Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, December 14, 2020, at 6:00 p.m. via zoom video conference.

The meeting was called to order by President Glaser.

Members present, Councilors: Woodruff, Redden, Rennwald, Swanson, Erickson, Glaser. 6.

Members absent, Councilor: Jussila. 1.

Others present: Administrator Walker
Finance Director, Pietila
City Clerk, Nordean
Community Development Planner, Sterbenz
City Attorney, Overom.

Clerk Nordean requested that a motion supporting Lake County Soil & Water Conservation District’s Agate Bay Stormwater Management Plan be added to the Consent Agenda.

Motion by Rennwald and Swanson approving the agenda with the changes proposed by the City Clerk. Carried.

**Appearances:**
Administrator Walker recognized the following employees on their milestone years of service to the City of Two Harbors, as part of the employee recognition program:

- Mike Haffield 5 years
- Chad Schultz 5 years
- Mariah Blettner 5 years
- Blake Prince 5 years
- Nate Gens 15 years
- Mike Aho 25 years
- Patty Nordean 30 years
- Jay Turnquist 30 years

Walker expressed appreciation to the staff members for their work and dedication to the community.
Motion by Woodruff and Swanson adjourning the regular meeting and calling to order a public hearing to consider a proposed City of Two Harbors Capital Improvement Plan 2021-2025. Carried.

**Communications:**
Clerk Nordean reported that the following communications have been received: 1. A letter from Cheryl Passe’, 1302 Harbor Hills Drive, expressing her disappointment that the CIP document does not address any action on the waterfront; and 2. A letter from Becky Norlien, 204 Third Avenue, expressing her opinion that there is a need for a walking trail along Third Street between South Avenue and the harbor and inquiring about the availability of funding for such a trail.

**Appearances:**
Miranda Pietila, Finance Director, was present and provided a review of the timeline over which the document was drafted and an overview of the projects and capital purchases outlined within the plan. She reminded the Councilors that the plan is designed to be used as a tool to provide guidance for planning and budgeting purposes but that it is intended to remain somewhat flexible as situations and priorities can and do change over time.

President Glaser asked if there was anyone present who wished to speak in favor of or against adoption of the proposed Capital Improvement Plan. There was no one present who indicated a desire to speak for or against the proposed plan.

Administrator Walker expressed appreciation to Finance Director Pietila, Joe Rhein of Bolton & Menk, City department heads and staff for their work in preparing the plan along with the Council.

Councilor Erickson expressed appreciation to the Utilities and Public Works Committees as well as Bolton & Menk for their work in preparing the document.

Motion by Woodruff and Redden adjourning the public hearing and reconvening the regular meeting. Carried.

**Administrator Report:**
Administrator Walker reported that this would be the last City Council meeting in 2020 and reminded Councilors that committee and commission assignments would remain in effect until new assignments have been made in January of 2021.

**HRA:**
President Glaser reported on the December 8 meeting of the City HRA, where they discussed completed projects and projects proposed for 2021.

Motion by Swanson and Rennwald that the following consent agenda items:

1. Approving minutes from the November 23, regular, November 30, special and December 7, 2020 regular City Council meetings.
2. RESOLUTION NO. 12-352-20 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS, IN THE AMOUNT OF $5,400,877.69.

3. Approving payroll for the first half of December, 2020, in the amount of $213,194.23.

4. RESOLUTION NO. 12-353-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF $32,199.50 FOR PROFESSIONAL SERVICES FOR THE 2021 & 2022 STREET & ALLEY IMPROVEMENT PROJECT.

5. RESOLUTION NO. 12-354-20 ACCEPTING THE PROPOSAL OF W.W. GOETSCHE FOR REPAIR OF A RAW WASTEWATER PUMP AT THE WASTEWATER TREATMENT PLANT.

6. RESOLUTION NO. 12-355-20 APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT BETWEEN VEIT AND COMPANY, INC. AND THE CITY OF TWO HARBORS, FOR THE CASTLE DANGER MONITORING STATION PROJECT FOR ADDITIONAL COSTS INCURRED TO RESTORE DISTURBED ROAD, CURB AND SIDEWALK AREA THAT WAS LARGER THAN ANTICIPATED FOR AN AMOUNT OF $2,413, AND AUTHORIZING PAYMENT IN THE AMOUNT OF $11,792.35 TO VEIT AND COMPANY, INC. FOR PAY REQUEST NO. 5 FOR SAID PROJECT.

7. RESOLUTION NO. 12-356-20 ACCEPTING THE PROPOSAL OF UHL TO PROVIDE BI-ANNUAL HVAC & CONTROLS PREVENTATIVE MAINTENANCE FOR THE 2021 CALENDAR YEAR FOR THE LIBRARY FOR AN AMOUNT OF $4,519.

8. RESOLUTION NO. 12-357-20 AUTHORIZING THE PURCHASE OF A PRESSURE WASHER FOR THE GAS & WATER DEPARTMENT FROM ACME TOOL FOR AN AMOUNT OF $2,681.32.

9. RESOLUTION NO. 12-358-20 AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER THE FIFTH AVENUE OPTIONAL IMPROVEMENTS AGREEMENT BETWEEN LAKE SUPERIOR SCHOOL DISTRICT NO. 381, THE CITY OF TWO HARBORS AND LAKE COUNTY, MN.

10. RESOLUTION NO. 12-359-20 CERTIFYING ASSESSMENTS FOR CERTAIN DELINQUENT UTILITY CHARGES TO THE LAKE COUNTY ASSESSOR FOR COLLECTION ON THE TAX ROLLS.

11. RESOLUTION NO. 12-360-20 AUTHORIZING THE RENEWAL APPLICATION FOR CERTIFICATION AS A TREE CITY USA, AND AN APPLICATION FOR THE TREE CITY GROWTH AWARD.

12. Authorizing the extension of the expiration of the hiring list for the position of Laborer in the Public Works Department through June 30, 2021.

13. Authorizing a conditional offer of employment for the position of Public Works Specialist 1.
14. RESOLUTION NO. 12-361-20 APPROVING RENEWAL OF CIGARETTE LICENSES FOR: MINER’S INC., HOLIDAY STATIONSTORES # 24 AND 362; KRIST OIL COMPANY, KWIK TRIP, AND TWO HARBORS MUNICIPAL LIQUOR STORE.

15. A memorandum from Joe Rhein, Bolton & Menk, providing engineering project updates.

16. RESOLUTION NO. 12-362-20 AUTHORIZING AN APPLICATION FOR A TRANSPORTATION ALTERNATIVE GRANT FOR HIGHWAY 61 TRAIL CONNECTION.

17. RESOLUTION NO. 12-363-20 AGREING TO MAINTAIN FACILITY FOR THE HIGHWAY 61 TRAIL CONNECTION.

18. Supporting Lake County Soil & Water Conservation District’s Agate Bay Stormwater Management Plan.

New Business:

Motion by Redden and Woodruff that RESOLUTION NO. 12-364-20 ADOPTING THE CITY OF TWO HARBORS CAPITAL IMPROVEMENT PLAN 2021-2025 be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Announcements:

Administrator Walker expressed appreciation of Councilor Jussila for his dedication and service as City Councilor in Ward 4. Walker read a plaque which will be presented to him in recognition of his service to the community.

Mayor Swanson reported that he is enjoying all of the holiday lighting throughout the community and encouraged citizens to participate in the ongoing lighting contest. He congratulated the Council on moving the CIP forward and wished everyone a Merry Christmas.

Councilor Woodruff expressed appreciation to Council President Glaser and staff for their work during the past year and wished everyone a Merry Christmas.

President Glaser expressed thanks to the City Council and staff for their help and support.

Councilor Erickson encouraged everyone to help their neighbors with snow removal and other things they may need assistance with.

Motion by Rennwald and Swanson that the meeting adjourn. Carried.
Robin M. Glaser, President, City Council

Patricia D. Nordean, City Clerk