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January 13, 2020

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, January 13, 2020, at 6:00 p.m.

The meeting was called to order by Administrator Walker.

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

Members absent, Councilors: Swanson, Rennwald.

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

Councilor Rennwald joined the meeting at 6:01 P.M.

Administrator called for nominations for City Council President. Motion by Erickson and Woodruff that Councilor Glaser be elected as City Council President for 2020. Carried by a unanimous yeas vote of all members present on roll call.

The chair was turned over to newly elected Council President, Glaser.

President Glaser called for nominations for City Council Vice President. Motion by Woodruff and Erickson that Councilor Jussila be elected as City Council Vice President for 2020. Carried by a unanimous yeas vote of all members present on roll call.

President Glaser asked if there were any changes or additions to the agenda. Clerk Nordean proposed that Consent Agenda Item No. 37. Approving the request of THHS DECA students for their Selfie Spot Project be added to the agenda.

Motion by Rennwald and Woodruff approving the agenda with the changes recommended by the City Clerk. Carried.

Administrator Report:

Administrator Walker reported that he is working to set up a Council meeting with City department-heads to discuss priorities for 2020 and moving forward.

Utilities Committee:

Vice President Jussila reported on the January 3, 2020 meeting of the Utilities Committee where they discussed proposed water system upgrades.

Public Works Committee:

Vice President Jussila reported that at their most recent meeting, the Public Works Committee discussed the Capital Improvement Plan, snow removal and the new grader.

Library Board:

Councilor Rennwald reported on the most recent meeting of the Library Board, where they received Library Board 101 training. They were notified that they have been awarded Rudberg Grant funding and also some additional funding from Lake County.

Recreation Board:

Councilor Erickson reported that at their last meeting, the Rec Board discussed the Adult Activity Nights, which will begin in March, a proposed revised position description and the scoreboard at Odegard Park.

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

1. Approving minutes from the December 16, 2019 City Council meeting.
2. **RESOLUTION NO. 1-1-20 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON JANUARY 14, 2020, IN THE AMOUNT OF \$2,849,938.39.**
3. Approving payroll for the second half of December, 2019, in the amount of \$252,149.57.
4. **RESOLUTION NO. 1-2-20 APPOINTING THE LAKE COUNTY ATTORNEY'S OFFICE TO PROVIDE LEGAL SERVICES FOR CRIMINAL MATTERS FOR THE CITY.**
5. **RESOLUTION NO. 1-3-20 CONFORMING TO THE DICTATES OF THE TWO HARBORS HOME CHARTER AND AMENDMENTS THERETO.**
6. **RESOLUTION NO. 1-4-20 AFFIRMING THE CODE OF CONDUCT AND ETHICS FOR THE CITY OF TWO HARBORS FOR 2020.**
7. **RESOLUTION NO. 1-5-20 APPOINTING JIM RICH TO PROVIDE BUILDING OFFICIAL CONSULTING SERVICES FOR THE CITY.**
8. **RESOLUTION NO. 1-6-20 APPOINTING OVEROM LAW, PLLC TO PROVIDE LEGAL SERVICES FOR CIVIL MATTERS FOR THE CITY.**

9. **RESOLUTION NO. 1-7-20 DESIGNATING THE LAKE COUNTY NEWS CHRONICLE AS THE CITY'S OFFICIAL NEWSPAPER FOR THE CITY FOR 2020.**
10. **RESOLUTION NO. 1-8-20 ADOPTING ROBERT'S REVISED RULES OF ORDER AS AUTHORITY FOR MEETINGS OF THE CITY COUNCIL.**
11. **RESOLUTION NO. 1-9-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$19,935 FOR PROFESSIONAL SERVICES FOR THE 2020 STREET & ALLEY IMPROVEMENT PROJECT.**
12. **RESOLUTION NO. 1-10-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,039.50 FOR PROFESSIONAL SERVICES FOR THE HIDDEN SPRINGS PROJECT.**
13. **RESOLUTION NO. 1-11-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,865 FOR PROFESSIONAL SERVICES FOR CHLORINE TANK AND BUILDING REPAIRS.**
14. **RESOLUTION NO. 1-12-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$26,286.30 FOR PROFESSIONAL SERVICES FOR WATER SYSTEM IMPROVEMENTS.**
15. **RESOLUTION NO. 1-13-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$8,265 FOR PROFESSIONAL SERVICES FOR CHLORINE TANK AND BUILDING REPAIRS.**
16. **RESOLUTION NO. 1-14-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$3,410 FOR PROFESSIONAL SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.**
17. **RESOLUTION NO. 1-15-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$13,800 FOR PROFESSIONAL SERVICES FOR THE PRELIMINARY DESIGN OF THE CASTLE DANGER MONITORING STATION.**
18. **RESOLUTION NO. 1-16-20 APPROVING A CONTRACT WITH MINNESOTA PUMP WORKS FOR LIGHTHOUSE LIFT STATION REPAIRS FOR \$12,775, IN ACCORDANCE WITH MN STATUTE 471.345, SUBDIVISION 5.**
19. **RESOLUTION NO. 1-17-20 ACCEPTING THE QUOTE FROM NATIONAL BUSINESS FURNITURE FOR \$2,596 FOR OFFICE FURNITURE FOR THE PLANNING AND ZONING OFFICE.**

20. **RESOLUTION NO. 1-18-20 AUTHORIZING THE PURCHASE OF TWO NEW LIGHT POLES AND LIGHTS FOR 1ST AVENUE FROM JT SERVICES FOR AN AMOUNT OF \$11,850.**
21. **RESOLUTION NO. 1-19-20 ACCEPTING THE PROPOSAL OF DULUTH SUPERIOR COMMUNICATIONS FOR THE PURCHASE OF ALLIED RADIO MATRIC FOR EMERGENCY RESPONSE (ARMER) TWO-WAY RADIO SYSTEM FOR AN AMOUNT OF \$96,657.60.**
22. **RESOLUTION NO. 1-20-20 AUTHORIZING THE RENEWAL OF THE BIENNIAL MAINTENANCE AGREEMENT WITH UHL FOR THE HVAC SYSTEM AT THE LIBRARY.**
23. **RESOLUTION NO. 1-21-20 APPROVING THE WATER TREATMENT PLANT/DISTRIBUTION SYSTEM FINAL DESIGN ENGINEERING.**
24. **RESOLUTION NO. 1-22-20 ADOPTING THE PROHIBITION OF EXCESSIVE FORCE POLICY.**
25. Authorizing the American Legion to be open on Sundays in 2020: January 19, July 5, 12, 19 and 26; August 2, 9, 23 and 30.
- 26.A. **RESOLUTION NO. 1-23-20 AUTHORIZING A GRANT APPLICATION TO COOPERATIVE LIGHT AND POWER OF LAKE COUNTY FOR THE 2020 HERITAGE DAYS EVENT.**
- 26.B. **RESOLUTION NO. 1-24-20 AUTHORIZING A GRANT APPLICATION TO THE TWO HARBORS AREA FOUNDATION FOR THE 2020 HERITAGE DAYS EVENT.**
27. Approving the requests of Heritage Days Committee for the 2020 Festival.
28. **RESOLUTION NO. 1-25-20 HIRING JESSE HENNEN FOR THE POSITION OF CEMETERY CARETAKER.**
29. Authorizing internal & external postings for the position of Mechanic in the Public Works Department after January 15, 2020 if necessary.
30. Approving the request of the Public Works Director to allow Jim Gilbert to attend the America Traffic Services Association Conference in Fargo.
31. Approving the request of Mayor Swanson and Councilor Jussila to attend the 2020 Elected Leaders Institute in Plymouth.

32. Approving the request of Miranda Pietila and Patty Nordean to attend the Municipal Clerks and Finance Officers Association Conference in St. Cloud.
33. Approving the request of Mayor Swanson to attend 2020 Session Priorities in St. Paul.
34. **RESOLUTION NO. 1-26-20 AUTHORIZING A GRANT APPLICATION TO MINNESOTA DEPARTMENT OF TRANSPORTATION FOR ENGINEERING ASSISTANCE FOR TRAIL SEGMENTS RELATED TO SAFE ROUTES TO SCHOOLS PLAN.**
35. **RESOLUTION NO. 1-27-20 APPROVING THE STAND STILL AGREEMENT WITH THE CITY OF TWO HARBORS AND ZITO WEST HOLDING, LLC SUBSTANTIALLY IN ITS FORM, AND AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER SUCH AGREEMENT ON BEHALF OF THE CITY.**
36. **RESOLUTION NO. 1-28-20 AUTHORIZING A ZITO WEST HOLDING, LLC, CABLE SYSTEM FRANCHISE SURVEY TO BE INCLUDED IN UTILITY BILLINGS.**
37. Approving a request by THHS DECA students for their Selfie Spot Tour Project.

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

New Business:

Motion by Jussila and Redden that **RESOLUTION 1-29-20 APPROVING A VACATION OF EASEMENT FOR 402 13TH AVENUE** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Announcements:

President Glaser requested that the Councilors let her know if they would like to change any of the committees they are currently serving on. She also asked them to consider participating in the City Council/ County Board Curling Challenge as part of Winter Frolic. She noted that Capital Days is March 17 – 19 and asked Councilors to sign up if they are interested in attending.

Motion by Jussila and Redden that the meeting adjourn. Carried.

Robin M. Glaser, President, City Council

Patricia D. Nordean, City Clerk