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February 22, 2021

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, February 22, 2021, at 6:00 p.m. via Zoom video conference.

The meeting was called to order by President Redden.

Members present, Councilors: Woodruff, Glaser, Rennwald, Swanson, Passe, Erickson, Redden. 7.

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

Motion by Woodruff and Glaser approving the agenda. Carried.

Administrator Report:

Walker reported that he will need confirmation from those Councilors wishing to attend the virtual Capital Days by Thursday, February 25. He reported that he has distributed the 2021 project calendar and noted that staff has been monitoring progress on the projects and all projects are on-track at this time.

City HRA:

Vice President Glaser reported that Tom Furman, City HRA, was present at the Committee of the Whole meeting and provided a presentation on senior housing needs and a proposed senior housing development project in Two Harbors. Glaser expressed appreciation to Mr. Furman for his hard work with the project and presentation and indicated that at their last committee meeting, the HRA reviewed existing personnel policies and discussed a proposed tuckpoint project on the entire building and COVID management in the building.

Personnel Committee:

Vice President Glaser reported that at their last meeting, the Personnel Committee discussed upcoming hiring needs, reviewed a proposed respectful workplace policy and discussed future training opportunities.

Public Works Committee:

President Redden reviewed items discussed at the recent meeting of the Public Works committee including Lighthouse Point Trail work and specifications for street sign panels.

Safety Committee:

Councilor Woodruff reported that the Safety Committee at their last meeting discussed and recommended parking options on State Aid projects, the City deer hunt, moving the skate park and a proposed tour of the recently updated Police Department.

Utilities Committee:

President Redden reported that at their most recent meeting, the Utilities Committee discussed planning at the Wastewater Treatment Plant and an easement for contractor staging.

Planning Commission:

Vice President Glaser reported that Justin Otsea of ARDC, was present and they reviewed remaining draft language for the Zoning Code Update. She indicated that there are still some items that need to be reviewed including RV storage, mini and outdoor storage, minimum standards for parking. She also reported that Otsea has suggested that Star Grant funding could be available for updates to the Zoning map to make it more user-friendly online.

Trees & Trails Commission:

Councilor Passe reported that at their most recent meeting the Trees & Trails Commission had scheduled appearances with the local ATV and Snowmobile trail groups. They discussed the Odegard park Trail and signage. They also expressed interest in a trail extending from Superior Shores to the Fairgrounds. The group also discussed wetland delineation for Odegard park and a contest to locate the largest tree of certain species in town.

Finance and Budget Committee:

Councilor Erickson reported that Consent Agenda Items 8-13 had all been reviewed and recommended by the Finance Committee. In addition, the group also discussed upcoming contract negotiations with the Golf Association and Curling Club.

Public Affairs Committee:

Mayor Swanson reported that at their most recent meeting, the Public Affairs Committee discussed Heritage Days, the Golf Course Agreement and the Fourth of July fireworks.

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

1. Approving minutes from the February 8, 2021 City Council meeting.
2. **RESOLUTION NO. 2-50-21 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS, IN THE AMOUNT OF \$598,6430.12.**
3. Approving payroll for the first half of February, 2021, in the amount of \$218,683.77.

4. **RESOLUTION NO. 2-51-21 AUTHORIZING PAYMENT TO DULUTH LAWN & SPORT FOR REPAIRS TO THE LAWN MOWER AT THE AIRPORT FOR AN AMOUNT OF \$2,121.59.**
5. **RESOLUTION NO. 2-52-21 AUTHORIZING THE PURCHASE OF NEW SHELVING FOR THE LIBRARY FROM DEMCO, FOR AN AMOUNT OF \$3,799.14.**
6. **RESOLUTION NO. 2-53-21 APPROVING CHANGE ORDER NO. 5 TO THE AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND KRAUSE ANDERSON CONSTRUCTION COMPANY FOR THE T-HANGAR AND ASSOCIATED APRON PAVING PROJECT AT THE AIRPORT FOR AN INCREASE IN THE AMOUNT OF \$27,538.90 FOR ADDITIONAL COSTS ASSOCIATED WITH EXCESS RAIN EVENTS ON THE PROJECT SITE.**
7. **RESOLUTION NO. 2-54-21 AUTHORIZING PAYMENT TO KRAUSE-ANDERSON CONSTRUCTION COMPANY IN THE AMOUNT OF \$107,972.11 FOR PAY APPLICATION NO. 6 FOR THE 2019 T-HANGAR CONSTRUCTION PROJECT.**
8. **RESOLUTION NO. 2-55-21 AUTHORIZING AN INTERNAL TRANSFER IN THE AMOUNT OF \$225,000 FROM THE LOCAL SALES TAX FUND TO THE STREET IMPROVEMENT FUND FOR COSTS ASSOCIATED WITH THE STREET IMPROVEMENT PROJECT.**
9. **RESOLUTION NO. 2-56-21 AUTHORIZING AN INTERNAL TRANSFER IN THE AMOUNT OF \$75,000 FROM THE LOCAL SALES TAX FUND TO THE G.O. BOND DEBT SERVICE FUND (301) FOR COSTS ASSOCIATED WITH THE 2018 AND 2019 STREET IMPROVEMENT PROJECT.**
10. **RESOLUTION NO. 2-57-21 AUTHORIZING AN INTERNAL TRANSFER IN THE AMOUNT OF \$225,000 FROM THE GENERAL FUND TO THE PERMANENT IMPROVEMENT FUND FOR COSTS ASSOCIATED WITH UPCOMING IMPROVEMENT PROJECTS, INCLUDING THE ODEGARD TRAIL PROJECT.**
11. **RESOLUTION NO. 2-58-21 AUTHORIZE AN AMENDMENT TO THE 2020 BUDGET BY TRANSFERRING BUDGETED FUNDS FROM ONE DEPARTMENT TO ANOTHER THROUGH THE GENERAL FUND, LIBRARY, AIRPORT, GOLF COURSE AND CAPITAL EQUIPMENT FUND, UTILITY AND CAMPGROUND FUNDS.**
12. **RESOLUTION NO. 2-59-21 ADOPTING THE CITY OF TWO HARBORS PURCHASING POLICY.**
13. **RESOLUTION NO. 2-60-21 APPROVING AN UPDATED FUND BALANCE POLICY.**
14. Approve the request of the Heritage Days Committee to relocate the staging area and the route for the Heritage Days Parade.

15. Authorizing a 2021 City of Two Harbors archery deer hunt.
16. **RESOLUTION NO. 2-61-21 AUTHORIZING BOLTON & MENK TO PROVIDE WETLAND DELINEATION SERVICES IN MAY/JUNE FOR BOTH THE ODEGARD PARK TRAIL AND THE ANTONICH FIELD AREA SIMULTANEOUSLY.**
17. **RESOLUTION NO 2-62-21 AUTHORIZING THE CITY OF TWO HARBORS TO SUBMIT A LOAN APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY AND TO AUTHORIZE CITY OFFICIALS TO EXECUTE A LOAN AGREEMENT ON BEHALF OF THE CITY OF TWO HARBORS FOR THE WATER DISTRIBUTION PROJECT.**
18. **RESOLUTION NO. 2-63-21 DESIGNATING NO PARKING ZONES ON PORTIONS OF EIGHTH STREET.**
19. Authorizing a tree-planting project by Friends of the Trees & Trails Commission.
20. **RESOLUTION NO. 2-64-21 CREATING A HIRING POOL FOR FUTURE VOLUNTEER FIREFIGHTER POSITIONS AND AUTHORIZING CONDITIONAL OFFERS OF EMPLOYMENT FOR THREE INDIVIDUALS FOR POTENTIAL HIRE FOR EXISTING VACANCIES.**
21. **RESOLUTION NO. 2-65-21 HIRING CARL HENRY FOR THE POSITION OF PUBLIC WORKS SPECIALIST 1.**

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

New Business:

Motion by Woodruff and Swanson that **RESOLUTION NO. 2-66-21 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2021 – 2022 STREET IMPROVEMENTS PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Announcements:

Mayor Swanson expressed appreciation to staff for a tremendous amount of work that is being done in our community.

Joe Rhein, Bolton & Menk, was present and provided a recap of items that they are working on associated with the 2021-2022 Street Improvement Project.

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

Benjamin Redden, City Council President

Patricia D. Nordean, City Clerk