(4) N16.121170	38	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	123		\$0.00	113	\$7,458.00
(4) N16.121170	39	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	20		\$0.00	0	\$0.00
(4) N16.121170	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	385.6		\$0.00	292.8	\$585.60
(4) N16.121170	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	521		\$0.00	477.53	\$44,410.29

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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	671		\$0.00	603.18	\$48,857.58
(4) N16.121170	43	2402.503	PIPE RAILING	LF	\$125.00	118		\$0.00	0	\$0.00
(4) N16.121170	44	2402.603	SALVAGE & INSTALL METAL RAILING	LF	\$125.00	40	40	\$5,000.00	40	\$5,000.00
(4) N16.121170	45	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	230		\$0.00	67.5	\$2,835.00
(4) N16.121170	47	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	2280		\$0.00	2306	\$32,284.00
(4) N16.121170	49	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	5		\$0.00	6	\$3,180.00
(4) N16.121170	50	2502.618	4" INSULATION	SF	\$2.25	600		\$0.00	168	\$378.00
(4) N16.121170	56	2503.601	PUMPING (SANITARY BYPASS)	LS	\$5,500.00	1	0.25	\$1,375.00	1.03	\$5,665.00
(4) N16.121170	57	2503.602	TRENCH EXCAVATION (RESTRICTIVE)	EA	\$2,500.00	2		\$0.00	2	\$5,000.00
(4) N16.121170	59	2503.602	CONNECT TO EXISTING SANITARY SEWER	EA	\$1,100.00	6		\$0.00	5	\$5,500.00
(4) N16.121170	60	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	\$400.00	72		\$400.00	57	\$22,800.00
(4) N16.121170	61	2503.602	CONNECT TO EXISTING STRUCTURE (STORM DRAIN)	EA	\$700.00	2		\$0.00	2	\$1,400.00
(4) N16.121170	62	2503.602	8"X6" WYE	EA	\$350.00	72		\$0.00	70	\$24,500.00
(4) N16.121170	63	2503.603	6" PVC SANITARY SERVICE PIPE	LF	\$53.50	2537		\$0.00	1908	\$102,078.00
(4) N16.121170	64	2503.603	2" HDPE FORCE MAIN	LF	\$65.00	20		\$0.00	0	\$0.00
(4) N16.121170	65	2503.603	8" PVC PIPE SEWER	LF	\$58.00	2328		\$0.00	2088	\$121,104.00
(4) N16.121170	66	2503.603	VIDEO TAPE PIPE SEWER	LF	\$1.50	2328	586	\$879.00	2328	\$3,492.00
(4) N16.121170	67	2504.601	TEMPORARY WATER SERVICE	LS	\$105,000.00	1		\$0.00	1	\$105,000.00
(4) N16.121170	68	2504.602	CONNECT TO EXISTING WATER MAIN	EA	\$2,500.00	12		\$0.00	9	\$22,500.00
(4) N16.121170	69	2504.602	CONNECT TO EXISTING WATER SERVICE	EA	\$415.00	73		\$0.00	58	\$24,070.00

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** Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	20	2504.602	HYDRANT	EA	\$6,300.00	8	8	\$0.00	8	\$50,400.00
(4) N16.121170	21	2504.602	4" GATE VALVE & BOX	EA	\$1,750.00	1	1	\$0.00	0	\$0.00
(4) N16.121170	22	2504.602	6" GATE VALVE & BOX	EA	\$2,000.00	19	19	\$0.00	17	\$34,000.00
(4) N16.121170	23	2504.602	WATERMAIN OFFSET	EA	\$4,700.00	1	1	\$0.00	1	\$4,700.00
(4) N16.121170	24	2504.602	0.75" CORPORATION STOP	EA	\$350.00	72	72	\$0.00	62	\$21,700.00
(4) N16.121170	25	2504.602	0.75" CURB STOP & BOX	EA	\$550.00	72	72	\$0.00	62	\$34,100.00
(4) N16.121170	26	2504.602	VALVE BOX (WATER SERVICES IN PAVEMENT)	EA	\$180.00	5	5	\$0.00	3	\$540.00
(4) N16.121170	27	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LF	\$105.00	44	44	\$0.00	0	\$0.00
(4) N16.121170	28	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	\$71.00	2673	2673	\$0.00	2617	\$185,807.00
(4) N16.121170	29	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LF	\$142.00	36	36	\$0.00	55.5	\$7,881.00
(4) N16.121170	30	2504.603	3/4" TYPE K COPPER PIPE	LF	\$36.50	2080	2080	\$0.00	1799	\$65,663.50
(4) N16.121170	31	2504.608	WATERMAIN FITTINGS	LB	\$15.00	1257	1257	\$0.00	968	\$14,520.00
(4) N16.121170	32	2506.502	CASTING ASSEMBLY	EA	\$800.00	12	12	\$3,200.00	12	\$9,600.00
(4) N16.121170	33	2506.502	ADJUST FRAME & RING CASTING	EA	\$600.00	12	12	\$0.00	0	\$0.00
(4) N16.121170	36	2506.602	CONCRETE COLLAR (VALVE BOX)	EA	\$530.00	19	19	\$0.00	9	\$4,770.00
(4) N16.121170	37	2506.602	CONCRETE COLLAR (MANHOLE)	EA	\$1,510.00	12	12	\$0.00	12	\$18,120.00
(4) N16.121170	31	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (4007)	LF	\$500.00	128	128	\$5,500.00	127.7	\$63,850.00
(4) N16.121170	32	2521.518	4" CONCRETE WALK	SF	\$4.75	17326	17326	\$0.00	14308	\$67,963.00
(4) N16.121170	33	2521.518	6" CONCRETE WALK	SF	\$6.50	4015	4015	\$0.00	2328	\$15,132.00
(4) N16.121170	35	2531.503	CONCRETE CURB & GUTTER DESIGN B624	LF	\$19.75	3840	3840	\$0.00	3685	\$72,778.75

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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	307		\$0.00	242	\$16,214.00
(4) N16.121170	97	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	50		\$0.00	38	\$2,774.00
(4) N16.121170	98	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	46		\$133.00	84.5	\$1,605.50
(4) N16.121170	99	2531.618	TRUNCATED DOMES	SF	\$33.00	119		\$0.00	96	\$3,168.00
(4) N16.121170	00	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	56		\$0.00	56	\$1,344.00
(4) N16.121170	01	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.65		\$0.00	0.65	\$8,222.50
(4) N16.121170	02	2564.502	INSTALL SIGN	EA	\$150.00	23	12	\$1,800.00	23	\$3,450.00
(4) N16.121170	03	2564.518	SIGN PANELS TYPE C	SF	\$36.00	102.75	37.25	\$1,341.00	95.5	\$3,438.00
(4) N16.121170	04	2564.618	SIGN TYPE SPECIAL	SF	\$28.00	60		\$0.00	32.5	\$910.00
(4) N16.121170	06	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	2		\$0.00	2	\$400.00
(4) N16.121170	07	2573.503	SILT FENCE, TYPE MS	LF	\$6.50	550		\$0.00	892	\$5,798.00
(4) N16.121170	08	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	44		\$0.00	0	\$0.00
(4) N16.121170	09	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.66		\$0.00	0.66	\$3,630.00
(4) N16.121170	11	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	570	10	\$420.00	627	\$26,334.00
(4) N16.121170	12	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	143	28	\$2,380.00	138	\$11,730.00
(4) N16.121170	13	2574.508	FERTILIZER TYPE 3	LB	\$2.50	212		\$0.00	75	\$187.50
(4) N16.121170	14	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	135		\$0.00	0	\$0.00
(4) N16.121170	15	2575.504	SODDING TYPE LAWN	SY	\$15.50	50		\$0.00	375	\$5,812.50
(4) N16.121170	16	2575.505	SEEDING	AC	\$350.00	1.06		\$0.00	1.11	\$388.50
(4) N16.121170	17	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	3710		\$0.00	2700	\$6,885.00
(4) N16.121170	18	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	65		\$0.00	5.6	\$1,120.00

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Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	19	2575.508	SEED MIXTURE 25-151	LB	\$6.10	126.15		\$0.00	120	\$732.00
(4) N16.121170	20	2575.508	SEED MIXTURE 33-361	LB	\$125.00	1.05		\$0.00	0	\$0.00
(4) N16.121170	21	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	9.54		\$0.00	1	\$1,600.00
(4) N16.121170	23	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	90		\$0.00	0	\$0.00
(4) N16.121170	24	2582.503	24" SOLID LINE PAINT GROUND IN	LF	\$20.00	12		\$0.00	0	\$0.00
Base Bid Totals:								\$34,551.20		\$2,880,224.05

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
(1) SAP 038-630-001		\$0.00	\$671,747.36
(2) SAP 038-635-001		\$0.00	\$303,870.51
(3) SAP 038-620-010		\$0.00	\$30,179.87
(4) N16.121170		\$34,551.20	\$1,874,426.31

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	CO	1	148	2101.524	CLEARING	TREE	\$449.42	10	0	\$0.00	10	\$4,494.20
(1) SAP 038-630-001	CO	1	149	2101.524	GRUBBING	TREE	\$91.04	10	0	\$0.00	10	\$910.40
(1) SAP 038-630-001	CO	2	150	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	LF	\$1,132.43	33.7	0	\$0.00	33.7	\$38,162.89
(1) SAP 038-630-001	CO	3	151	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EA	\$18,850.00	1	0	\$0.00	1	\$18,850.00
(1) SAP 038-630-001	CO	3	152	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4	EA	\$18,501.00	1	0	\$0.00	1	\$18,501.00
(1) SAP 038-630-001	CO	4	153	2514.601	Retaining Wall Landscaping	LS	\$4,809.00	1	0	\$0.00	1	\$4,809.00

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(1) SAP 038-630- 001	CO	5	154	1904.601	Haul and Dispose Contaminated Soil	Lump Sum	\$64,539.83	1	0	\$0.00	1	\$64,539.83
(1) SAP 038-630- 001	CO	6	155	2402.503	Pipe Railing	LF	\$125.00	51.2	0	\$0.00	51.2	\$6,400.00
(2) SAP 038-635- 001	CO	8	124	2021.501	MOBILIZATION	LS	\$895.00	1	0	\$0.00	1	\$895.00
(2) SAP 038-635- 001	CO	8	125	2101.505	GRUBBING	AC	\$94.50	2	0	\$0.00	2	\$189.00
(2) SAP 038-635- 001	CO	8	126	2104.518	REMOVE CONCRETE WALK	SF	\$3.68	420	0	\$0.00	420	\$1,545.60
(2) SAP 038-635- 001	CO	8	127	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$42.00	29	0	\$0.00	29	\$1,218.00
(2) SAP 038-635- 001	CO	8	128	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$63.00	12	0	\$0.00	12	\$756.00
(2) SAP 038-635- 001	CO	8	129	2521.518	6" CONCRETE WALK	SF	\$8.40	1640	0	\$0.00	1235	\$10,374.00
(2) SAP 038-635- 001	CO	8	130	2531.618	TRUNCATED DOMES	SF	\$44.10	28	0	\$0.00	23	\$1,014.30
(2) SAP 038-635- 001	CO	8	131	2575.618	SITE RESTORATION	SF	\$5.78	156	242	\$1,398.76	242	\$1,398.76
(2) SAP 038-635- 001	CO	8	132	2563.601	TRAFFIC CONTROL	LS	\$475.00	1	0	\$0.00	1	\$475.00
(3) SAP 038-620- 010	CO	4	109	2021.501	MOBILIZATION	LS	\$2,393.00	1	0	\$0.00	0	\$0.00
(3) SAP 038-620- 010	CO	4	110	2104.503	Sawing Concrete Walk	LF	\$6.33	300	0	\$0.00	303	\$1,917.99
(3) SAP 038-620- 010	CO	4	111	2433.518	REMOVE CONCRETE SIDEWALK	SF	\$1.48	3100	0	\$0.00	2890	\$4,277.20
(3) SAP 038-620- 010	CO	4	112	2521.518	6" CONCRETE WALK	SF	\$7.84	3100	0	\$0.00	2890	\$22,657.60
(3) SAP 038-620- 010	CO	4	113	2531.603	Remove and Replace Integral Curb	LF	\$38.85	30	0	\$0.00	42	\$1,631.70
(3) SAP 038-620- 010	CO	4	114	2563.601	TRAFFIC CONTROL	LS	\$672.00	1	0	\$0.00	0	\$0.00

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(4)	CO	7	43	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	40	22	\$407.00	22	\$407.00
(4)	CO	7	44	2521.518	6" CONCRETE WALK	SF	\$6.50	400	250	\$1,625.00	250	\$1,625.00
(4)	CO	7	45	1402.621	Force Account Change Order - Temporary Sanitary Sewer Service	DOL	\$1.00	25900	0	\$0.00	19859	\$19,859.00
(4)	CO	7	46	1402.621	Force Account Change Order - Sanitary Sewer Service & Site Restoration	DOL	\$1.00	22400	20977.41	\$20,977.41	20977.41	\$20,977.41
Contract Change Totals:										\$24,408.17		\$247,885.88

Contract Total

\$3,128,109.93

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Contract Change Totals		Amount This Request	Amount To Date
Number	Description		
8	The Engineer has determined that the southeast quadrant of the 4th Avenue (CSAH 35) and 7th Street (CSAH 20) intersection is not in compliance with current ADA curb ramp and accessibility standards and requires replacement with the project. The work will also include completing the sidewalk gap along the south side of 4th Avenue. The contractor shall remove existing sidewalk and construct new sidewalk as directed by the Engineer. Payment shall be made utilizing the contract work items included in this change order.	\$1,398.76	\$17,865.66
7	The engineer requires an additional sanitary sewer service lateral connection to Minnehaha Elementary School on 4th Avenue at approximate Station 16+95 LT.	\$23,009.41	\$42,868.41
	<p>The Contractor shall:</p> <ul style="list-style-type: none"> -Remove pavement, curb and gutter, and concrete walk to the extent necessary that remaining paved surfaces will not be undermined or damaged by construction activities. Full depth sawcuts are required and included in the scope of work. -Locate and excavate to the service lateral location. -Install a new service lateral, including connection to the existing sewer service stub, approximately 35' of 6" PVC Sanitary Sewer Service Pipe, and an 8"x6" Wye (Saddle) installed at the sewer main. -Backfill the new service in accordance to contract requirements. -Reconstruct the roadway subbase, aggregate base, bituminous pavement, curb and gutter, and concrete walk to plan dimensions. -Restore all disturbed turf to plan requirements. -Replace removed pavement marking. <p>The Contractor shall install a temporary sewer service lateral connection within Minnehaha Elementary to maintain service before the sewer service is connected. The Contractor shall remove the temporary sewer service once the sewer service lateral is connected.</p> <p>All work included in this change order will be paid on a time and materials basis (Force Account) in accordance to the requirements of MnDOT 2020 Standard Specifications 1904.4 with the exception of concrete work, which will be measured and paid under contract items.</p>		
6	The engineer has determined that the steps located at STA 53+02 LT will require Pipe Railing. This change order will add the item Pipe Railing to SAP 038-630-001 at the current contract price.	\$0.00	\$6,400.00

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5	<p>The Engineer has determined that non-native fill material within the 8th Street excavation limits, between 5th Avenue and 6th Avenue, is mixed with regulated industrial waste and special handling requirements shall be followed when performing work within the contamination limits; as designated by Lake County's environmental consultant (generally between Station 56+00 and 58+50).</p> <ul style="list-style-type: none"> - All soil material excavated within the designated limits shall be hauled to and disposed of at a landfill licensed to take the profiled waste product. This includes utility or sewer trenches and excavation to roadway subgrade. - Any soil material excavated within the designated limits that cannot be hauled and disposed immediately shall be stockpiled onsite both on and under a poly protective sheeting, minimum 6 mil thickness. - Installed storm sewer pipe within the designated limits shall be wrapped in minimum 6 mil poly sheeting. <p>The work will be paid on a negotiated unit price basis as provided in MnDOT Specification 1904.3 and include all labor, equipment, and materials necessary for properly stockpiling, loading, hauling, and disposing of the contaminated soils. The unit for the change order shall be lump sum and the unit price will be based on actual labor, equipment, and materials necessary to complete the work as directed and in accordance to MnDOT Specification 1904.4 for Force Account work.</p>	\$0.00	\$64,539.83
4	<p>The Engineer has requested Change Order #4 to add the following work to the contract:</p> <p>Retaining Wall Landscaping (Lump Sum) - Provide a finished landscape edge along the back of the retaining wall constructed under this contract. This lump sum bid item will include the following work:</p> <ul style="list-style-type: none"> - Furnish and install commercial grade landscape edging along the school side of the salvaged and reinstalled fence behind the retaining wall (130 LF). - Furnish & install Geotextile Fabric Type 2 over all soils between the landscape edge and back of retaining wall (35 SY). - Furnish & install 3/4" maximum nominal size, open graded crushed rock, i.e. landscaping "blue stone" (Concrete Coarse Aggregate Grade 2 gradation) along the back of the retaining wall to dimensions of 125' x 2.5' x 3" depth (3 CY). <p>Retaining Wall Landscaping work shall be completed by September 7, 2021.</p> <p>Concrete Walk on 7th Street - Remove and reconstruct sidewalk and paved boulevard between the original project sidewalk replacement limits along the west side of 7th Street, between 4th Avenue and 5th Avenue, along Minnehaha Elementary School. Add the following bid items to the contract at the provided change order unit prices:</p> <ul style="list-style-type: none"> - Mobilization - Sidewalk Replacement -Saw Concrete Walk (Full Depth) -Remove Concrete Walk - Place and compact Base Aggregate Class 5 to provide a level base is incidental to the work. -6" Concrete Walk -Remove and Replace Integral Curb - Remove the curbing integral to the concrete boulevard pavement as directed by the Engineer. Reconstruct the curb to match the line and grade of the original curb, poured integrally with adjacent paved boulevard. Forming the curb and paved boulevard for a curb ramp condition is incidental to the work. - Traffic Control - Sidewalk Replacement - Close the parking lane and sidewalk in accordance to the MN MUTCD and Traffic Control Field Book. 	\$0.00	\$35,293.49

Lake County
1513 Hwy 2. Two Harbors, MN
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	<p>Turf restoration behind the new sidewalk shall be paid for using original contract bid items (topsoil, seed, erosion mat etc.).</p> <p>Work shall be completed and the walk opened to foot traffic prior to the start of the school year on September 7th, 2021. Alternate work times allowed are October 21-23, or beginning after 4 PM on Thursdays with the walk opened to traffic by the next school day.</p>		
3	<p>The Engineer has requested Change Order #3 to address an error in the One Office project management software data entry at the start of the project. The Bid Alternate 2 Items (Lake County SWCD storm water quality structures) were not included in the One Office contract award, thus the stormwater quality structures are not included in the contract and the reduction in the base bid quantity for the standard structures is not addressed. Change order #3 corrects this. The original contract that is listed matches the original base bid for the project, but does not match the contract awarded by Lake County. The Lake County awarded contract is accurate for the original contract value.</p>	\$0.00	\$37,351.00
2	<p>The Engineer has determined that the following 60-inch diameter storm sewer structures called for in the plans can not be pre-cast due to the size of the pipe cut-outs required. The cut-out sizes will compromise the overall structural integrity of the remaining structure walls.</p> <p>CB-7 CB-8 CB-12 CB-14</p> <p>Ulland Brothers' supplier has provided shop drawing submittals for 72-inch diameter structures that can be pre-cast. This change order deletes the 60-inch structures and replaces them with 72-inch structures. The unit cost includes the supplied cost of the 72-inch diameter structures and original labor and equipment cost for installing the planned structures. Additional costs for labor or equipment for installation of the larger structures is not required and not included.</p>	\$0.00	\$38,162.89
1	<p>The Engineer has determined that 10 large spruce trees between STA 55+50 LT and 57+00 LT should be removed because the planned work is anticipated to cause enough root damage to negatively impact the health of the tree and may become hazard risk due to the weakened tree condition. These trees are larger than the average tree removal size on the project and there is overhead electric distribution in the vicinity. This change order adds the 10 trees to the contract at an increased cost based on the size and complexity of the removals.</p>	\$0.00	\$5,404.60

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: 3rd Reading Ordinance Moratorium on cannabis and THC	Fiscal Impact:	
BACKGROUND: Two readings have occurred on a proposed ordinance prohibiting the sale, manufacture, growth or distribution of Cannabis, and Tetrahydrocannabinol (THC), growing, sales, testing, Manufacturing or distribution for one year. The resolution would be the third and final reading of the proposed ordinance and would become effective thirty days after adoption and publication. The purpose of the ordinance is to allow time for research and consideration of past, recent and proposed laws so that City officials can make informed decisions related to these products.		
COUNCIL ACTION REQUESTED: Declaring third and final reading of the proposed ordinance.		
RECOMMENDATION: Staff recommends declaring third and final reading of the ordinance.		
ATTACHMENTS:		

ORDINANCE NO.---

**CITY OF TWO HARBORS
LAKE COUNTY, MINNESOTA**

**AN INTERIM ORDINANCE PROHIBITING THE SALE, MANUFACTURE, GROWTH
OR DISTRIBUTION OF CANNABIS, AND TETRAHYDROCANNABINOL (THC),
GROWING, SALES, TESTING, MANUFACTURING OR DISTRIBUTION
FOR ONE YEAR**

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

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

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

SECTION 1. No business, person or entity may sell, manufacture, grow or distribute cannabis in any way, whether medical or recreational, or any products that contain Tetrahydrocannabinol (THC), for a period of up to twelve (12) months from the effective date of this ordinance or until ordinances regulating such uses become effective or until the Council rescinds this Interim Ordinance, whichever occurs first.

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

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

The City will be undergoing a study regarding Tetrahydrocannabinol (THC) and cannabis uses to determine if regulations surrounding zoning and licensing are appropriate. No sale, manufacture, growth or distribution may be established until the City adopts regulations regarding these uses, or determines no regulations are necessary and rescinds the interim ordinance or for a period of one year, whichever occurs first.

SECTION 4. EFFECTIVE DATE AND EXPIRATION DATE. This ordinance shall be

in full force and effect from and after its passage and publication according to law and shall expire upon adoption of ordinances regulating such uses, until the Council rescinds or terminates the Interim Ordinance or twelve (12) months from its effective date, whichever occurs first.

Approved this 22nd day of August, 2022.

Ben Redden, City Council President

ATTEST:

Patricia Nordean, City Clerk



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Declaring 2nd Reading Ordinance Amending City Code Sec. 2.40, Boards, Commissions and Committees.	Fiscal Impact:	
BACKGROUND: The Public Affairs Committee has reviewed the existing code language pertaining to boards, commissions and committees and have recommended the attached language amendments.		
COUNCIL ACTION REQUESTED: Declare second reading of Ordinance.		
RECOMMENDATION: Staff recommends declaring second reading of this proposed ordinance amendment.		
ATTACHMENTS:		

SEC. 2.40. BOARDS, COMMISSIONS AND COMMITTEES.

Unless otherwise stated herein, all Boards and Commissions (hereinafter "Commissions") of the City of Two Harbors must meet the following requirements. Committees created by the city council or its president, and comprised solely of city council members, are not subject to the requirements of this section.

Subd. 1. Membership. The Commissions shall consist of seven (7) members, except as provided herein. Commission members shall be appointed with preference given to domiciled residents of the City of Two Harbors, followed by commercial business property owners in the City who are domiciled residents in the 55616 zip code. If no domiciled residents or commercial business property owners apply for vacant positions, domiciled residents in the 55616 zip code, as defined above, may be appointed. A majority of the members of every Commission must be domiciled residents of the City of Two Harbors.

"Domiciled residents" are defined as those having Lake County homestead tax status or who can provide other documentation of legal residence such as a driver's license, voter registration card or Minnesota identification card.

After posting and publication, the Clerk shall present all candidate applications to the City Council. The Council must review all candidate applications. Appointment of candidates nominated by a Council member must be by majority vote of the Council.

There will be only one City Councilor on each Commission. City Councilor Commission members have the right to vote and must be appointed by the President of the Council at the Council meeting held on the second Monday of January annually.

The Chairperson and Secretary of each Commission must be chosen from its membership annually to serve a one-year term. No Chairperson can be elected who has not completed one year as a member of the Commission.

Commission members, other than Council members, may be removed by a majority vote of the Council. The Council may remove any member, other than Council members, for good cause. For purposes of this section, "good cause" may include, but not be limited to, failure to regularly attend meetings, failure to be a homestead resident of the City, failure to be a commercial business property owner residing in the 55616 zip code, failure to reside in the 55616 zip code, or failure to abide by City policies, codes of conduct, ethical standards or failure to disclose conflicts of interest that exist or arise.

Subd. 2. Terms. Members of Commissions, except Council members, must be appointed in accordance with the terms of this Ordinance. Terms will expire at 11:59 p.m. on the second Monday of March of each year. All members are appointed for a three (3) year term.

When a member serves two (2) consecutive three (3) year terms, notice of the availability of the position held by such member must be posted and published in the local newspaper for two (2) consecutive weeks. If a suitable replacement candidate applies, the serving member cannot be re-appointed. If no suitable replacement candidate applies, the serving member may be re-appointed.

Any vacancy in a Commission, other than by a Council member, must be filled for the unexpired term by Council nomination and approval of a qualified candidate.

The term of an appointed City Councilor must continue until their successor is appointed by the Council President or their term as City Councilor expires.

All vacancies in Commission memberships must be posted on the City website for two (2) consecutive weeks prior to Council consideration to fill the vacancy.

Prior to taking office every member must take an oath affirming that they will faithfully discharge the duties of office and comply with all City policies, codes of conduct, ethical standards and disclose all conflicts of interest that exist or arise.



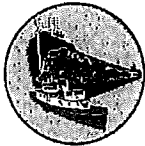
**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Declaring 2nd Reading Ordinance Amending City Code Sec. 2.46. Planning Commission	Fiscal Impact:	
BACKGROUND: The Public Affairs Committee has reviewed the existing code language pertaining to the Planning Commission and have recommended the attached language amendments.		
COUNCIL ACTION REQUESTED: Declare second reading of Ordinance.		
RECOMMENDATION: Staff recommends declaring second reading of this proposed ordinance amendment.		
ATTACHMENTS:		

SEC. 2.46. PLANNING COMMISSION.

Subd. 1. Membership. The Planning Commission shall consist of seven (7) members. Commission members must be appointed with preference given to domiciled residents of the City of Two Harbors (as defined in Section 2.40, Subd. 1). If no domiciled residents of the City apply for vacant positions, owners of commercial business property located within the City, who are domiciled residents in the 55616 zip code, may be appointed, not to comprise a majority of the members of the Commission. The membership rules set forth in Section 2.40 apply to the extent they are not inconsistent with these specific rules.



**CITY OF TWO HARBORS
CITY COUNCIL**

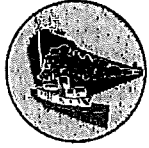
**AGENDA ITEM
COVER SHEET**

Originating Staff: P Nordean	Department: Administration	Date: 8/8/22 8/19/22
Agenda Item Subject: HRA	Fiscal Impact:	
BACKGROUND: It has been recommended that the City Code language be updated to follow State Statute for the appointment of commissioners on the City HRA. The City Attorney worked with the Public Affairs Committee and language was drafted which includes the statutory requirements. This change will require an ordinance amendment.		
COUNCIL ACTION REQUESTED: Authorize the first reading of an ordinance amending the City Code to reflect the new language.		
RECOMMENDATION: Public Affairs and City Staff recommend that the first reading of this proposed ordinance be authorized.		
ATTACHMENTS: Draft ordinance language is attached.		

SEC. 2.51. TWO HARBORS HOUSING AND REDEVELOPMENT AUTHORITY.

Subd. 1. Membership. The provisions of Minnesota Statute Section 469.003, Subdivisions 5, 6 and 7 shall apply to Commissioners appointed to the Two Harbors Housing and Redevelopment Authority. The Commission shall consist of seven members who must be domiciled residents of the City of Two Harbors (as defined in Section 2.40, Subd. 1). Commissioners shall be appointed by the Mayor, with approval by majority vote of the Council. City Councilors may be appointed as Commissioners. Otherwise the membership rules set forth in Section 2.40 shall apply to the extent they are not inconsistent with these specific rules.

Subd. 2. Terms. All Commissioners shall be appointed for five-year, staggered terms. City Councilors appointed shall serve a five-year term or until their term as Councilor expires, whichever is shorter.



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Scheduling a Special Meeting	Fiscal Impact:	
BACKGROUND: Since the first meeting in September isn't until the 12 th , I am requesting a special meeting be held to consider approving the renewal of licenses for the sale of alcohol, which are set to expire September 30.		
COUNCIL ACTION REQUESTED: Schedule special meeting for approval of license renewals.		
RECOMMENDATION: Schedule special meeting.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Salvation Army Heat Share	Fiscal Impact:	
BACKGROUND: The City has participated in the Salvation Army HeatShare Program for several years. The program provides financial assistance with heating and utility bills. The program provides an opportunity for local customers to contribute to the program and those donations are to be used specifically in our community.		
COUNCIL ACTION REQUESTED: Authorize the execution of the HeatShare Agreement.		
RECOMMENDATION: Staff recommends that this agreement be approved.		
ATTACHMENTS:		



DOING
THE MOST
GOOD

NORTHERN DIVISION HEADQUARTERS

2445 Prior Avenue North
Roseville, MN 55113
p: 651-746-3400
f: 651-746-3410
SalvationArmyNorth.org

July 28, 2022

Brian Peddle, General
Commissioner F. Bradford Bailey, Territorial Commander
Lt. Colonel Dan Jennings, Divisional Commander

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

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, 2022, and stays effective until September 30, 2023, 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 _____ 2022

The Salvation Army, an Illinois Corporation

By: _____
Title: Divisional Commander
Attest: _____
Title: Divisional HeatShare Coordinator
Dated the _____ day of _____ 2022

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

THE SALVATION ARMY HEATSHARE PROGRAM GUIDELINES

TO QUALIFY FOR ASSISTANCE FROM THE HEATSHARE PROGRAM:

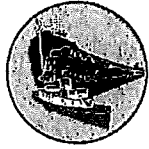
1. Applicants must have a past due bill or final (disconnect) notice and;
2. Applicants must be income eligible as per Attachment A-1 and;
3. Applicants must have applied for assistance previously from other available public agencies and;
4. Applicants must reside in the designated areas where funds 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.

2022-2023 ANNUAL NET INCOME GUIDELINES

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

Household	Annual Income	Monthly Income
1	\$33,918	\$2,826.50
2	\$44,355	\$3,696.25
3	\$54,791	\$4,565.92
4	\$65,228	\$5,435.67
5	\$75,664	\$6,305.33
6	\$86,101	\$7,175.08
7	\$88,058	\$7,338.17
8	\$90,014	\$7,501.17
9	\$91,971	\$7,664.25
10	\$93,928	\$7,827.33
11	\$95,885	\$7,990.42
12	\$97,842	\$8,153.50
13	\$99,799	\$8,316.58
14*	\$101,755	\$8,479.58



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Approving a JP Agreement with State of MN for criminal justice data communications network.	Fiscal Impact: \$600/yr.	
BACKGROUND: The State of MN has proposed a JP Agreement with the City for the State's criminal just data communications network.		
COUNCIL ACTION REQUESTED: Authorize the execution of the JP Agreement.		
RECOMMENDATION: Approve the Agreement.		
ATTACHMENTS:		

RESOLUTION NO. _____

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF
_____ ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of _____ on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of _____ on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the _[title]_____, _[name]_____, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

3. That the _[title]_____, _[name]_____, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

4. That _____, the Mayor for the City of _____, and _____, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this ____ day of _____, _____.

CITY OF _____

By: [name of mayor]
Its Mayor

ATTEST: _____
By: [name]
Its City Clerk



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Two Harbors on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

- 1 **Term of Agreement**
 - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
 - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
 - 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
 - 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

 - A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
 - B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
 - C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent quarterly for the amount of One Hundred Fifty Dollars (\$150.00) or a total annual cost of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106

Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Richard Hogenson, Chief
Address: 613 3rd Ave
Two Harbors, MN 55616
Telephone: 218.834.5566
Email Address: rick.hogenson@co.lake.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received; or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and

the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

- 9.3.1** Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.
- 9.3.2** Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

- 11.1 Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.
- 11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Two Harbors on behalf of its Police Department ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 207179, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **"Authorized Court Data Services"** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA.

b. **"Court Data Services"** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **"Court Records"** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **"Court Confidential Case Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **"DCA"** shall mean the district courts of the state of Minnesota and their respective staff.

e. **"Policies & Notices"** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber's use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **"Court"** shall mean the State of Minnesota, State Court Administrator's Office.

h. **"Subscriber"** shall mean the Agency.

i. **"Subscriber Records"** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. **REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. **SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.
Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (1) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

CJDN Fee Structure

Effective July 2018

Statements:

All agencies receiving data from the BCA or through the BCA will be charged at least \$50 per-month. (Regardless if they are connected directly to us or not)

Current paying agencies will continue to pay their current monthly fee regardless of the method of connection. (Exception: See VPN agency charges below)

New agencies will pay \$50 per-month.

Agencies that are currently not paying any fees will be charged \$50 per-month.

VPN agencies will pay \$50 per-month plus \$15.00 per-fob p/m (for CJA & Private Law Firm) or \$35 per-fob p/m (for NCJA).

\$100 one-time charge plus \$100.00 fob replacement charge (fobs have a 4-5 year renewal cycle).

* BCA Master Agreement with Agency will have language added to reflect Agency/PLF arrangement. Agreement will also allow PLF to support multiple agencies with single connection.

Connection types:

- 1. VPN – Site-Site Connection directly to BCA**
- 2. Direct (CJDN connection)**
(Additional MN-IT billing is direct to agency upon BCA approving MN-IT CJDN WAN Agreement
Agency shall have an appropriate agreement (Management Control Agreement with MN.IT))
- 3. Shared – Agency shares connection with another BCA connected agency**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)
- 4. Extended – Extending a network connection from a BCA connected agency to an existing agency.**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Gas leak detector*

ORIGINATING SOURCE/DEPARTMENT: *Gas*

FUNDING SOURCE: *Gas \$12,500 budgeted*

BACKGROUND: *Replace our gas leak detection tool for underground main and service leak survey we need to complete each year.*

ESTIMATED DATE OF COMPLETION: **08/31/2022**

COMMITTEE/COMMISSION RECOMMENDATION:

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: *This detector utilizes the same calibration equipment as our other Sensit equipment. The price is the same direct from Sensit Tech. or Groebner & Assoc. Groebner is our local dealer so I recommend purchasing from Groebner for \$10,162.82*

Agenda Item # CA.13 Meeting Date: 8/22/22

SENSIT[®] PMD

Performs Methane Gas Leak Surveys faster and with greater accuracy.

SENSIT[®] PMD is a small, lightweight, battery operated instrument used to survey, pinpoint and grade leaks wherever they occur.

SENSIT[®] PMD is among the best performing and lowest cost optical instruments that can be used for both walking and vehicle applications.

The **PMD** is methane selective and filters out other gases in PPM range. High sensitivity of 1 PPM detects leaks faster. Detection range of 0-100% volume allows for faster leak classification.

SENSIT[®] PMD is

- Accurate
- Durable
- Easy to Use
- Easy to Maintain



Find Gas Leaks Fast!



Standard Features

- Intrinsically Safe Design
- Large Display with Automatic Backlight
- Powerful 1.0Lpm Pump
- Methane Selective
- Filters Out Other Gases in PPM Range
- Adjustable PPM and LEL Alarms
- Bar Hole Test
- Tick-Style Leak Detection
- Datalogging with Event Capture
- Easy connection for auxiliary pumps used in vehicle applications
- SMART-Cal Compatible



Applications

- Above Ground Leak Survey
- Below Ground Leak Pinpointing
- Vehicle Leak Surveys





GROEBNER

Quote

Order #
122551-00

Date: 08/12/22 Expire Date: 09/11/22 PO # Page # 1

Bill To: City Of Two Harbors
522 First Avenue
Cust #: 136
Two Harbors, MN 55616

Remit To: GROEBNER
21801 INDUSTRIAL BLVD
ROGERS, MN 55374-9575
Phone: (800)638-8322

Ship To: CITY OF TWO HARBORS
503 20th Avenue
TWO HARBORS, MN 55616-1504

Instructions: Taken By: KDP
Ship Point: Via: BEST WAY
GROEBNER - MN Division
SlsRepIn/Out: 59 / 34

Shipped: Terms: Net 25 Days
Freight Terms Description: Prepay/Add

Ln #	Product And Description	Quantity Ordered	Quantity Backordered	Qty UM	Unit Price	Price UM	Amount (Net)
1	Ordered By: Paul Johnson 921-00000-02	1		EA	10798.46	EA	10798.46
2	SENSIT PMD PORTABLE METHANE DETECTOR W/GPS 921-00000-01	1		EA	10162.82	EA	10162.82
3	SENSIT PMD PORTABLE METHANE DETECTOR NO GPS 990-00000-13	1		each	0.00	each	0.00
	Standard Ship Kit						
	or						
4	921-00000-04	1		each	10928.33	each	10928.33
	Sensit PMD w/GPS and Hot Swap Battery						
5	921-00000-03	1		each	10292.68	each	10292.68
	Sensit PMD w/out GPS and Hot Swap Battery						
6	990-00000-13	1		each	0.00	each	0.00
	Standard Ship Kit						
	Standard Ship Kit Includes: Telescopic Survey Probe, Recharge Kit, Battery Door Removal Tool, Instruction Manual, Shoulder Strap, Filter Element (10pk), Filter (Blue) and Standard Box with Foam						
	Due to current market conditions, price and availability are subject to change						

6 Lines Total

Total 42182.29
Quote Total 42182.29



851 Transport Drive
Valparaiso, IN 46383 USA
Tel: 219.465.2700
Fax: 219.465.2701
www.gasleaksensors.com

☒ ISO 9001:2015 Certified Company

August 12, 2022

Paul Johnson
City of Two Harbors
Minnesota

Reference: Your request for Quotation

Dear Mr. Johnson,

Thank you for the opportunity to quote your requirements for the referenced material.

I am pleased to quote:

SENSIT® PMD allows users to perform methane gas leak surveys fast, accurately and at the lowest cost of operation, using the latest filtered infrared spectroscopy technology.

Part Number	Description	Qty	Unit Price	Total
921-00000-01	Sensit PMD <u>without</u> GPS and Standard Battery	1	10,162.82	\$10,162.82
990-00000-13	Standard Ship Kit	1	No Charge	No Charge

OR

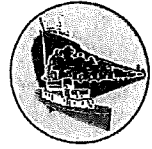
Part Number	Description	Qty	Unit Price	Total
921-00000-03	Sensit PMD <u>without</u> GPS and Hot Swap Battery	1	10,292.68	\$10,292.68
990-00000-13	Standard Ship Kit	1	No Charge	No Charge

Standard Ship Kit Includes:

Telescopic Survey Probe, Recharge Kit, Battery Door Removal Tool, Instruction Manual, Shoulder Strap, Filter Element (10pk), Filter (Blue) and Standard Box with Foam

TWO HARBORS CITY COUNCIL

AGENDA ITEM SUMMARY

**AGENDA ITEM SUBJECT:**

TASER INSTRUCTOR RECERTIFICATION COURSE

ORIGINATING SOURCE/DEPARTMENT:

TWO HARBORS POLICE DEPARTMENT

FUNDING SOURCE:

TRAVEL & TRAINING BUDGET LINE

BACKGROUND:

Officer Greg Moe is our current Taser Instructor for the Two Harbors Police Department. In 2022, Officer Moe is due to be recertified as an instructor, so he may continue his instruction to the officers of the Two Harbors Police Department. Recertification for an instructor is once every three years. Certification and Recertification for each officer is on an annual basis. This training is mandatory for each officer carrying the Taser device.

Attendance at this training will require an overnight stay the day before training because of the location of training (Breezy Point, MN) and the start time of class on September 13, 2022.

ESTIMATED DATE OF COMPLETION:

September 2022

COMMITTEE/COMMISSION RECOMMENDATION:**ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:**

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

DELEGATE TRIP REQUEST FORM

Name Greg Moe
Department Police
Date/Dates of Meetings 9/13/2022
Purpose of Meeting Taser Instructor Recertification
Place of Meeting Breezy Point

Approved by Department Head _____
Approved by Administrator _____
Date to Council _____
Approved by Council _____
Date Denied and Reason _____

COSTS AND RESERVATIONS

Cost of Seminar 375.00 Seminar Paid No
Cost of Lodging Approx 180.00 Lodging Booked No Lodging Paid No
Cost of Meals _____ Meals Paid _____
Using City Car X No, Mileage reimbursement _____
X Yes-Which vehicle booked unk. Gas card _____
Wages _____

TOTAL COSTS _____

[Sign in](#)

Secure booking — only takes 2 minutes!

Free cancellation before Sun, Sep 11, 4:00pm (property local time)

You can change or cancel this stay for a full refund if plans change. Because flexibility matters.



Sign in to book faster ▼

**32912 Paul Bunyan
Trail Drive, Pequot Lakes
Americinn by Wyndham
Pequot Lakes/Jenkins 56471**



Room 1: 2 Adults, 1 King Bed, Non-smoking

✓ Breakfast included ✓ Free parking ✓ Free WiFi

First name*

(e.g. John)

Last name*

(e.g. Smith)

Mobile phone number *

USA +1

So the property can reach you

☒ Receive text alerts about this trip. Message and data rates may apply.

Special Requests (optional) ▼

4.6/5 Wonderful (207 reviews)

Guests rated this property 4.7/5 for cleanliness

1 Room: Studio Suite, 1 King Bed, Jacuzzi, Non Smoking

Check-in: Mon, Sep 12

Check-out: Tue, Sep 13

1-night stay

Price details

1 room x 1 night \$149.91

Taxes and fees ⓘ \$12.55

Total \$162.46

Use a coupon, credit, or promotion code

Protect your stay Recommended

Important: Trip cancellation due to government travel advisories, fear of travel, or change of mind is not covered. COVID-19 is a foreseen event and certain other coverages will not apply. [Learn more](#)

Why should you protect your trip?

✓ **COVID-19 reimbursement up to 100%**

If you're diagnosed with COVID-19 and need to cancel, shorten, or

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Allow Travel for Justin Bredow to attend the MRWA water exam*

ORIGINATING SOURCE/DEPARTMENT: *Water Treatment*

FUNDING SOURCE: *Budgeted 2022 Travel and Training*

BACKGROUND: *Justin will be taking his C water licensed exam at this course. It is exam prep and training for this test and is budgeted out of the water travel and training for 2022.*

ESTIMATED DATE OF COMPLETION: **09/21/2022**

COMMITTEE/COMMISSION RECOMMENDATION: *N/A.*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:
Approve Justin to attend the refresher class and take his exam.

Agenda Item # CA.15 Meeting Date: 8/22/22

Patty Nordean

From: Info
Sent: Friday, August 19, 2022 7:56 AM
To: Patty Nordean
Subject: FW: a recent visit

From: Elaine Wiersma <ewiersma@lakeheadu.ca>
Sent: Friday, August 19, 2022 6:49 AM
To: info@twoharborsmn.gov
Subject: a recent visit

Good morning,

I'm not sure if this is the right email address to send this email to, but I hope it will get to where it needs to go. My friend and I just came back from 4 days in Two Harbors. We had a lovely visit.

I was most impressed, however, by the native gardens downtown. It was amazing to see so many businesses interested in native gardening. When walking down to the lighthouse, I was surprised and excited to see the big bluestem, blue and hoary vervain, anise hyssop, and other species growing on the hillside. We even saw big bluestem growing on the side of the road in our drive back to Ontario.

As a native gardener myself, I was so pleased to see what was obviously a community effort to restore native plant species.

Thank you for a lovely visit and thank you for doing your part for our ecosystem and our pollinators. I will be using

Two Harbors as an example to show what is possible in a community.

Sincerely,
Elaine

Elaine C. Wiersma, PhD

Associate Professor, Department of Health Sciences

Graduate Coordinator, PhD Program/MHSc Program/Gerontology Program

Associate Director, Centre for Education and Research on Aging & Health

Co-Editor, *Dementia: The International Journal of Social Research and Practice*

Associate Deputy Editor--Qualitative Research, Innovation in Aging

Phone: (807) 343-8010 ext. 7250

Fax: (807) 766-7225

Lakehead University

955 Oliver Rd.

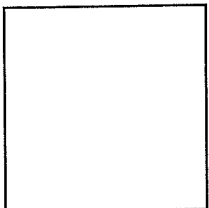
Thunder Bay, ON P7B 5E1

Website: <http://healthsciences.lakeheadu.ca>

www.rethinkingdementia.ca

<http://cerah.lakeheadu.ca>

I am grateful to live and work on the traditional territory of the Fort William First Nation.



IMPORTANT: CONFIDENTIAL INFORMATION

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately by telephone and destroy.



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Bolton-Menk.com

MEMORANDUM

Date: August 18, 2022
To: Two Harbors City Council
Interim City Administrator Joel Dhein
From: City Engineer Joe Rhein
Subject: 2021-2022 Street Improvement Project
Status Update

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

Background

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

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

Summary of Construction

- Construction is substantially complete.
- One no parking sign remains to be installed; that work should be complete by the end of this week.
- A final punch list has been prepared and issued to the contractor. A majority of the items have been completed. Remaining items should be complete yet this week or early the week of August 22nd.

Payment Request #19

- The nineteenth request for payment is included with this memo and is respectfully submitted for consideration at the August 8th City Council meeting.
- Pay Request No. 19 includes work through August 17th. The amount of City improvements completed thus far is approximately 87% of the total City portion of the contract.
- Note the document identifies the costs by City project, each County state aid project (SAP), and totals. City costs have been highlighted on the document for ease of review.

- The total due the contractor for the City portion of this pay request is \$131,374.37.
- Pay Request No. 19 also includes the balance of payment for construction of Change Order No. 7, the sanitary sewer for Minnehaha School. This is shown on Page 19 of the pay request document. The estimated cost for the Change Order when it was approved in June 2022 was \$51,640. The final actual amount of the Change Order as constructed is \$42,868.41, which is \$8,771.59 lower than the estimated amount.
- Since the construction is now substantially complete, in accordance with Minnesota Statute 337.10 the retainage has been reduced to 1%. The proposed retainage on the City portion of the work is \$19,172.94, and overall project retainage is \$31,281.10.

Project Communication

- The final weekly construction meeting was held with the contractor July 27th. With the minimal amount of work remaining, coordination going forward will be as needed.
- The most recent construction updates posted on the City website was July 15th.
 - Documents can be viewed under the "2021-2022 Street Project" tab.

Action

Actions requested for consideration by the City Council are:

- Approval of Payment Request No. 18 for the contract, in the amount of \$131,374.37.

We will be present at the City Council meeting on August 22nd to review this information. Please let us know if you have questions or need further information in advance of the meeting. I can be reached at 651-968-7384 or via e-mail at joseph.rhein@bolton-menk.com.

Attachments:

- Partial Pay Request No. 19 (21 pages).

Contract Number: 2063000101

Pay Request Number: 19

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

Contractor: ULLAND BROTHERS INC P O Box 340 CLOQUET, MN 55720	Vendor Number: 356 Up To Date: 08/17/2022
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Contract Amount	Funds Encumbered
Original Contract	\$3,216,620.04
Contract Changes	\$227,042.90
Revised Contract	\$3,443,662.94
	Total
	\$3,216,620.04

Work Certified To Date	
Base Bid Items	\$2,880,224.05
Contract Changes	\$247,885.88
Material On Hand	\$0.00
Total	\$3,128,109.93

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
(1) SAP 038-630-001	\$0.00	\$828,414.68	\$8,284.16	\$786,993.94	\$33,136.58	\$820,130.52
(2) SAP 038-635-001	\$1,398.76	\$321,736.17	\$3,217.36	\$304,320.53	\$14,198.28	\$318,518.81
(3) SAP 038-620-010	\$0.00	\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
(4) N16.121170	\$57,560.61	\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$58,959.37	\$3,128,109.93	\$31,281.10	\$2,915,693.03	\$181,135.80	\$3,096,828.83
Percent: Retained: 1%			Percent Complete: 90.84%		

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

Approved By LAKE COUNTY

County Engineer



Date 8/18/2022

Approved By CITY OF TWO HAROBRS

City Engineer

Date

Approved By ULLAND BROTHERS INC

Contractor



Date 8-18-2022

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-05-15	\$18,298.00	\$914.90	\$17,383.10
2	2021-06-02	\$124,672.69	\$6,233.63	\$118,439.06
3	2021-06-16	\$224,984.66	\$11,249.24	\$213,735.42
4	2021-06-30	\$290,368.90	\$14,518.44	\$275,850.46
5	2021-07-14	\$201,123.50	\$10,056.18	\$191,067.32
6	2021-07-28	\$394,574.92	\$19,728.74	\$374,846.18
7	2021-08-11	\$260,389.19	\$13,019.46	\$247,369.73
8	2021-09-01	\$393,077.84	\$19,653.90	\$373,423.94
9	2021-09-15	\$31,611.83	\$1,580.59	\$30,031.24
10	2021-09-29	\$273,291.58	\$13,664.58	\$259,627.00
11	2021-10-13	\$68,815.97	\$3,440.79	\$65,375.18
12	2021-11-03	\$130,843.04	\$6,542.16	\$124,300.88
13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
15	2022-06-15	\$118,106.00	\$5,905.30	\$112,200.70
16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
17	2022-07-13	\$173,409.40	\$8,670.47	\$164,738.93
18	2022-07-30	\$147,061.99	\$7,353.10	\$139,708.89
19	2022-08-17	\$58,959.37	(\$122,176.43)	\$181,135.80

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City of Two Harbors		\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78
SAP 038-620-010		\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
Storm		\$244,932.89	\$2,449.34	\$232,686.24	\$9,797.31	\$242,483.55
Street		\$578,672.79	\$5,786.73	\$549,739.15	\$23,146.91	\$572,886.06
Street		\$326,545.17	\$3,265.45	\$308,889.08	\$14,390.64	\$323,279.72

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
71	Municipal (CSAH < 5000)	\$46,920.21	\$1,163,706.81	\$1,020,383.69	\$1,128,386.83
9999	Local Agency Bonds Applied	\$134,215.59	\$2,207,325.05	\$2,196,236.35	\$1,968,442.00

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

(1) SAP 038-630-001	7	2021-08-11	\$146,251.41	\$7,312.58	\$138,938.83
(1) SAP 038-630-001	8	2021-09-01	\$279,637.67	\$13,981.89	\$265,655.78
(1) SAP 038-630-001	9	2021-09-15	\$10,434.60	\$521.73	\$9,912.87
(1) SAP 038-630-001	10	2021-09-29	\$94,312.28	\$4,715.60	\$89,596.68
(1) SAP 038-630-001	11	2021-10-13	\$40,297.75	\$2,014.90	\$38,282.85
(1) SAP 038-630-001	12	2021-11-03	\$89,174.20	\$4,458.73	\$84,715.47
(1) SAP 038-630-001	13	2021-12-09	\$6,400.00	\$320.00	\$6,080.00
(1) SAP 038-630-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	15	2022-06-15	\$0.00	(\$0.02)	\$0.02
(1) SAP 038-630-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	17	2022-07-13	\$0.00	\$0.00	\$0.00
(1) SAP 038-630-001	18	2022-07-30	\$4,434.85	\$221.74	\$4,213.11
(1) SAP 038-630-001	19	2022-08-17	\$0.00	(\$33,136.58)	\$33,136.58
(2) SAP 038-635-001	1	2021-05-15			
(2) SAP 038-635-001	2	2021-06-02	\$2,563.00	\$128.15	\$2,434.85
(2) SAP 038-635-001	3	2021-06-16	\$10,556.32	\$527.81	\$10,028.51
(2) SAP 038-635-001	4	2021-06-30	\$21,852.17	\$1,092.61	\$20,759.56
(2) SAP 038-635-001	5	2021-07-14	\$75,859.23	\$3,792.96	\$72,066.27
(2) SAP 038-635-001	6	2021-07-28	\$105,158.96	\$5,257.95	\$99,901.01
(2) SAP 038-635-001	7	2021-08-11	\$42,953.80	\$2,147.69	\$40,806.11
(2) SAP 038-635-001	8	2021-09-01	\$35,759.28	\$1,787.96	\$33,971.32
(2) SAP 038-635-001	9	2021-09-15	\$99.15	\$4.96	\$94.19
(2) SAP 038-635-001	10	2021-09-29	\$678.65	\$33.93	\$644.72
(2) SAP 038-635-001	11	2021-10-13	\$750.45	\$37.53	\$712.92
(2) SAP 038-635-001	12	2021-11-03	\$6,397.75	\$319.88	\$6,077.87
(2) SAP 038-635-001	13	2021-12-09	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	14	2022-06-01	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	15	2022-06-15	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	16	2022-06-29	\$0.00	\$0.00	\$0.00
(2) SAP 038-635-001	17	2022-07-13	\$16,466.90	\$823.36	\$15,643.54
(2) SAP 038-635-001	18	2022-07-30	\$1,241.75	\$62.09	\$1,179.66

(2) SAP 038-635-001	19	2022-08-17	\$1,398.76	(\$12,799.52)	\$14,198.28
(3) SAP 038-620-010	1	2021-05-15			
(3) SAP 038-620-010	2	2021-06-02	\$31.63	\$1.58	\$30.05
(3) SAP 038-620-010	3	2021-06-16	\$886.97	\$44.35	\$842.62
(3) SAP 038-620-010	4	2021-06-30	\$792.32	\$39.61	\$752.71
(3) SAP 038-620-010	5	2021-07-14	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	6	2021-07-28	\$1,240.95	\$62.05	\$1,178.90
(3) SAP 038-620-010	7	2021-08-11	\$4,876.23	\$243.81	\$4,632.42
(3) SAP 038-620-010	8	2021-09-01	\$45,908.19	\$2,295.41	\$43,612.78
(3) SAP 038-620-010	9	2021-09-15	\$111.83	\$5.59	\$106.24
(3) SAP 038-620-010	10	2021-09-29	\$444.65	\$22.23	\$422.42
(3) SAP 038-620-010	11	2021-10-13	\$528.02	\$26.40	\$501.62
(3) SAP 038-620-010	12	2021-11-03	\$5,666.17	\$283.31	\$5,382.86
(3) SAP 038-620-010	13	2021-12-09	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	14	2022-06-01	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	15	2022-06-15	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	16	2022-06-29	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	17	2022-07-13	\$0.00	\$0.00	\$0.00
(3) SAP 038-620-010	18	2022-07-30	\$177.40	\$8.87	\$168.53
(3) SAP 038-620-010	19	2022-08-17	\$0.00	(\$2,426.57)	\$2,426.57
(4) N16.121170	1	2021-05-15	\$17,273.00	\$863.65	\$16,409.35
(4) N16.121170	2	2021-06-02	\$115,289.73	\$5,764.49	\$109,525.24
(4) N16.121170	3	2021-06-16	\$187,414.86	\$9,370.74	\$178,044.12
(4) N16.121170	4	2021-06-30	\$250,874.41	\$12,543.72	\$238,330.69
(4) N16.121170	5	2021-07-14	\$60,582.15	\$3,029.13	\$57,553.02
(4) N16.121170	6	2021-07-28	\$246,175.05	\$12,308.74	\$233,866.31
(4) N16.121170	7	2021-08-11	\$66,307.75	\$3,315.38	\$62,992.37
(4) N16.121170	8	2021-09-01	\$31,772.70	\$1,588.64	\$30,184.06
(4) N16.121170	9	2021-09-15	\$20,966.25	\$1,048.31	\$19,917.94
(4) N16.121170	10	2021-09-29	\$177,856.00	\$8,892.82	\$168,963.18
(4) N16.121170	11	2021-10-13	\$27,239.75	\$1,361.96	\$25,877.79
(4) N16.121170	12	2021-11-03	\$29,604.92	\$1,480.24	\$28,124.68
(4) N16.121170	13	2021-12-09	\$0.00	\$0.00	\$0.00
(4) N16.121170	14	2022-06-01	\$87,102.70	\$4,355.13	\$82,747.57
(4) N16.121170	15	2022-06-15	\$118,106.00	\$5,905.32	\$112,200.68
(4) N16.121170	16	2022-06-29	\$125,018.35	\$6,250.92	\$118,767.43
(4) N16.121170	17	2022-07-13	\$156,942.50	\$7,847.11	\$149,095.39
(4) N16.121170	18	2022-07-30	\$141,207.99	\$7,060.40	\$134,147.59
(4) N16.121170	19	2022-08-17	\$57,560.61	(\$73,813.76)	\$131,374.37

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Project Funding Category Summary

Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
(1) SAP 038-630-001	SAP 038-630-001 / Storm	\$244,932.89	\$2,449.34	\$232,686.24	\$9,797.31	\$242,483.55
(1) SAP 038-630-001	SAP 038-630-001 / Street	\$578,672.79	\$5,786.73	\$549,739.15	\$23,146.91	\$572,886.06
(1) SAP 038-630-001	SAP 038-635-001 / Street	\$4,809.00	\$48.09	\$4,568.55	\$192.36	\$4,760.91
(2) SAP 038-635-001	SAP 038-635-001 / Street	\$321,736.17	\$3,217.36	\$304,320.53	\$14,198.28	\$318,518.81
(3) SAP 038-620-010	SAP 038-620-010	\$60,664.36	\$606.64	\$57,631.15	\$2,426.57	\$60,057.72
(4) N16.121170	City of Two Harbors	\$1,917,294.72	\$19,172.94	\$1,766,747.41	\$131,374.37	\$1,898,121.78

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Project Funding Source Summary

Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
(1) SAP 038-630-001	71	\$30,295.36	\$780,375.86	\$672,074.24	\$749,810.30
(1) SAP 038-630-001	9999	\$2,841.22	\$71,780.19	\$60,691.49	\$70,320.22
(2) SAP 038-635-001	71	\$14,198.28	\$317,290.86	\$317,290.86	\$318,518.81
(3) SAP 038-620-010	71	\$2,426.57	\$66,040.09	\$31,018.59	\$60,057.72
(4) N16.121170	9999	\$131,374.37	\$2,135,544.86	\$2,135,544.86	\$1,898,121.78

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.26	0	\$0.00	0.26	\$46,122.36
(1) SAP 038-630-001	4	2101.524	CLEARING	TREE	\$275.00	5	0	\$0.00	5	\$1,375.00
(1) SAP 038-630-001	5	2101.524	GRUBBING	TREE	\$140.00	5	0	\$0.00	5	\$700.00
(1) SAP 038-630-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	8	0	\$0.00	9	\$360.00
(1) SAP 038-630-001	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	4	0	\$0.00	4	\$1,000.00
(1) SAP 038-630-001	10	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	20	0	\$0.00	20	\$600.00
(1) SAP 038-630-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	39	0	\$0.00	39	\$819.00
(1) SAP 038-630-001	13	2104.503	REMOVE SEWER PIPE (STORM)	LF	\$26.00	430	0	\$0.00	430	\$11,180.00

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1972	0	\$0.00	2023	\$4,046.00
(1) SAP 038-630-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	2855	0	\$0.00	2856.8	\$14,998.20
(1) SAP 038-630-001	18	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1184	0	\$0.00	1235	\$1,852.50
(1) SAP 038-630-001	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	502	0	\$0.00	842	\$1,263.00
(1) SAP 038-630-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	10458	0	\$0.00	10575	\$7,402.50
(1) SAP 038-630-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	203	\$609.00
(1) SAP 038-630-001	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	40	0	\$0.00	20	\$300.00
(1) SAP 038-630-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	3487	0	\$0.00	3487	\$5,230.50
(1) SAP 038-630-001	27	2105.607	EXCAVATION SPECIAL	CY	\$69.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	28	2105.607	HAUL & DISPOSE CONTAMINATED MATERIALS	CY	\$29.00	50	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	2779	0	\$0.00	2779	\$52,801.00
(1) SAP 038-630-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	175	0	\$0.00	29.6	\$592.00
(1) SAP 038-630-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	1425	0	\$0.00	1425	\$32,775.00
(1) SAP 038-630-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	31	0	\$0.00	59.5	\$2,975.00
(1) SAP 038-630-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	3.75	\$656.25
(1) SAP 038-630-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	2	\$400.00
(1) SAP 038-630-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	1154	0	\$0.00	1154	\$43,852.00
(1) SAP 038-630-001	38	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	122	0	\$0.00	205.7	\$13,576.20
(1) SAP 038-630-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	227.4	0	\$0.00	290.2	\$580.40
(1) SAP 038-630-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	319	0	\$0.00	316.3	\$29,415.90

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	851	0	\$0.00	733.36	\$59,402.16
(1) SAP 038-630-001	45	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	48	0	\$0.00	59.75	\$2,509.50
(1) SAP 038-630-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	46	0	\$0.00	45.43	\$5,088.16
(1) SAP 038-630-001	47	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	1858	0	\$0.00	1858	\$26,012.00
(1) SAP 038-630-001	48	2502.602	CONNECT TO EXISTING STRUCTURE (STORM) - (SKUNK CREEK TUNNEL)	EA	\$10,500.00	1	0	\$0.00	1	\$10,500.00
(1) SAP 038-630-001	49	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	4	0	\$0.00	8	\$4,240.00
(1) SAP 038-630-001	51	2503.503	12" RC PIPE SEWER DES 3006 CLASS III	LF	\$70.00	159	0	\$0.00	159	\$11,130.00
(1) SAP 038-630-001	52	2503.503	15" RC PIPE SEWER DES 3006 CLASS III	LF	\$75.00	92	0	\$0.00	92	\$6,900.00
(1) SAP 038-630-001	53	2503.503	18" RC PIPE SEWER DES 3006 CLASS III	LF	\$71.00	165	0	\$0.00	165	\$11,715.00
(1) SAP 038-630-001	54	2503.503	24" RC PIPE SEWER DES 3006 CLASS III	LF	\$100.00	28	0	\$0.00	28	\$2,800.00
(1) SAP 038-630-001	55	2503.503	42" RC PIPE SEWER DES 3006 CLASS III	LF	\$195.00	439	0	\$0.00	439	\$85,605.00
(1) SAP 038-630-001	58	2503.602	CONNECT TO EXISTING STORM SEWER	EA	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(1) SAP 038-630-001	82	2506.502	CASTING ASSEMBLY	EA	\$800.00	14	0	\$0.00	10	\$8,000.00
(1) SAP 038-630-001	84	2506.602	CASTING ASSEMBLY SPECIAL (CLEANOUT IN PAVEMENT)	EA	\$290.00	4	0	\$0.00	4	\$1,160.00
(1) SAP 038-630-001	85	2506.602	REPAIR DRAINAGE STRUCTURE - TUNNEL EXISTING STORM INLETS	EA	\$615.00	2	0	\$0.00	3	\$1,845.00
(1) SAP 038-630-001	88	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	LF	\$680.00	6.1	0	\$0.00	6.1	\$4,148.00
(1) SAP 038-630-001	89	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4022	LF	\$950.00	0	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	90	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (R-1)	LF	\$610.00	23.6	0	\$0.00	23.6	\$14,396.00

Lake County
1513 Hwy 2. Two Harbors, MN
55616

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	4069	0	\$0.00	3837	\$18,225.75
(1) SAP 038-630-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	3568	0	\$0.00	3327.05	\$21,625.83
(1) SAP 038-630-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	1900	0	\$0.00	1941	\$35,908.50
(1) SAP 038-630-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	97	0	\$0.00	101.4	\$6,793.80
(1) SAP 038-630-001	97	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	112	0	\$0.00	142.1	\$10,373.30
(1) SAP 038-630-001	98	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	264	0	\$0.00	276	\$5,244.00
(1) SAP 038-630-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	183	0	\$0.00	215.8	\$7,121.40
(1) SAP 038-630-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	39	0	\$0.00	39	\$936.00
(1) SAP 038-630-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.26	0	\$0.00	0.26	\$3,289.00
(1) SAP 038-630-001	102	2564.502	INSTALL SIGN	EA	\$150.00	16	0	\$0.00	15	\$2,250.00
(1) SAP 038-630-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	40.75	0	\$0.00	61.75	\$2,223.00
(1) SAP 038-630-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.7	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	106	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	19	0	\$0.00	5	\$1,000.00
(1) SAP 038-630-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	64	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.26	0	\$0.00	0.26	\$1,430.00
(1) SAP 038-630-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	48	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	113	0	\$0.00	113	\$4,746.00
(1) SAP 038-630-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	28	0	\$0.00	29	\$2,465.00
(1) SAP 038-630-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	42	0	\$0.00	30	\$75.00
(1) SAP 038-630-001	114	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	178	0	\$0.00	172.2	\$559.65
(1) SAP 038-630-001	116	2575.505	SEEDING	AC	\$350.00	0.21	0	\$0.00	0.3	\$105.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	735	0	\$0.00	0	\$0.00
(1) SAP 038-630-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	28	0	\$0.00	2.4	\$480.00
(1) SAP 038-630-001	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	25.2	0	\$0.00	15	\$91.50
(1) SAP 038-630-001	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	1.92	0	\$0.00	3.8	\$6,080.00
(1) SAP 038-630-001	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	840	0	\$0.00	848	\$4,240.00
(1) SAP 038-630-001	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	1055	0	\$0.00	1088	\$4,352.00
(2) SAP 038-635-001	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.08	0	\$0.00	0.08	\$14,191.49
(2) SAP 038-635-001	4	2101.524	CLEARING	TREE	\$275.00	8	0	\$0.00	8	\$2,200.00
(2) SAP 038-635-001	5	2101.524	GRUBBING	TREE	\$140.00	8	0	\$0.00	8	\$1,120.00
(2) SAP 038-635-001	6	2104.502	SALVAGE SIGN	EA	\$40.00	7	0	\$0.00	8	\$320.00
(2) SAP 038-635-001	11	2104.503	SALVAGE FENCE	LF	\$21.00	131	0	\$0.00	131	\$2,751.00
(2) SAP 038-635-001	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	1014	0	\$0.00	1015	\$2,030.00
(2) SAP 038-635-001	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	1983	0	\$0.00	1978.5	\$10,387.13
(2) SAP 038-635-001	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	676	0	\$0.00	6140.6	\$4,298.42
(2) SAP 038-635-001	22	2104.601	SALVAGE & REINSTALL DECK	LS	\$1,200.00	1	0	\$0.00	1	\$1,200.00
(2) SAP 038-635-001	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	104	0	\$0.00	99	\$297.00
(2) SAP 038-635-001	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	2341	0	\$0.00	2392	\$3,588.00
(2) SAP 038-635-001	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	1522	0	\$0.00	1522	\$28,918.00
(2) SAP 038-635-001	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	118	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	957	0	\$0.00	957	\$22,011.00
(2) SAP 038-635-001	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	2	0	\$0.00	2	\$100.00

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(2) SAP 038-635-001	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	10	0	\$0.00	1	\$175.00
(2) SAP 038-635-001	36	2123.61	SKID LOADER	HR	\$200.00	10	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	792	0	\$0.00	792	\$30,096.00
(2) SAP 038-635-001	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	155	0	\$0.00	204	\$408.00
(2) SAP 038-635-001	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	218	0	\$0.00	220	\$20,460.00
(2) SAP 038-635-001	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	580	0	\$0.00	436.43	\$35,350.83
(2) SAP 038-635-001	46	2411.618	MODULAR BLOCK RETAINING WALL	SF	\$112.00	325	0	\$0.00	283.72	\$31,776.64
(2) SAP 038-635-001	92	2521.518	4" CONCRETE WALK	SF	\$4.75	2404	0	\$0.00	2611.1	\$12,402.73
(2) SAP 038-635-001	93	2521.518	6" CONCRETE WALK	SF	\$6.50	4689	0	\$0.00	5145.9	\$33,448.35
(2) SAP 038-635-001	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	992	0	\$0.00	1003	\$18,555.50
(2) SAP 038-635-001	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	47	0	\$0.00	38	\$2,546.00
(2) SAP 038-635-001	99	2531.618	TRUNCATED DOMES	SF	\$33.00	112	0	\$0.00	159.1	\$5,250.30
(2) SAP 038-635-001	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	131	0	\$0.00	122	\$2,928.00
(2) SAP 038-635-001	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.08	0	\$0.00	0.08	\$1,012.00
(2) SAP 038-635-001	102	2564.502	INSTALL SIGN	EA	\$150.00	5	0	\$0.00	8	\$1,200.00
(2) SAP 038-635-001	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	17	0	\$0.00	39.5	\$1,422.00
(2) SAP 038-635-001	105	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,500.00	0.3	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	60	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.08	0	\$0.00	0.08	\$440.00
(2) SAP 038-635-001	110	2573.603	SEDIMENT CONTROL LOG (BIOROLL)	LF	\$9.50	24	0	\$0.00	0	\$0.00

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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(2) SAP 038-635-001	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	32	0	\$0.00	32	\$1,344.00
(2) SAP 038-635-001	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	8	0	\$0.00	8	\$680.00
(2) SAP 038-635-001	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	12	0	\$0.00	12	\$30.00
(2) SAP 038-635-001	115	2575.504	SODDING TYPE LAWN	SY	\$15.50	50	0	\$0.00	195.4	\$3,028.70
(2) SAP 038-635-001	116	2575.505	SEEDING	AC	\$350.00	0.06	0	\$0.00	0.06	\$21.00
(2) SAP 038-635-001	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	210	0	\$0.00	210	\$535.50
(2) SAP 038-635-001	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	7	0	\$0.00	6.8	\$1,360.00
(2) SAP 038-635-001	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	7.2	0	\$0.00	7.2	\$43.92
(2) SAP 038-635-001	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	0.54	0	\$0.00	0	\$0.00
(2) SAP 038-635-001	122	2582.503	4" DOUBLE SOLID LINE PAINT GROUND IN	LF	\$5.00	400	0	\$0.00	396	\$1,980.00
(2) SAP 038-635-001	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	835	0	\$0.00	991	\$3,964.00
(3) SAP 038-620-010	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.01	0	\$0.00	0.01	\$1,773.94
(3) SAP 038-620-010	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	208	0	\$0.00	196	\$392.00
(3) SAP 038-620-010	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	87	0	\$0.00	72.8	\$382.20
(3) SAP 038-620-010	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	1462	0	\$0.00	1377.5	\$964.25
(3) SAP 038-620-010	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	225	0	\$0.00	349	\$1,047.00
(3) SAP 038-620-010	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	14	0	\$0.00	14	\$322.00
(3) SAP 038-620-010	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	56	0	\$0.00	56	\$2,128.00
(3) SAP 038-620-010	39	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	50	0	\$0.00	40.06	\$6,730.08
(3) SAP 038-620-010	92	2521.518	4" CONCRETE WALK	SF	\$4.75	588	0	\$0.00	137.2	\$651.70
(3) SAP 038-620-010	93	2521.518	6" CONCRETE WALK	SF	\$6.50	971	0	\$0.00	1288.8	\$8,377.20

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** Project		Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	*** Amount This Request	Quantity To Date	Amount To Date
(3) SAP 038-620-010	94	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	209	0	0	\$0.00	194	\$3,589.00
(3) SAP 038-620-010	99	2531.618	TRUNCATED DOMES	SF	\$33.00	72	0	0	\$0.00	112	\$3,696.00
(3) SAP 038-620-010	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.01	0	0	\$0.00	0.01	\$126.50
(3) SAP 038-620-010	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	28	0	0	\$0.00	0	\$0.00
(4) N16.121170	1	2021.501	MOBILIZATION	LS	\$177,393.68	0.65	0	0	\$0.00	0.65	\$115,305.89
(4) N16.121170	2	2101.505	CLEARING	AC	\$2,000.00	1	0	0	\$0.00	1	\$2,000.00
(4) N16.121170	3	2101.505	GRUBBING	AC	\$1,000.00	1	1	1	\$1,000.00	1	\$1,000.00
(4) N16.121170	4	2101.524	CLEARING	TREE	\$275.00	42	0	0	\$0.00	39	\$10,725.00
(4) N16.121170	5	2101.524	GRUBBING	TREE	\$140.00	42	0	0	\$0.00	39	\$5,460.00
(4) N16.121170	6	2104.502	SALVAGE SIGN	EA	\$40.00	13	6	6	\$240.00	11	\$440.00
(4) N16.121170	7	2104.502	REMOVE HYDRANT	EA	\$1,100.00	5	2	2	\$2,200.00	5	\$5,500.00
(4) N16.121170	8	2104.502	REMOVE GATE VALVE & BOX	EA	\$400.00	6	1	1	\$400.00	4	\$1,600.00
(4) N16.121170	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EA	\$250.00	11	0	0	\$0.00	11	\$2,750.00
(4) N16.121170	10	2104.503	REMOVE CONCRETE CURB	LF	\$30.00	24	7	7	\$210.00	25	\$750.00
(4) N16.121170	11	2104.503	SALVAGE FENCE	LF	\$21.00	56	0	0	\$0.00	56	\$1,176.00
(4) N16.121170	12	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	\$10.50	2351	0	0	\$0.00	2002	\$21,021.00
(4) N16.121170	14	2104.503	REMOVE CURB & GUTTER	LF	\$2.00	2774	0	0	\$0.00	2798	\$5,596.00
(4) N16.121170	15	2104.503	REMOVE WATER MAIN	LF	\$8.50	2506	0	0	\$0.00	1547	\$13,149.50
(4) N16.121170	16	2104.503	REMOVE METAL PIPE RAILING	LF	\$6.50	170	0	0	\$0.00	170	\$1,105.00
(4) N16.121170	17	2104.504	REMOVE PAVEMENT	SY	\$5.25	4163	0	0	\$0.00	4090	\$21,472.50
(4) N16.121170	18	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	\$1.50	1145	0	0	\$0.00	671	\$1,006.50

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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	19	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	\$1.50	891	0	\$0.00	60	\$90.00
(4) N16.121170	20	2104.518	REMOVE CONCRETE WALK	SF	\$0.70	17760	0	\$0.00	18845	\$13,191.50
(4) N16.121170	21	2104.601	REMOVE WATER MAIN (CROSS CONNECT)	LS	\$3,950.00	1	0	\$0.00	1	\$3,950.00
(4) N16.121170	23	2104.603	SAWING PAVEMENT (FULL DEPTH)	LF	\$3.00	218	0	\$0.00	202.5	\$607.50
(4) N16.121170	24	2104.603	ABANDON WATER MAIN	LF	\$7.00	380	380	\$2,660.00	380	\$2,660.00
(4) N16.121170	25	2104.618	REMOVE CONCRETE STEPS	SF	\$15.00	44	0	\$0.00	18	\$270.00
(4) N16.121170	26	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.50	6857	0	\$0.00	6701	\$10,051.50
(4) N16.121170	29	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$19.00	6310	0	\$0.00	6310	\$119,890.00
(4) N16.121170	30	2106.507	EXCAVATION - SUBGRADE (EV)	CY	\$20.00	350	0	\$0.00	24	\$480.00
(4) N16.121170	31	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$23.00	2808	0	\$0.00	2166	\$49,818.00
(4) N16.121170	32	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	\$50.00	95	0	\$0.00	33	\$1,650.00
(4) N16.121170	33	2123.51	MOTOR GRADER (HAUL ROAD)	HR	\$220.00	40	23.81	\$5,238.20	23.81	\$5,238.20
(4) N16.121170	34	2123.602	SUBSURFACE INVESTIGATION (POTHOLE UTILITY)	EA	\$2,025.00	3	0	\$0.00	1	\$2,025.00
(4) N16.121170	35	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR	\$175.00	20	1	\$175.00	3	\$525.00
(4) N16.121170	36	2123.61	SKID LOADER	HR	\$200.00	20	0	\$0.00	3.5	\$700.00
(4) N16.121170	37	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$38.00	2241	0	\$0.00	2312	\$87,856.00
(4) N16.121170	38	2231.604	BITUMINOUS PATCH SPECIAL (3.5")	SY	\$66.00	123	0	\$0.00	113	\$7,458.00
(4) N16.121170	39	2231.604	BITUMINOUS PATCH SPECIAL (5.5")	SY	\$168.00	20	0	\$0.00	0	\$0.00
(4) N16.121170	40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	385.6	0	\$0.00	292.8	\$585.60
(4) N16.121170	41	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5" THICK	TON	\$93.00	521	0	\$0.00	477.53	\$44,410.29

Contract Item Status										
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Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	42	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2" THICK	TON	\$81.00	671	0	\$0.00	603.18	\$48,857.58
(4) N16.121170	43	2402.503	PIPE RAILING	LF	\$125.00	118	0	\$0.00	0	\$0.00
(4) N16.121170	44	2402.603	SALVAGE & INSTALL METAL RAILING	LF	\$125.00	40	40	\$5,000.00	40	\$5,000.00
(4) N16.121170	45	2411.618	CONCRETE STEP DESIGN SPECIAL	SF	\$42.00	230	0	\$0.00	67.5	\$2,835.00
(4) N16.121170	47	2502.503	6" PERF PVC PIPE DRAIN	LF	\$14.00	2280	0	\$0.00	2306	\$32,284.00
(4) N16.121170	49	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	\$530.00	5	0	\$0.00	6	\$3,180.00
(4) N16.121170	50	2502.618	4" INSULATION	SF	\$2.25	600	0	\$0.00	168	\$378.00
(4) N16.121170	56	2503.601	PUMPING (SANITARY BYPASS)	LS	\$5,500.00	1	0.25	\$1,375.00	1.03	\$5,665.00
(4) N16.121170	57	2503.602	TRENCH EXCAVATION (RESTRICTIVE)	EA	\$2,500.00	2	0	\$0.00	2	\$5,000.00
(4) N16.121170	59	2503.602	CONNECT TO EXISTING SANITARY SEWER	EA	\$1,100.00	6	0	\$0.00	5	\$5,500.00
(4) N16.121170	60	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	\$400.00	72	1	\$400.00	57	\$22,800.00
(4) N16.121170	61	2503.602	CONNECT TO EXISTING STRUCTURE (STORM DRAIN)	EA	\$700.00	2	0	\$0.00	2	\$1,400.00
(4) N16.121170	62	2503.602	8"X6" WYE	EA	\$350.00	72	0	\$0.00	70	\$24,500.00
(4) N16.121170	63	2503.603	6" PVC SANITARY SERVICE PIPE	LF	\$53.50	2537	0	\$0.00	1908	\$102,078.00
(4) N16.121170	64	2503.603	2" HDPE FORCE MAIN	LF	\$65.00	20	0	\$0.00	0	\$0.00
(4) N16.121170	65	2503.603	8" PVC PIPE SEWER	LF	\$58.00	2328	0	\$0.00	2088	\$121,104.00
(4) N16.121170	66	2503.603	VIDEO TAPE PIPE SEWER	LF	\$1.50	2328	586	\$879.00	2328	\$3,492.00
(4) N16.121170	67	2504.601	TEMPORARY WATER SERVICE	LS	\$105,000.00	1	0	\$0.00	1	\$105,000.00
(4) N16.121170	68	2504.602	CONNECT TO EXISTING WATER MAIN	EA	\$2,500.00	12	0	\$0.00	9	\$22,500.00
(4) N16.121170	69	2504.602	CONNECT TO EXISTING WATER SERVICE	EA	\$415.00	73	0	\$0.00	58	\$24,070.00

Contract Item Status											
Project		Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
**	(4) N16.121170	70	2504.602	HYDRANT	EA	\$6,300.00	8	0	\$0.00	8	\$50,400.00
	(4) N16.121170	71	2504.602	4" GATE VALVE & BOX	EA	\$1,750.00	1	0	\$0.00	0	\$0.00
	(4) N16.121170	72	2504.602	6" GATE VALVE & BOX	EA	\$2,000.00	19	0	\$0.00	17	\$34,000.00
	(4) N16.121170	73	2504.602	WATERMAIN OFFSET	EA	\$4,700.00	1	0	\$0.00	1	\$4,700.00
	(4) N16.121170	74	2504.602	0.75" CORPORATION STOP	EA	\$350.00	72	0	\$0.00	62	\$21,700.00
	(4) N16.121170	75	2504.602	0.75" CURB STOP & BOX	EA	\$550.00	72	0	\$0.00	62	\$34,100.00
	(4) N16.121170	76	2504.602	VALVE BOX (WATER SERVICES IN PAVEMENT)	EA	\$180.00	5	0	\$0.00	3	\$540.00
	(4) N16.121170	77	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LF	\$105.00	44	0	\$0.00	0	\$0.00
	(4) N16.121170	78	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	\$71.00	2673	0	\$0.00	2617	\$185,807.00
	(4) N16.121170	79	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LF	\$142.00	36	0	\$0.00	55.5	\$7,881.00
	(4) N16.121170	80	2504.603	3/4" TYPE K COPPER PIPE	LF	\$36.50	2080	0	\$0.00	1799	\$65,663.50
	(4) N16.121170	81	2504.608	WATERMAIN FITTINGS	LB	\$15.00	1257	0	\$0.00	968	\$14,520.00
	(4) N16.121170	82	2506.502	CASTING ASSEMBLY	EA	\$800.00	12	4	\$3,200.00	12	\$9,600.00
	(4) N16.121170	83	2506.502	ADJUST FRAME & RING CASTING	EA	\$600.00	12	0	\$0.00	0	\$0.00
	(4) N16.121170	86	2506.602	CONCRETE COLLAR (VALVE BOX)	EA	\$530.00	19	0	\$0.00	9	\$4,770.00
	(4) N16.121170	87	2506.602	CONCRETE COLLAR (MANHOLE)	EA	\$1,510.00	12	0	\$0.00	12	\$18,120.00
	(4) N16.121170	91	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (4007)	LF	\$500.00	128	11	\$5,500.00	127.7	\$63,850.00
	(4) N16.121170	92	2521.518	4" CONCRETE WALK	SF	\$4.75	17326	0	\$0.00	14308	\$67,963.00
	(4) N16.121170	93	2521.518	6" CONCRETE WALK	SF	\$6.50	4015	0	\$0.00	2328	\$15,132.00
	(4) N16.121170	95	2531.503	CONCRETE CURB & GUTTER DESIGN B624	LF	\$19.75	3840	0	\$0.00	3685	\$72,778.75

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	96	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$67.00	307	0	\$0.00	242	\$16,214.00
(4) N16.121170	97	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$73.00	50	0	\$0.00	38	\$2,774.00
(4) N16.121170	98	2531.603	CONCRETE CURB DESIGN V	LF	\$19.00	46	0	\$133.00	84.5	\$1,605.50
(4) N16.121170	99	2531.618	TRUNCATED DOMES	SF	\$33.00	119	0	\$0.00	96	\$3,168.00
(4) N16.121170	100	2557.603	INSTALL FENCE (SALVAGED)	LF	\$24.00	56	0	\$0.00	56	\$1,344.00
(4) N16.121170	101	2563.601	TRAFFIC CONTROL	LS	\$12,650.00	0.65	0	\$0.00	0.65	\$8,222.50
(4) N16.121170	102	2564.502	INSTALL SIGN	EA	\$150.00	23	12	\$1,800.00	23	\$3,450.00
(4) N16.121170	103	2564.518	SIGN PANELS TYPE C	SF	\$36.00	102.75	37.25	\$1,341.00	95.5	\$3,438.00
(4) N16.121170	104	2564.618	SIGN TYPE SPECIAL	SF	\$28.00	60	0	\$0.00	32.5	\$910.00
(4) N16.121170	106	2573.502	STORM DRAIN INLET PROTECTION	EA	\$200.00	2	0	\$0.00	2	\$400.00
(4) N16.121170	107	2573.503	SILT FENCE, TYPE MS	LF	\$6.50	550	0	\$0.00	892	\$5,798.00
(4) N16.121170	108	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$12.50	44	0	\$0.00	0	\$0.00
(4) N16.121170	109	2573.601	EROSION AND TURF SUPERVISOR	LS	\$5,500.00	0.66	0	\$0.00	0.66	\$3,630.00
(4) N16.121170	111	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$42.00	570	10	\$420.00	627	\$26,334.00
(4) N16.121170	112	2574.507	COMPOST GRADE 2 (LV)	CY	\$85.00	143	28	\$2,380.00	138	\$11,730.00
(4) N16.121170	113	2574.508	FERTILIZER TYPE 3	LB	\$2.50	212	0	\$0.00	75	\$187.50
(4) N16.121170	114	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$3.25	135	0	\$0.00	0	\$0.00
(4) N16.121170	115	2575.504	SODDING TYPE LAWN	SY	\$15.50	50	0	\$0.00	375	\$5,812.50
(4) N16.121170	116	2575.505	SEEDING	AC	\$350.00	1.06	0	\$0.00	1.11	\$388.50
(4) N16.121170	117	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$2.55	3710	0	\$0.00	2700	\$6,885.00
(4) N16.121170	118	2575.523	WATER (IRRIGATION TURF ESTABLISHMENT)	MGAL	\$200.00	65	0	\$0.00	5.6	\$1,120.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(4) N16.121170	119	2575.508	SEED MIXTURE 25-151	LB	\$6.10	126.15	0	\$0.00	120	\$732.00
(4) N16.121170	120	2575.508	SEED MIXTURE 33-361	LB	\$125.00	1.05	0	\$0.00	0	\$0.00
(4) N16.121170	121	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,600.00	9.54	0	\$0.00	1	\$1,600.00
(4) N16.121170	123	2582.503	6" SOLID LINE PAINT GROUND IN	LF	\$4.00	90	0	\$0.00	0	\$0.00
(4) N16.121170	124	2582.503	24" SOLID LINE PAINT GROUND IN	LF	\$20.00	12	0	\$0.00	0	\$0.00
Base Bid Totals:								\$34,551.20		\$2,880,224.05

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
(1) SAP 038-630-001		\$0.00	\$671,747.36
(2) SAP 038-635-001		\$0.00	\$303,870.51
(3) SAP 038-620-010		\$0.00	\$30,179.87
(4) N16.121170		\$34,551.20	\$1,874,426.31

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
(1) SAP 038-630-001	CO	1	148	2101.524	CLEARING	TREE	\$449.42	10	0	\$0.00	10	\$4,494.20
(1) SAP 038-630-001	CO	1	149	2101.524	GRUBBING	TREE	\$91.04	10	0	\$0.00	10	\$910.40
(1) SAP 038-630-001	CO	2	150	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	LF	\$1,132.43	33.7	0	\$0.00	33.7	\$38,162.89
(1) SAP 038-630-001	CO	3	151	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EA	\$18,850.00	1	0	\$0.00	1	\$18,850.00
(1) SAP 038-630-001	CO	3	152	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4	EA	\$18,501.00	1	0	\$0.00	1	\$18,501.00
(1) SAP 038-630-001	CO	4	153	2514.601	Retaining Wall Landscaping	LS	\$4,809.00	1	0	\$0.00	1	\$4,809.00

(1) SAP 038-630- 001	CO	5	154	1904.601	Haul and Dispose Contaminated Soil	Lump Sum	\$64,539.83	1	0	\$0.00	1	\$64,539.83
(1) SAP 038-630- 001	CO	6	155	2402.503	Pipe Railing	LF	\$125.00	51.2	0	\$0.00	51.2	\$6,400.00
(2) SAP 038-635- 001	CO	8	124	2021.501	MOBILIZATION	LS	\$895.00	1	0	\$0.00	1	\$895.00
(2) SAP 038-635- 001	CO	8	125	2101.505	GRUBBING	AC	\$94.50	2	0	\$0.00	2	\$189.00
(2) SAP 038-635- 001	CO	8	126	2104.518	REMOVE CONCRETE WALK	SF	\$3.68	420	0	\$0.00	420	\$1,545.60
(2) SAP 038-635- 001	CO	8	127	2106.507	EXCAVATION - COMMON (EV) (P)	CY	\$42.00	29	0	\$0.00	29	\$1,218.00
(2) SAP 038-635- 001	CO	8	128	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$63.00	12	0	\$0.00	12	\$756.00
(2) SAP 038-635- 001	CO	8	129	2521.518	6" CONCRETE WALK	SF	\$8.40	1640	0	\$0.00	1235	\$10,374.00
(2) SAP 038-635- 001	CO	8	130	2531.618	TRUNCATED DOMES	SF	\$44.10	28	0	\$0.00	23	\$1,014.30
(2) SAP 038-635- 001	CO	8	131	2575.618	SITE RESTORATION	S F	\$5.78	156	242	\$1,398.76	242	\$1,398.76
(2) SAP 038-635- 001	CO	8	132	2563.601	TRAFFIC CONTROL	LS	\$475.00	1	0	\$0.00	1	\$475.00
(3) SAP 038-620- 010	CO	4	109	2021.501	MOBILIZATION	LS	\$2,393.00	1	0	\$0.00	0	\$0.00
(3) SAP 038-620- 010	CO	4	110	2104.503	Sawing Concrete Walk	LF	\$6.33	300	0	\$0.00	303	\$1,917.99
(3) SAP 038-620- 010	CO	4	111	2433.518	REMOVE CONCRETE SIDEWALK	S F	\$1.48	3100	0	\$0.00	2890	\$4,277.20
(3) SAP 038-620- 010	CO	4	112	2521.518	6" CONCRETE WALK	S F	\$7.84	3100	0	\$0.00	2890	\$22,657.60
(3) SAP 038-620- 010	CO	4	113	2531.603	Remove and Replace Integral Curb	LF	\$38.85	30	0	\$0.00	42	\$1,631.70
(3) SAP 038-620- 010	CO	4	114	2563.601	TRAFFIC CONTROL	LS	\$672.00	1	0	\$0.00	0	\$0.00

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(4) N16.121170	CO	7	143	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$18.50	40	22	\$407.00	22	\$407.00
(4) N16.121170	CO	7	144	2521.518	6" CONCRETE WALK	SF	\$6.50	400	250	\$1,625.00	250	\$1,625.00
(4) N16.121170	CO	7	145	1402.621	Force Account Change Order - Temporary Sanitary Sewer Service	DOL	\$1.00	25900	0	\$0.00	19859	\$19,859.00
(4) N16.121170	CO	7	146	1402.621	Force Account Change Order - Sanitary Sewer Service & Site Restoration	DOL	\$1.00	22400	20977.41	\$20,977.41	20977.41	\$20,977.41
Contract Change Totals:										\$24,408.17		\$247,885.88

Contract Total \$3,128,109.93

Contract Change Totals		Amount This Request	Amount To Date
Number	Description		
8	The Engineer has determined that the southeast quadrant of the 4th Avenue (CSAH 35) and 7th Street (CSAH 20) intersection is not in compliance with current ADA curb ramp and accessibility standards and requires replacement with the project. The work will also include completing the sidewalk gap along the south side of 4th Avenue. The contractor shall remove existing sidewalk and construct new sidewalk as directed by the Engineer. Payment shall be made utilizing the contract work items included in this change order.	\$1,398.76	\$17,865.66
** 7	The engineer requires an additional sanitary sewer service lateral connection to Minnehaha Elementary School on 4th Avenue at approximate Station 16+95 LT. The Contractor shall: -Remove pavement, curb and gutter, and concrete walk to the extent necessary that remaining paved surfaces will not be undermined or damaged by construction activities. Full depth sawcuts are required and included in the scope of work. -Locate and excavate to the service lateral location. -Install a new service lateral, including connection to the existing sewer service stub, approximately 35' of 6" PVC Sanitary Sewer Service Pipe, and an 8"x6" Wye (Saddle) installed at the sewer main. -Backfill the new service in accordance to contract requirements. -Reconstruct the roadway subbase, aggregate base, bituminous pavement, curb and gutter, and concrete walk to plan dimensions. -Restore all disturbed turf to plan requirements. -Replace removed pavement marking. The Contractor shall install a temporary sewer service lateral connection within Minnehaha Elementary to maintain service before the sewer service is connected. The Contractor shall remove the temporary sewer service once the sewer service lateral is connected. All work included in this change order will be paid on a time and materials basis (Force Account) in accordance to the requirements of MnDOT 2020 Standard Specifications 1904.4 with the exception of concrete work, which will be measured and paid under contract items.	\$23,009.41	\$42,868.41
6	The engineer has determined that the steps located at STA 53+02 LT will require Pipe Railing. This change order will add the item Pipe Railing to SAP 038-630-001 at the current contract price.	\$0.00	\$6,400.00

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Lake County
1513 Hwy 2. Two Harbors, MN
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5	<p>The Engineer has determined that non-native fill material within the 8th Street excavation limits, between 5th Avenue and 6th Avenue, is mixed with regulated industrial waste and special handling requirements shall be followed when performing work within the contamination limits; as designated by Lake County's environmental consultant (generally between Station 56+00 and 58+50).</p> <ul style="list-style-type: none"> - All soil material excavated within the designated limits shall be hauled to and disposed of at a landfill licensed to take the profiled waste product. This includes utility or sewer trenches and excavation to roadway subgrade. - Any soil material excavated within the designated limits that cannot be hauled and disposed immediately shall be stockpiled onsite both on and under a poly protective sheeting, minimum 6 mil thickness. - Installed storm sewer pipe within the designated limits shall be wrapped in minimum 6 mil poly sheeting. <p>The work will be paid on a negotiated unit price basis as provided in MnDOT Specification 1904.3 and include all labor, equipment, and materials necessary for properly stockpiling, loading, hauling, and disposing of the contaminated soils. The unit for the change order shall be lump sum and the unit price will be based on actual labor, equipment, and materials necessary to complete the work as directed and in accordance to MnDOT Specification 1904.4 for Force Account work.</p>	\$0.00	\$64,539.83
4	<p>The Engineer has requested Change Order #4 to add the following work to the contract:</p> <p>Retaining Wall Landscaping (Lump Sum) - Provide a finished landscape edge along the back of the retaining wall constructed under this contract. This lump sum bid item will include the following work:</p> <ul style="list-style-type: none"> - Furnish and install commercial grade landscape edging along the school side of the salvaged and reinstalled fence behind the retaining wall (130 LF). - Furnish & install Geotextile Fabric Type 2 over all soils between the landscape edge and back of retaining wall (35 SY). - Furnish & install 3/4" maximum nominal size, open graded crushed rock, i.e. landscaping "blue stone" (Concrete Coarse Aggregate Grade 2 gradation) along the back of the retaining wall to dimensions of 125' x 2.5' x 3" depth (3 CY). <p>Retaining Wall Landscaping work shall be completed by September 7, 2021.</p> <p>Concrete Walk on 7th Street - Remove and reconstruct sidewalk and paved boulevard between the original project sidewalk replacement limits along the west side of 7th Street, between 4th Avenue and 5th Avenue, along Minnehaha Elementary School. Add the following bid items to the contract at the provided change order unit prices:</p> <ul style="list-style-type: none"> - Mobilization - Sidewalk Replacement -Saw Concrete Walk (Full Depth) -Remove Concrete Walk - Place and compact Base Aggregate Class 5 to provide a level base is incidental to the work. -6" Concrete Walk -Remove and Replace Integral Curb - Remove the curbing integral to the concrete boulevard pavement as directed by the Engineer. Reconstruct the curb to match the line and grade of the original curb, poured integrally with adjacent paved boulevard. Forming the curb and paved boulevard for a curb ramp condition is incidental to the work. - Traffic Control - Sidewalk Replacement - Close the parking lane and sidewalk in accordance to the MN MUTCD and Traffic Control Field Book. 	\$0.00	\$35,293.49

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	<p>Turf restoration behind the new sidewalk shall be paid for using original contract bid items (topsoil, seed, erosion mat etc.).</p> <p>Work shall be completed and the walk opened to foot traffic prior to the start of the school year on September 7th, 2021. Alternate work times allowed are October 21-23, or beginning after 4 PM on Thursdays with the walk opened to traffic by the next school day.</p>		
3	<p>The Engineer has requested Change Order #3 to address an error in the One Office project management software data entry at the start of the project. The Bid Alternate 2 items (Lake County SWCD storm water quality structures) were not included in the One Office contract award, thus the stormwater quality structures are not included in the contract and the reduction in the base bid quantity for the standard structures is not addressed. Change order #3 corrects this. The original contract that is listed matches the original base bid for the project, but does not match the contract awarded by Lake County. The Lake County awarded contract is accurate for the original contract value.</p>	\$0.00	\$37,351.00
2	<p>The Engineer has determined that the following 60-inch diameter storm sewer structures called for in the plans can not be pre-cast due to the size of the pipe cut-outs required. The cut-out sizes will compromise the overall structural integrity of the remaining structure walls.</p> <p>CB-7 CB-8 CB-12 CB-14</p> <p>Ulland Brothers' supplier has provided shop drawing submittals for 72-inch diameter structures that can be pre-cast. This change order deletes the 60-inch structures and replaces them with 72-inch structures. The unit cost includes the supplied cost of the 72-inch diameter structures and original labor and equipment cost for installing the planned structures. Additional costs for labor or equipment for installation of the larger structures is not required and not included.</p>	\$0.00	\$38,162.89
1	<p>The Engineer has determined that 10 large spruce trees between STA 55+50 LT and 57+00 LT should be removed because the planned work is anticipated to cause enough root damage to negatively impact the health of the tree and may become hazard risk due to the weakened tree condition. These trees are larger than the average tree removal size on the project and there is overhead electric distribution in the vicinity. This change order adds the 10 trees to the contract at an increased cost based on the size and complexity of the removals.</p>	\$0.00	\$5,404.60

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

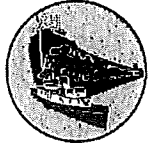
Line	Item	Description	Date	Added	Used	Remaining



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Declaring a vacancy	Fiscal Impact:	
BACKGROUND: It is necessary that the Council declare a vacancy for the position of Mayor following the recall election and certification of results of the recall election.		
COUNCIL ACTION REQUESTED: Declare a vacancy in the position of mayor.		
RECOMMENDATION: Declare the vacancy.		
ATTACHMENTS:		



CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Primary elections	Fiscal Impact:	
<p>BACKGROUND:</p> <p>By resolution adopted in 2012, the City Council established a primary election for that year. There have recently been questions concerning a requirement to continue conducting a primary election once one has been established and staff will continue to research this potential requirement and hopes to have a final answer by Monday's meeting.</p> <p>The City has been conducting primary elections only if there have been three or more candidates for any one race since 2012.</p> <p>The Council needs to determine whether or not the City should continue conducting primary elections or if they would like to consider suspending primary elections for the special election for the mayoral special election. If a primary is to be held, the special mayoral primary would be in February and the mayoral special election would be held in April of 2023.</p>		
<p>COUNCIL ACTION REQUESTED:</p> <p>Determine wither or not the City should continue conducting primary elections or if we should suspend primary elections for the special election for the position of mayor.</p>		
<p>RECOMMENDATION:</p> <p>Staff recommends that the primary election be waived for the special mayoral election to be held in 2023. If the Council desires to discontinue the practice of conducting primary elections moving forward, staff has no preference on that matter.</p>		
<p>ATTACHMENTS:</p>		




CITY OF TWO HARBORS CITY COUNCIL

AGENDA ITEM COVER SHEET

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Call for Special Election	Fiscal Impact:	
BACKGROUND: Due to the declared vacancy in the position of Mayor for the City of Two Harbors, and in accordance with the City Charter, Section 6. which states that <i>"When a vacancy shall occur in the office of any officer elected by the people, such vacancy shall be filled by appointment by the City Council for an unexpired term of less than two years and by special election for an unexpired term of more than two years..."</i> , the City must conduct an election to fill the vacancy, since the vacancy exists with more than two years remaining in the term of the previous mayor. Mn Statutes 205.10 subd. 3a. requires that a special election held in a city must be held on one of the following dates: <i>the second Tuesday in February, the second Tuesday in April, the second Tuesday in May, the second Tuesday in August, or the first Tuesday after the first Monday in November.</i> Mn Statutes 205.13. Subd. 1a. requires a filing period of <i>no more than 98 days nor less than 84 days before the municipal general election held in November of any year.</i> Since there are not 98 days nor 84 days before the municipal general election scheduled for November of 2022, the earliest date that a special election could be held would be February 14, 2023. <i>- or April 11 if primary</i>		
COUNCIL ACTION REQUESTED: Calling for a special election to be held on Tuesday, February 14, 2023, for the position of Mayor for an unexpired term beginning the day immediately following the date of certification of the election results. <i>- or April 11 if primary</i>		
RECOMMENDATION: Staff recommends calling for the special election.		
ATTACHMENTS:		

Office of the Revisor of Statutes

2021 Minnesota Statutes

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205.10 MS 1957 [Repealed, 1959 c 675 art 13 s 1]

205.10 MUNICIPAL SPECIAL ELECTIONS.

Subdivision 1. **Questions.** Special elections may be held in a city or town on a question on which the voters are authorized by law or charter to pass judgment. A special election may be ordered by the governing body of the municipality on its own motion or, on a question that has not been submitted to the voters in an election within the previous six months, upon a petition signed by a number of voters equal to 20 percent of the votes cast at the last municipal general election. A question is carried only with the majority in its favor required by law or charter. The election officials for a special election shall be the same as for the most recent municipal general election unless changed according to law. Otherwise special elections shall be conducted and the returns made in the manner provided for the municipal general election.

Subd. 2. **Vacancies in city offices.** Special elections shall be held in statutory cities to fill vacancies in elective city offices as provided in section 412.02, subdivision 2a.

Subd. 3. [Repealed, 2017 c 92 art 2 s 26]

Subd. 3a. Uniform election dates. (a) Except as allowed in paragraph (b) and subdivision 4, a special election held in a city or town must be held on one of the following dates: the second Tuesday in February, the second Tuesday in April, the second Tuesday in May, the second Tuesday in August, or the first Tuesday after the first Monday in November. A home rule charter city must not designate additional dates in its charter.

(b) A special election may be held on a date other than those designated in paragraph (a) if the special election is held in response to an emergency or disaster. "Emergency" means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring. "Disaster" means a situation that creates an actual or imminent serious threat to the health and safety of persons or a situation that has resulted or is likely to result in catastrophic loss to property or the environment.

Subd. 4. **Vacancies in town offices.** Special elections to fill vacancies in town offices as provided in section 367.03, subdivision 6, must be held with the town general election or on a date authorized by subdivision 3a.

Subd. 5. **Limit on ballot questions.** The governing body of a city or town may not act to submit a ballot question at a general or special election and may not accept a petition for submission of a ballot question at a general or special election unless all election-related deadlines can be met, including publication deadlines for all required notices. A petition rejected under this subdivision may be resubmitted at a time when compliance with all election-related deadlines is possible. Nothing in this subdivision requires the scheduling of a special election for a ballot question.

Subd. 6. **Cancellation.** A special election ordered by the governing body of the municipality on its own motion under subdivision 1 may be canceled by motion of the governing body, but not less than 74 days before the election.

History: 1959 c 675 art 6 s 10; 1976 c 2 s 74; 1976 c 44 s 6; 1981 c 29 art 7 s 38; 1981 c 172 s 1; 1983 c 62 s 4; 1993 c 375 art 7 s 7; 1994 c 646 s 8,9; 1997 c 147 s 42; 1999 c 75 s 1; 1999 c 132 s 31,32; 2003 c 75 s 1; 2008 c 244 art 1 s 15; 2013 c 131 art 2 s 54; 2016 c 161 art 1 s 14; 2017 c 92 art 2 s 10,11

Official Publication of the State of Minnesota
Revisor of Statutes

CHAPTER II, Elections

Time of Elections

Section 1. The regular city election for the election of city officers shall be held on the first Tuesday after the first Monday in November in every even-numbered year. All general laws of the State of Minnesota, relating to the election of city officers and the primaries thereof, shall so far as applicable, apply to and govern all nominations and elections under this charter, and all special elections, and are hereby adopted as a part of this charter, the same as if herein specifically re-enacted.

Election Laws

Section 2. All general laws of the State of Minnesota relating to elections, and all the preliminaries thereto, shall, as far as applicable, apply to and govern all elections under this charter, whether general or special, and are hereby adopted as a part of this charter the same as if herein specifically re-enacted, except as herein otherwise expressly provided and by this charter modified.

Alternative voting systems including but not limited to ranked ballot voting and instant runoff voting may be employed in city elections whenever not specifically prohibited by state or federal law.

Council Wards

Section 3. The city shall be and is hereby divided into four council wards. Each of the council wards shall form a separate election precinct of the city for the holding of all general elections, provided for under the laws of this state, and for the election of all corporate officers to be elected as provided for in this charter, or in any amendments thereof. Each council member shall be a resident of the council ward from which he or she is elected, but a change in council ward boundaries does not disqualify a council member from serving for the remainder of his or her term.

Elective Officers

Section 4. The elective officers of the city shall be a mayor, one council member from each council ward, and two council members at large. Each council member shall be a qualified elector and actual resident of the council ward for which elected, and shall continue to reside in such council ward while serving as council member. All of the other elected officers shall be residents and qualified electors of the city of Two Harbors.

Term of Office and Commencement of Term of Office

Section 5. The term of office of every officer elected under this charter, unless otherwise provided for, shall commence on the first business day of January following the election and shall continue for a term of four years and until his or her successor is elected and qualified, except when removed, as herein provided.

Vacancy-How Filled

Section 6. When a vacancy shall occur in the office of any officer elected by the people, such vacancy shall be filled by appointment by the city council for an unexpired term of less than two years and by special election for an unexpired term of more than two years. Such special election may be held in conjunction with the next general municipal election.

CHAPTER III, City Officers

Appointed Officers

Section 1. The city council shall appoint the city administrator, and all other officers necessary for the proper management of the affairs of the city, not otherwise provided for in this charter. Appointed officers shall serve until such time as they resign, retire or are removed for cause, as provided herein. All employees and officers herein referred to, unless removed for cause as above stated, shall have the right to serve until such time as they resign or retire.

City Contracts, Officers Not Interested

Section 2. No elected or appointed officer of the city shall, while in office, vote for or make any contract in behalf of the city or any department of the city with himself or herself or with any firm of which he or she is a member, or with any corporation or association of which he or she is an officer or director, nor shall he or she be in any manner directly or indirectly interested in any contract with the city, and in any contract in which said officer of the city is or becomes directly or indirectly interested, shall be and become absolutely void, and any officer by said act shall forfeit his or her said office.

Salaries of Officers and Employees

Section 3. The salaries of the mayor and councilors shall be set by the city council pursuant to state statutes.

CHAPTER IV, The Mayor

Powers

Section 1. The mayor shall be an active and voting member of the city council and shall be eligible to be president of the council if elected to such position. The mayor shall be recognized as the head of the city for all ceremonial purposes and for the service of civil process, but shall have no administrative duties. The mayor shall, from time to time, give the city council such information and recommend such measures as he or she shall deem advantageous to the city.

Mayor's Signature

Section 2. The mayor shall sign all bonds and obligations on behalf of the city, or other evidences of debt issued by the city, and all warrants and orders drawn on the city treasury, unless otherwise provided by law. He or she shall also sign all contracts on the part of

CITY CLERK ELECTION GUIDE

7.0 CANDIDATE FILING 7.1 FILING PERIOD Candidate filing is the process through which candidates have their names placed on the ballot. City clerks are the filing officers for the city offices, meaning the clerk, or a designated deputy, administers candidate filing. M.S. 205.13, subd. 1 Candidates must file during a two week filing period. In cities nominating candidates at a municipal primary, an affidavit of candidacy for a city office voted on in November must be filed during a two-week period that opens not more than 84 days (May 17, 2022) before the primary and closes not less than 70 days (May 31, 2022) before the primary. In all other cities, affidavits of candidacy must be filed during a two-week period that opens not more than 98 days (August 2, 2022) before the general and closes not less than 84 days (August 16, 2022) before the general. Hospital district office candidates file with the city or township clerk during the same "late filing" time period. M.S. 447.32, subd. 4 For special elections not held in conjunction with another election, candidates file affidavits of candidacy during a two-week period that opens not more than 70 days before the election and closes not less than 56 days before the election. M.S. 205.13, subd. 1a If a candidate will be absent from the state during the filing period, the candidate may file an affidavit, and filing fee or required petition during the seven days immediately before the candidate leaves the state. The candidate must state in writing the reason for being unable to file during the normal filing period. In cities of the first class (and other cities which permit the use of a nominating petition under city charter), a nominating petition for an absent candidate may be signed during the 14 days immediately before the affidavit is filed. M.S. 205.13, subd. 1a; 205.13, subd. 1b The clerk must publish a notice of filing dates, location and closing time at least two weeks before filing opens and must post a similar notice 10 days before filing opens. The municipal clerk's office must be open from 1 p.m. to 5 p.m. on the last day of filing. M.S. 205.13, subd. 2.

2021 Minnesota Statutes

205.13 MS 1957 [Repealed, [1959 c 675 art 13 s 1](#)]

205.13 CANDIDATES, FILING.

Subdivision 1. Affidavit of candidacy.

An individual who is eligible and desires to become a candidate for an office to be voted for at the municipal general election shall file an affidavit of candidacy with the municipal clerk. Candidates for a special election to fill a vacancy held as provided in section [412.02, subdivision 2a](#), must file an affidavit of candidacy for the specific office to fill the unexpired portion of the term. Subject to the approval of the county auditor, the town clerk may authorize candidates for township offices to file affidavits of candidacy with the county auditor. The affidavit shall be in the same form as that in section 204B.06. The municipal clerk shall also accept an application signed by not less than five voters and filed on behalf of an eligible voter in the municipality whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of the proper filing fee, the clerk shall place the name of the candidate on the official ballot without partisan designation.

Subd. 1a. Filing period.

In a city nominating candidates at a primary, an affidavit of candidacy for a city office voted on in November must be filed no more than 84 days nor less than 70 days before the city primary. In municipalities that do not hold a primary, an affidavit of candidacy must be filed no more than 70 days and not less than 56 days before the municipal general election held in March in any year, or a special election not held in conjunction with another election, and no more than 98 days nor less than 84 days before the municipal general election held in November of any year. The municipal clerk's office must be open for filing from 1:00 p.m. to 5:00 p.m. on the last day of the filing period.

Subd. 1b. Absent candidates.

A candidate for municipal office who will be absent from the state during the filing period may submit a properly executed affidavit of candidacy, the appropriate filing fee, and any necessary petitions in person to the filing officer. The candidate shall state in writing the reason for being unable to submit the affidavit during the filing period. The affidavit, filing fee, and petitions must be submitted to the filing officer during the seven days immediately preceding the candidate's absence from the state. In cities of the first class, and in any city where the use of nominating petitions is permitted under the city's charter, a nominating petition for a candidate who will be absent from the state during the filing period may be signed during the 14 days immediately preceding the date when the affidavit of candidacy is filed.

Subd. 2. Notice of filing dates.

At least two weeks before the first day to file affidavits of candidacy, the municipal clerk shall publish a notice stating the first and last dates on which affidavits of candidacy may be filed in the clerk's office and the closing time for filing on the last day for filing. The clerk shall post a similar notice at least ten days before the first day to file affidavits of candidacy. The notice must separately list any office for which affidavits of candidacy may be filed to fill the unexpired portion of a term when a special election is being held to fill a vacancy as provided in section [412.02, subdivision 2a](#).

Subd. 3. Filing fees.

(a) Except as otherwise provided in this section, the filing fee for a municipal office is as follows:

- (1) in first class cities, \$20;
- (2) in second and third class cities, \$5; and
- (3) in fourth class cities and towns, \$2.

(b) A home rule charter or statutory city may adopt, by ordinance, a filing fee of a different amount not to exceed the following:

- (1) in first class cities, \$80;
- (2) in second and third class cities, \$40; and
- (3) in fourth class cities, \$15.

(c) A home rule charter city that sets filing fees by authority provided in city charter is not subject to the fee limits in this section.

Subd. 4. Petition in place of fees.

A candidate for municipal office may file a petition in place of the filing fees specified in subdivision 3. The petition shall meet the requirements of section [204B.11, subdivision 2](#).

§

Subd. 5. Nominating petition; cities of the first class.

A nominating petition filed on behalf of a candidate for municipal office in a city of the first class shall be signed by eligible voters who reside in the election district from which the candidate is to be elected. The number of signers shall be at least 500, or two percent of the total number of individuals who voted in the municipality, ward, or other election district at the last preceding municipal general election, whichever is greater.

Subd. 6. Withdrawal.

A candidate for a municipal elective office may withdraw from the election by filing an affidavit of withdrawal with the municipal clerk no later than 5:00 p.m. two days after the

last day for filing affidavits of candidacy. Thereafter, no candidate may file an affidavit of withdrawal.

TWO HARBORS CITY COUNCIL



AGENDA ITEM SUMMARY

AGENDA ITEM SUBJECT: *Approve Phase 1 of WWTF/WTP Access Improvements and site design*

ORIGINATING SOURCE/DEPARTMENT: *Water and Wastewater Treatment*

FUNDING SOURCE: *Water and Wastewater Plant Construction Funding*

BACKGROUND: *The city has recently acquired a parcel of land between the water and wastewater treatment plants (Parcel 23-7600-06600). This section of land can now be utilized by the water and wastewater treatment plants to improve road access for bio-solids loading, chemical deliveries, and operator and visitor entrance and parking. This will keep traffic off of lighthouse point road and improve safety in the area. To do this we must do an environmental assessment, archeological survey, wetland delineation, topographic survey, boundary survey, and soil borings as partphase 1 to get this property ready for the above improvements. Bolton and Menk has the cost listed at \$63,100 to do this. The work needs to get done now in the fall so we can bid the water treatment plant project this winter for a spring start. Phase 2 will include the design of the road and trail, parking lot, and stormwater management etc... and will come at a later date. Please vote to approve the first part of the needed action items.*

ESTIMATED DATE OF COMPLETION: **12/01/2022**

COMMITTEE/COMMISSION RECOMMENDATION: *Approve the items in table one of the Bolton and Menk memo on this parcel.*

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION: *Approve the items in table one of the Bolton and Menk memo on this parcel.*

NB. 4 8/22/22



**BOLTON
& MENK**

Real People. Real Solutions.

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

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

August 16, 2022

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

RE: City of Two Harbors
Water Treatment Plant and Wastewater Treatment Facility
Adjacent Property Development (Parcel 23-7600-06600)
Engineering Services Proposal - Updated

Over the last several months we have had discussions with the Utilities Committee regarding City 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. Engineering services to allow development of the parcel to accomplish these goals would generally entail the following process:

- Tasks to perform necessary preliminary field work and data collection on the site. These Tasks need to be performed while weather and site conditions are favorable.
- Tasks to perform preliminary and final design of the site improvements, to allow them to be incorporated into the bidding documents for the WTP project; and the necessary modifications to the WWTF construction plans.
- Construction engineering services, including surveying/staking, observation, and administration.

These tasks are discussed in more detail below. The intent would be to incorporate development of Parcel 23-7600-06600 into the WTP and WWTF projects. Therefore, all requirements of the Minnesota Public Facilities Authority (PFA), Minnesota Pollution Control Agency (MPCA), and Minnesota Department of Health (MDH) will need to be met.

Tasks to perform Field Work and Data Collection

- Task 1: Phase I Environmental Site Assessment (ESA)

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.

Results of the Phase I ESA should indicate whether any further environmental investigation on the site is needed. Investigation beyond a Phase I ESA is not included in this scope of work; a separate scope and fee would need to be provided based upon the results of the Phase I ESA.

- 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: Topographic Survey / Boundary Survey

Task 4.1 A topographic 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 4.2 A boundary survey of Parcel 23-7600-06600 would be performed, to locate, establish and verify the property lines and corners for the City-owned parcel. This would allow the City to identify any current encroachments onto the parcel from adjacent land uses. The field work to complete the boundary can be done very cost-effectively in conjunction with the topographic survey.

- Task 5: Geotechnical Investigation

Geotechnical evaluation on Parcel 23-7660-06600 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. The geotechnical investigation would be performed by a geotechnical subconsultant; results of the work would be presented in a report.

Tasks for Design of Proposed Improvements

- **Task 6: 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 7: Site Design**

After preliminary investigations are complete, we can move forward with design of desired site improvements. For clarification, our understanding of the potential improvements include:

Task 7.1 Overall management of the site design work and coordination with the WTP and WWTF projects to incorporate the site design elements into the project funding.

Task 7.2 Design of a road from the intersection of South Avenue and 1st Street through Parcel 23-7600-00660, to facilitate access to both the WTP and WWTF, including the ability to load out biosolids from the WWTF for transport off the site.

Task 7.3 Design to relocate the existing trail on Parcel 23-7600-06600 to avoid conflict with the proposed access road, and to move the trail closer to the lakeshore; also to extend the trail around the east side of the WTP and north to access the observation deck on the new chlorine contact tank as well as to connect to the existing trail system in Lakeview Park.

Task 7.4 Design of two new parking lots, one to be located on the south side of the WTP for City use, and one to be generally located on the east side of 1st Street for trail users.

Task 7.5 Review of existing and proposed stormwater conditions on the site, and design of any stormwater management facilities or best management practices (BMPs) necessary.

Construction Engineering Services

- **Task 8: Construction Engineering**

Construction engineering will consist of staking for proposed improvements, observation of construction activities, and overall administration and inspections of the construction projects. These services will be required when these projects 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.

As noted previously, the field work and data collection Tasks are time sensitive, and the information from those Tasks will be utilized in the subsequent design. It is respectfully requested the City consider authorizing those time sensitive Tasks so preparation and progress can be made toward development of Parcel 23-7660-06600.

The time sensitive Tasks recommended for authorization now are listed in Table 1 below. Table 2 lists the subsequent design Tasks, for which authorization will be sought at a later date, likely fall of 2022. Table 3 lists the construction engineering services, for which authorization would be sought once design is complete and the projects are moving into bidding. The scope and estimated amounts for the construction engineering Tasks will not be known until the final scope of the project design is further developed.

Table 1 WWTF/WTP Access Improvements and Site Design Tasks Recommended For Authorization At This Time	
Item	Amount
Task 1: Phase I Environmental Assessment ¹	\$4,500
Task 2: Cultural Resources / Archeological Survey ¹	\$30,000
Task 3: Wetland Delineation ²	\$4,250
Task 4.1: Topographic Survey	\$11,500
Task 4.2: Boundary Survey	\$2,850
Task 5: Geotechnical Investigation (Soil Borings)	\$10,000
Total – Tasks Recommended for Authorization At This Time	\$63,100

1 – Need for Phase II Evaluation would be determined based on results. Cost of Phase II work is not included.

2 – Does not include endangered species survey.

Table 2 WWTF/WTP Access Improvements and Site Design Tasks For Authorization At A Later Date (Fall 2022)	
Item	Amount
Task 6: Biosolids Loadout Design	\$8,800
Task 7.1: Project Management / Funding Coordination	\$33,500
Task 7.2: Road Design ³⁴	\$121,500
Task 7.3: Trail Design ³⁴	\$47,500
Task 7.4: Parking Lot Design ³⁴	\$45,000
Task 7.5: Stormwater Management and Design ³⁴	\$42,500
Total – Tasks Recommended for Authorization At Later Date	\$298,800

3 – Includes preparation and submittal of all necessary permit applications.

4 – Does not include any environmental remediation work.

Table 3 WWTF/WTP Access Improvements and Site Design Construction Engineering Tasks Authorization At A Later Date (After Design Completion)	
Item	
Task 8.1: Construction Staking ⁵	
Task 8.2: Construction Observation ⁵	
Task 8.3: Construction Administration ⁵	

5 – Scope and fee of construction engineering services would be determined upon completion of design.

All work listed in the Tables above would be performed on an hourly basis in accordance with our existing master Agreement for Professional Services with the City.

At the August 3rd Utilities Committee meeting, it was requested the estimated fees for the engineering services be broken down by water supply and wastewater. Table 4 below shows that breakdown:

Table 4 WWTF/WTP Access Improvements and Site Design Fee Breakdown by Water and Wastewater			
Task	Water	Wastewater	Total
1: Phase I Environmental Assessment	\$ 2,250	\$ 2,250	\$4,500
2: Cultural Resources/Archeological Survey	\$ 9,000	\$ 21,000	\$30,000
3: Wetland Delineation	\$ 2,125	\$ 2,125	\$4,250
4.1: Topographic Survey	\$ 5,750	\$ 5,750	\$11,500
4.2: Boundary Survey	\$ 1,425	\$ 1,425	\$2,850
5: Geotechnical Investigation (Soil Borings)	\$ 3,000	\$ 7,000	\$10,000
6: Biosolids Loadout Design	\$ 0	\$ 8,800	\$8,800
7.1: Project Management/Funding Coord.	\$16,750	\$ 16,750	\$33,500
7.2: Road Design	\$12,150	\$ 109,350	\$121,500
7.3: Trail Design	\$40,375	\$ 7,125	\$47,500
7.4: Parking Lot Design	\$45,000	\$ 0	\$45,000
7.5: Stormwater Management and Design	\$19,125	\$ 23,375	\$42,500
Totals	\$156,950	\$204,950	\$361,900

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

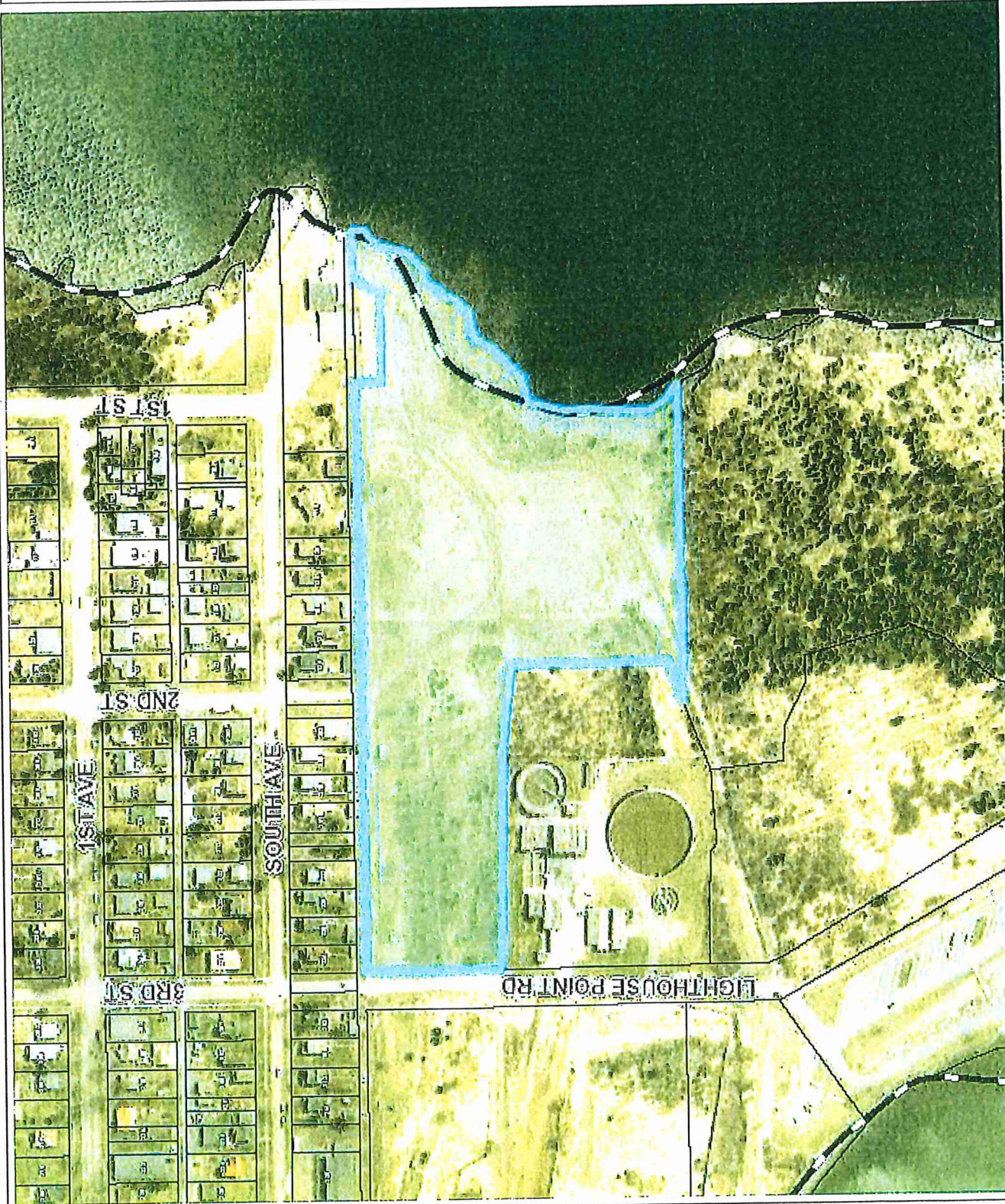


- Legend**
- City Limits
 - Parcels (9/1/2020)
 - PWI Watercourse
 - NWI

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.



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0 257 Feet

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Real People. Real Solutions.

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Ph: (651) 704-9970
Bolton-Menk.com

August 18, 2022

Joel Dhein, Interim Administrator
City of Two Harbors
522 1st Avenue
Two Harbors, MN 55616

RE: 2023-2024 Street Improvement Project
Preliminary Engineering Services
Addition of 4th Avenue from 5th Street to 3rd Street

Dear Joel:

On April 25, 2022 the Two Harbors City Council authorized preliminary engineering activities for the 2023-2024 Street Improvement Project, consisting of the following segments: 5th Street from 4th Avenue to 7th Avenue (Lake County CSAH 36), 4th Avenue (CSAH 35) from 5th Street to 6th Street, 5th Avenue from 5th Street to 6th Street, and 6th Avenue from 4th Street to 7th Street. The project is being developed jointly between the City and Lake County.

Lake County is now considering the addition of the blocks of 4th Avenue from 5th Street to 3rd Street to the project. The block from 5th Street to 4th Street is designated as CSAH 36, while the block from 4th Street to 3rd Street is designated as Lake County Road 105. The City has sanitary sewer and water distribution utilities on these blocks of 4th Avenue, therefore the City portion of work on these two blocks would be similar to the City portion of work on the block of 4th Avenue from 5th Street to 6th Street.

If the City wishes to consider the addition of the blocks of 4th Avenue from 5th Street to 3rd Street to the 2023-2024 Street Project, formal authorization is needed to perform the preliminary engineering activities necessary for inclusion of these blocks into the Feasibility Report for the project. Preliminary engineering for the original segments of the 2023-2024 Street Improvement Project were described in our letter dated April 1, 2022; please refer to that previous letter as necessary.

Included with this letter is a figure showing the original segments of the 2023-2024 Street Improvement Project, along with the blocks being considered for addition at this time.

Project Understanding

Our understanding of the key elements of the proposed project is as follows:

- Project will be done in accordance with MN Statutes Chapter 429.
- Proposed improvements would generally be as described in our letter of April 1st.
- The City portion of the project would be funded through local sources. No State of Minnesota funding or federal funding would be utilized for the City portion of the project.
- Both City and County portions of the project will be included in a single construction contract.
- The complete bidding documents, including both City and County portions, will be subject to review and approval of the Minnesota Department of Transportation.
- All proposed improvements will be within existing public right-of-way.

Scope of Engineering Design Services

The scope of preliminary engineering work included in this letter would provide all activities necessary to proceed from project initiation through completion of the Feasibility Report and holding of the Public Improvement Hearing. A summary of the main tasks anticipated to be performed as part of preliminary engineering was provided in our letter of April 1st.

Limitations on the preliminary engineering services for the 2023-2024 Street Improvement Project are stated as follows:

- Work is on City portion of the project only.
- Assumed preliminary survey and geotechnical investigation will be done in conjunction with those activities by the County on these blocks.
- Information on the preliminary design and costs of the County portion of work on these blocks for inclusion in the Feasibility Report will be provided by Lake County.
- Does not include final design or preparation of project manual. Those activities, should the project proceed, would be identified once the scope and schedule of the final improvements are verified, and a subsequent letter with estimated fees for that work would be provided at that time.
- Does not include permit preparation or acquisition. Those activities would be in the scope of final design activities.

Estimated Engineering Fees

The estimated engineering fees based on the information described in this letter is summarized in the following table:

2023-2024 Street Improvement Project Estimated Preliminary Engineering Fees City of Two Harbors Portion Blocks of 4 th Avenue from 5 th Street to 3 rd Street	
Item	Amount
Bolton & Menk – preliminary engineering estimated fees	\$ 21,500
Geotechnical Investigation estimated fees (subconsultant) ¹	\$ 3,000
Total – Estimated Preliminary Engineering – Additional Blocks of 4th Avenue	\$ 24,500

¹Assumes work is done in conjunction with Lake County. If not, estimated fees may increase.

Work performed by Bolton & Menk would be on an hourly basis in accordance with our existing master Agreement for Professional Services with the City. The amount shown in the preceding table would not be exceeded without authorization from the City of Two Harbors. Should any unforeseen circumstance be encountered we believe will cause significant deviation from the estimated budget, we will bring those to your attention as early as possible.

Conclusion

Bolton & Menk is pleased to present this budget for Preliminary Engineering Services on the addition of the blocks of 4th Avenue from 5th Street to 3rd Street to the 2023-2024 Street Improvement Project. Hopefully, this document provides a clear overview of our understanding of the proposed scope of work and summary of fees.

We appreciate the excellent working relationship we have with the City of Two Harbors and thank you for this opportunity to provide further service. If you have questions regarding this proposal or wish to discuss the work further, please contact me at (651) 968-7384.

Sincerely,

Bolton & Menk, Inc.



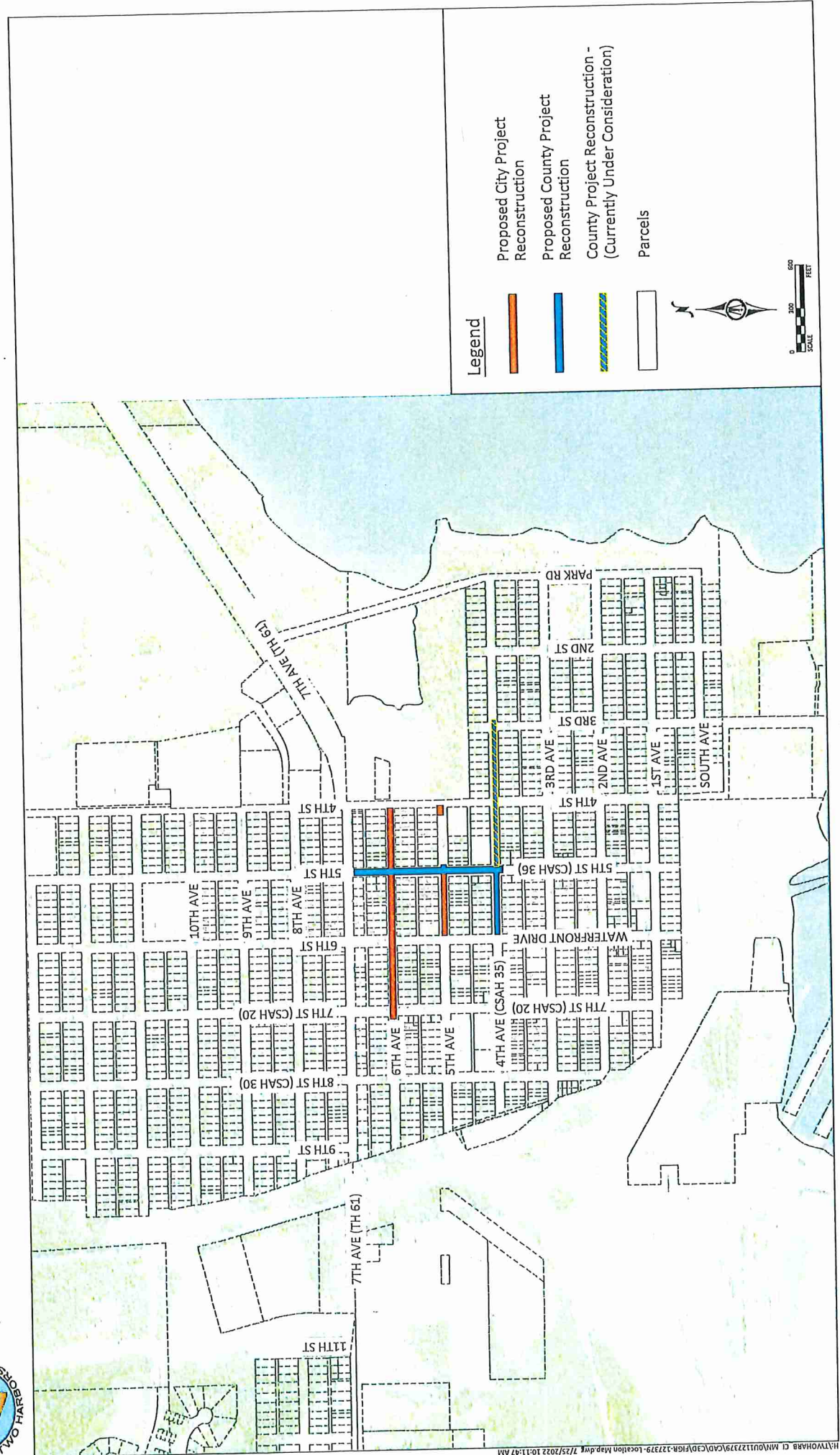
Joseph R. Rhein, P.E.
City Engineer

Attachments: - 2023-2024 Project Location Map



2023-2024 Street Improvements
City of Two Harbors

Figure 1: Location Map
August 2022





**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Feasibility Report for 23-24 St. Project	Fiscal Impact:	
BACKGROUND: A feasibility report is a requirement for the 429 process used to assess properties for improvements.		
COUNCIL ACTION REQUESTED: Adopt a resolution requesting a feasibility report for the '23-'24 Street Improvement Project – including the two additional blocks.		
RECOMMENDATION: Request a feasibility report for the project.		
ATTACHMENTS:		



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Authorizing Agreement with ARDC	Fiscal Impact:	
BACKGROUND: The City has requested an agreement for professional services with ARDC to provide certain planning-related services. Joel will provide councilors with a draft of the Agreement on Monday.		
COUNCIL ACTION REQUESTED: Authorize the execution of an agreement with ARDC.		
RECOMMENDATION:		
ATTACHMENTS:		

TWO HARBORS CITY COUNCIL

AGENDA ITEM SUMMARY



AGENDA ITEM SUBJECT:

"SPECIAL PAYMENT" REQUEST
TWO HARBORS SUPERVISORY EMPLOYEES ASSOCIATION WORKING AGREEMENT
ARTICLE 5 – HOURS OF WORK (B)

ORIGINATING SOURCE/DEPARTMENT:

TWO HARBORS POLICE DEPARTMENT

- Chief of Police Richard Hogenson
- Assistant Chief of Police Kenneth Anderson

FUNDING SOURCE:

Salaries Line Item, Overtime Line Item, or Special "Tall Ships" Funding Sources identified by the City of Two Harbors.

BACKGROUND:

See attached letter for details of the request for "special payment", as required by the language included in the Working Agreement between the City of Two Harbors and the Two Harbors Supervisory Employees Association.

ESTIMATED DATE OF COMPLETION:

August 2022

COMMITTEE/COMMISSION RECOMMENDATION:

ADMINISTRATION/STAFF RECOMMENDED COUNCIL ACTION:

Agenda Item # NB.8 Meeting Date: 8/22/22

TWO HARBORS POLICE DEPARTMENT

613 3rd Avenue

Two Harbors, MN 55616

218-834-5566

218-834-8831 (FAX)



August 18, 2022

To: Councilor/Acting Mayor Ben Redden – Ward 2
Councilor Robin Glaser – At Large
Councilor Cathy Erickson – Ward 3
Councilor Derek Passe – Ward 4
Councilor Miles Woodruff – Ward 1
Councilor Jackie Rennwald – At Large
Administrator Joel Dhein
Finance Director Miranda Pietila
City Clerk Patty Nordean

From: Chief of Police Richard Hogenson
Assistant Chief Ken Anderson

RE: SPECIAL PAYMENT under ARTICLE 5 – HOURS OF WORK (B) of the working agreement.

Councilors, Administrator, Finance Director, and City Clerk,

The Tall Ships – Two Harbors 2022 festival was alive in our community on August 4 – 7 and has since sailed off into the sunset (for this year). The planning and preparation for the Tall Ships – Two Harbors 2022 festival lived within the Two Harbors Police Department starting at the end of September of 2021, and we, Chief of Police Hogenson, and Assistant Chief Anderson, continue to work on and thru several of the requirements for such an event here today.

As stated within the working agreement with and between the City of Two Harbors and the Two Harbors Supervisory Employees Association, a request for “special payment” is being made by Chief of Police Richard Hogenson and Assistant Chief Kenneth Anderson, for our direct involvement (planning, preparation, execution, decision making, etc.) with and for the Tall Ships – Two Harbors 2022 festival. The working agreement language where this is allowed is in **ARTICLE 5 – HOURS OF WORK (B)** and reads as follows:

(B) In the event of an emergency or extraordinary circumstances where employees covered by this Agreement perform above and beyond the normal expectations of The Employer, The Employer agrees that it will consider a request for special payment to the Supervisor. The Supervisor must petition The Employer in writing citing the situation, what was done to respond to the situation and why special payment should be made. Any

special payment shall not be based upon extra hours worked but shall be based upon the extraordinary circumstance. Extraordinary circumstances shall be defined as a situation that is unplanned, unscheduled, extraordinary and/or catastrophic in nature.

To comply with the language within the working agreement to request special payment, we offer the following:

Cite the situation:

Plan, Prepare, Implement and Execute planning and preparations efforts for public safety in and around the community for the Tall Ships – Two Harbors 2022 festival from September 29, 2021 through and beyond the festival dates of August 4th thru the 7th.

What was done to respond to the situation:

On or around September 29, 2021, then acting City Administrator and current Finance Director Miranda Pietila, spoke with Chief of Police Hogenson about the potential for TALL SHIPS coming to Two Harbors and if it was something Chief Hogenson thought the Two Harbors Police Department could handle. A conversation was had about the planning and preparation that would be necessary to host such an event. From that date forward, Chief Hogenson and Assistant Chief Anderson, began preliminary planning for the festival, including research, meetings, and logistics, as they waited for final word on whether-or-not the festival would be coming to Two Harbors in August of 2022.

On October 25, 2021, the city council for the City of Two Harbors passed a letter of support for the potential hosting of the Tall Ships Festival in August of 2022. From that point forward, Chief Hogenson and Assistant Chief Anderson moved further forward with planning and preparation for the event coming to Two Harbors. Those planning efforts led to the need to expand the pool of potential public safety personnel from in and outside the City of Two Harbors to ensure all staff, resources and equipment were in place. On November 29, 2021, Chief Hogenson, Assistant Chief Anderson, Lake County Undersheriff Nathan Stadler, Sergeant Tim Luoma, Lake County Emergency Manager Matt Pollman and Lake County Communications Coordinator Steve Olson, held their first of many planning meetings related to the festival for and from the local perspective. Multiple meetings were also organized and held with other public safety partners, which included, but was not limited to, the US Coast Guard Personnel, Duluth Police & Fire representatives, Emergency Managers from surrounding counties, State of Minnesota Department of Public Safety representatives, State of Minnesota Homeland Security and Emergency Management representatives, Minnesota State Patrol, Lake County Ambulance representatives, Minnesota Department of Transportation representatives, festival organizers and planners, who offered valuable insight and experience utilized in our planning strategies.

For the next eight (8) months leading up to the festival, Chief Hogenson and Assistant Chief Anderson spent almost everyday planning and preparing, participating in, or leading meetings surrounding every detail necessary for the festival. We all may recall that the initial estimates of

visitors to our community was going to be approximately 40,000 people per day. Those initial numbers were not something to be taken lightly with our already busy streets and highways in the summer months. Estimated numbers then were reduced to 20,000 people per day at the festival, still a huge influx of vehicle and visitors to our community. In July, while meeting with Voyageur Bus Company representatives about bus routes for their part of the festival, Chief of Police Hogenson learned the estimated numbers were more likely to be around the 8,000 people per day mark. As the festival grew closer, the festival promoter did state that they would be capping ticket sales at 6,000 per day. Numbers aside, the planning and preparing for safe and successful festival was always at the forefront of the direct efforts of Chief Hogenson and Assistant Chief Anderson. Their planning and preparation over this time included a traffic plan, parking plan, request for mutual aid, securing supplies and equipment, countless meetings and strategizing sessions between Chief Hogenson and Assistant Chief Anderson, contingency planning for various and multiple public safety threat scenarios, staffing planning, logistics (staff assignments, food, supplies, etc.) and ultimately implementation and execution of the planning efforts. The time leading up to the festival took a lot of extra time, exceeding 250 hours, from both, Chief Hogenson, and Assistant Chief Anderson, all while still completing their “regular” duties for the City of Two Harbors Police Department.

Most recently, and for the eight (8) days leading up to the festival, Chief Hogenson, and Assistant Chief Anderson, worked 12+ hour days from Sunday, July 31, 2022, thru Sunday, August 7, 2022, working almost exclusively on final festival planning, preparation, implementation, and execution of their previous efforts in a unified command setting at the Lake County Highway Facility, which served as the Emergency Operations Center for the festival. In their roles at the emergency operations center, Chief of Police Hogenson served as the Incident Commander and had ultimate say in the decision making at the emergency operations center for public safety. Assistant Chief Anderson filled the role of Operations Director and had immediate supervision and command over the operational side of the festival related to all public safety personnel. We were the first to come to work those days and the last to leave.

Why special payment should be allowed:

The number of hours dedicated to the planning, preparation and ultimately participating and leading the festival command and operations, we feel “special payment” is appropriate. Looking at the language in the working agreement, we know and believe the “extraordinary circumstances” fits what went on with the planning and preparation and ultimate execution of a public safety plan surrounding the Tall Ships – Two Harbors 2022 festival. The definition of “extraordinary circumstances” in the working agreement is as follows: ***“a situation that is unplanned, unscheduled, extraordinary and/or catastrophic in nature”***.

We recognize the word “catastrophic” may not fit this request for special payment, only because nothing catastrophic happened. Our planning efforts did and needed to limit opportunity for catastrophic events, have contingency plans in place for catastrophic events, including active shooter(s), suspicious package(s), threats of violence or any critical incident that may have happened at or surrounding the festival.

We know that the wording “unplanned” and “unscheduled” may or may not fit depending on one’s interpretation of their meaning, but to bring an event of this magnitude to our community in a time frame of around 9 months, is almost unheard of. Typically, large scale events like these, and those with the potential for a huge influx of people require 18+ months of lead time for planning and preparation, and typically with law enforcement agencies with way more staff available for planning and preparation purposes.

We do know the “extraordinary” wording is a complete fit for the special payment request. Tall Ships – Two Harbors 2022 was something this community had never tried to plan and prepare for, let alone pull-off. We, Chief Hogenson, and Assistant Chief Anderson, never expected to plan for an event with this much potential to impact our small community. In nine (9) months Chief Hogenson and Assistant Chief Anderson planned and prepared for a safe and successful event for our community, and we did just that from a public safety perspective.

Special Payment Request:

With the support of our fellow Two Harbors Supervisory Employee Association members, we are requesting “special payment” be made to Chief Hogenson under ARTICLE 5 – HOURS OF WORK (B), for the eight days leading up to and thru the TALL SHIPS – TWO HARBORS 2022 festival, for the hours listed below, at a time and one-half rate of pay. Hours above and beyond a typical eight-hour workday for Monday thru Friday, and actual hours worked on Saturday and Sundays are as follows:

Sunday, July 31	12 hours	8:00am – 8:00pm
Monday, August 1	6 hours	3:00pm – 9:00pm
Tuesday, August 2	6 hours	3:00pm – 9:00pm
Wednesday, August 3	6 hours	3:00pm – 9:00pm
Thursday, August 4	8 hours	1:00pm – 9:00pm
Friday, August 5	6 hours	1:00pm – 7:00pm
Saturday, August 6	14 hours	5:00am – 7:00pm
Sunday, August 7	14 hours	5:00am – 7:00pm

TOTAL **72 hours x \$70.68 = \$5,088.96**

With the support of our fellow Two Harbors Supervisory Employee Association members, we are requesting “special payment” be made to Assistant Chief Anderson under ARTICLE 5 – HOURS OF WORK (B), for the eight days leading up to and thru the TALL SHIPS – TWO HARBORS 2022 festival, for the hours listed below, at a time and one-half rate of pay. Hours above and beyond a typical eight-hour workday for Monday thru Friday, and actual hours worked on Saturday and Sundays are as follows:

Sunday, July 31	12 hours	8:00am – 8:00pm
Monday, August 1	6 hours	3:00pm – 9:00pm
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Wednesday, August 3	6 hours	3:00pm – 9:00pm

Thursday, August 4	8 hours	1:00pm – 9:00pm
Friday, August 5	6 hours	1:00pm – 7:00pm
Saturday, August 6	14 hours	5:00am – 7:00pm
Sunday, August 7	14 hours	5:00am – 7:00pm

TOTAL

72 hours x \$62.34 = \$4,488.48

In closing, we wish we could express to each of you in words and in person how much time and work planning, preparing, and working thru this festival entailed. Countless hours, thinking, worrying, and praying, the public safety side of the event would go off without a hitch. We are proud to report, that from the public safety side of things, we can say that our efforts, along with the cooperation and partnership from so many professionals along the way, we scored a huge victory for Two Harbors, MN. Something our community can be proud of!

We hope you honor our request for “special payment”, as we feel it is appropriate and more than fair, when you consider and recognize the actual amount of time and energy that was put into the public safety side of the festival. Thank you for your time and consideration.

Respectfully submitted,



Richard C. Hogenson
Chief of Police – City of Two Harbors
Harbors



Kenneth L. Anderson
Assistant Chief of Police – City of Two



**CITY OF TWO HARBORS
CITY COUNCIL**

**AGENDA ITEM
COVER SHEET**

Originating Staff: P. Nordean	Department: Administration	Date: 8/19/22
Agenda Item Subject: Approving Special Event Permit for Car Show	Fiscal Impact:	
BACKGROUND: Jim Gilbert has submitted an application for Special Event Permit on behalf of the North Shore Classic Car Club for permission to block off the Community Center and Depot Parking Lots from 2Pm on Friday, September 9 until 5 PM on Saturday, September 10 for a Classic Car Show.		
COUNCIL ACTION REQUESTED: Approving the request conditionally upon notification of affected adjacent property owners and receipt of consent forms from adjacent businesses with 75% in favor of the event.		
RECOMMENDATION: Approve the request conditionally upon notification of affected adjacent property owners and receipt of consent forms from adjacent businesses with 75% in favor of the event.		
ATTACHMENTS:		



City of Two Harbors
522 1st Avenue
Two Harbors, MN 55616
218-834-5631

Special Events Permit Checklist

Please use the following as a guide to make sure your permit is complete. NOTE: This permit, along with insurance information and fees, must be returned to the City of Two Harbors a minimum of 30 calendar days prior to the event date. For large scale events involving 1,000 participants or more, application should be made 90-120 in advance of event. If shelter rental, city services or the like are required for the event, payment is due and payable prior to the event.

Applicant Checklist	
<input type="checkbox"/>	1. City of Two Harbors Special Event Permit Application (For detailed information, review regulations and guidelines prior to completing the application. Incomplete applications and/or applications not submitted within timelines will not be processed.) \$50.00 event fee. In addition, fees for other City services are required at the time of approval.
<input type="checkbox"/>	2. Certificate of Liability Insurance & Liquor Liability Insurance A Certificate of Liability Insurance is required by the City for every event and MUST list the event and date and have the City listed as Additional Insured (not just certificate holder). To be furnished at least two weeks prior to the event. Liquor Liability Insurance required if alcohol is served. Guidelines for insurance coverage will be come from MN State requirements, City reserves the right to require additional insurance beyond state requirements.
<input type="checkbox"/>	3. Event Maps (Required for all applications) A Site Map should show the relative location of all sources of amplified sounds; tents/canopies with sizes, stages, promotional vehicles, inflatables, restrooms, refuse containers, fencing, barricades, and other structures; locations of alcohol, food and merchandise service/sale; and proposed street closures. All site maps are subject to approval. Route Map (Parades, Runs, Walks, Bike Rides) all activities in which participants will be following a course are required to attach a Route Map and a written document of the proposed event route. All proposed route maps are subject to approval.
<input checked="" type="checkbox"/>	4. Street Closure or Use of Public Right-of-Way Street Closure Consent/Objection forms with 75% in favor of event will need to be submitted prior to final approval but are not required until the event has been initially approved.

Information that may Apply to Your Event
Licenses: (As applicable, e.g., permit for alcohol, etc.)
Fireworks permit: If you plan to have fireworks at your event, you must contact the Fire Chief at least 30 days prior to your event to apply for a permit.
Food services: If your event is open to the public, contact Lake County Health Department at 218-834-8400 for more information.
Services from the City of Two Harbors: Must be determined in advance and are to be applied to the cost with the permit.
A SPECIAL EVENT PERMIT IS NOT VALID (MEANING YOU MAY NOT HAVE YOUR EVENT WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.
Return completed permit with payment to: City of Two Harbors 522 1 st Avenue Two Harbors, MN 55616 Questions? 218-834-5631



City of Two Harbors Special Event Permit Application

For Office Use:

Date of Submission: _____

Amount Paid: \$ _____

☐ Approved

☐ Denied

Event Information		
Name of Event:	NORTH SHORE CLASSIC CAR CLUB	
Type of Event (festival, parade, athletic, etc.):	CAR SHOW	
Event Location:	CON CENTER	
Event Setup Date:	SEPT 9TH	Start Time: 2 PM End Time:
Actual Event Date(s)		Start Time: End Time:
Event Cleanup Date:	SEPT 10TH	Start Time: End Time: 5 PM
Estimated Attendance:	Open to the Public: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Description of Event:	CLASSIC CAR SHOW	

Applicant Information			
Primary Contact Person:	Jim GILBERT		
Address:	2416 Hwy 12	City:	Two Harbors State: MN Zip: 55616
Phone:	218 930 1973	Email:	WALDOSIGNWORKS@BMAK.COM
Secondary Contact Person:	Bob OLSON		
Address:	218 348-0222	City:	TU State: MN Zip: 55616
Phone:		Email:	

Event Features	
Will food or alcohol be served?	Food <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
NOTE: Additional permits may be necessary.	Alcohol <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Food: If your event is open to the public and you are serving food you must obtain a food and beverage license from Lake County Health and Human Services and provide a copy to the City of Two Harbors prior to your event. To obtain a food permit, contact Lake County Health and Human Services at 218-834-8400.</p> <p>The Minnesota Department of Agriculture regulates some categories of food, such as Cotton Candy, Popcorn, Caramel Corn, Caramel Apples, Candy Manufacturing, Bakery Manufacturing, Fruit Concessions, Ice Cream Bars (wrapped), Sno Cones, Retail Food Sales (prepackaged meats, fruit, etc.), and Cottage Food Industries (persons making non potentially hazardous food at home and selling at farmer's markets, bakes sales, craft fairs and the like). If you have questions</p>	

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

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

Indicate caterer being used: _____

Temporary 3.2 Percent Malt Liquor and Temporary Intoxicating Liquor Licenses; only issued to charitable, religious or nonprofit organizations in existence for at least three (3) years for events not to exceed four (4) consecutive days. **Application needs to be submitted with fee and requires City Council approval and Alcohol and Gambling Enforcement Division Approval.** Must be submitted to the state 45-days prior to the event.

Tents and Canopies:



Yes



No

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

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

Event Logistics

Refuse (Garbage & Recycling) and Public Restrooms:

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

Please indicate how many will be provided: _____

Company/description(s): _____

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

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

Number of restrooms provided: _____

Number of sinks provided: _____

Number of handicap accessible toilets: _____

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

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

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

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

* BLOCK OFF COMMUNITY CENTER PARKING LOT + DEPOT
PARKING LOT

Electrical Usage/Hookups

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

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

Date(s) requested for electrical hookups:

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

Water Usage/Hookups

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

Description of water usage:

Date(s) requested for water hookups:

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