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September 27, 2021

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, September 27, 2021, at 6:00 p.m.

The meeting was called to order by President Redden.

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

Members absent, Councilors: Rennwald, Erickson. 2.

Others present: Interim Administrator/Finance Director, Pietila  
Community Development/Planner, Sterbenz  
City Attorney, Costley.

Interim Administrator Pietila requested removal of New Business No. 1 from the agenda.

Motion by Glaser and Woodruff approving the agenda with the change proposed by Pietila. Carried.

**Appearances:**

Interim Administrator/Finance Director, Pietila was present and provided a review of the proposed 2022 Preliminary Tax Levy. She explained the purpose of the preliminary levy noting that it is the maximum amount that can be certified to Lake County and once it has been certified, the levy can be reduced, but increased before final adoption. She noted that the proposed levy provides for an 8% increase from 2020. The Truth in Taxation meeting will be held on December 6, 2021, when the final levy will be adopted.

**Administrator Report:**

Pietila introduced Tim Costley the new City Attorney and Rachel Williams, who is the City's new Assistant Finance Director.

**HRA:**

Vice President Glaser reported on the September 14 meeting of the HRA where they discussed residential rate adjustments, the hiring of a full-time maintenance position, authorization for the Maxfield Housing Study and the proposed housing project.

**THEDA:**

Sterbenz reported on the September 14 meeting of THEDA where the group discussed a potential project at Cedar Coffee. Their next meeting is the second Tuesday of October.

**Personnel Committee:**

Vice President Glaser reported on the September 22 meeting of the Personnel Committee where they discussed a request from the Electrical Superintendent, authorizing an internal posting for a full-time patrol officer upon receipt of a final resignation letter from an existing patrol officer and the appointment of Patty Nordean to the position of Interim Deputy Administrator effective July 17, 2021 until such time as a new City Administrator has been appointed. She noted that the committee recommendations for these items are listed on the Consent Agenda.

**Public Affairs Committee:**

Mayor Swanson reported that at their meeting of September 21, the committee reviewed the existing Communications Policy and recommends no changes. He noted that there will be training on the policy for council and staff.

**Trees & Trails Commission:**

Councilor Passe reported on the September 16 meeting of the Trees & Trails Commission where they discussed the resignation of Ben Flemming. He reported that the commission is now down two members. They also discussed a request for more trees in the City and tree replacement. He noted that Sterbenz is working on Battaglia Boulevard trail and the Odegard Trail RFP.

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

1. **RESOLUTION NO. 9-266-21 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS, IN THE AMOUNT OF \$248,563.78.**
2. Approving payroll for the first half of September, 2021, in the amount of \$105,770.70.
3. A Memorandum from Joe Rhein and Brian Guldán, Bolton & Menk, providing an update of current Engineering Projects they are working on with the City.
4. **RESOLUTION NO. 9-267-21 AUTHORIZING PAYMENT TO LAKE COUNTY IN THE AMOUNT OF \$19,917.94 FOR PAY APPLICATION NO. 9 FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT.**
5. **RESOLUTION NO. 9-268-21 APPOINTING RACHEL WILLIAMS TO THE POSITION OF ASSISTANT FINANCE DIRECTOR AT CITY HALL.**
6. **RESOLUTION NO. 9-269-21 ACCEPTING THE GRANT AGREEMENT – END GRANT FOR THE TWO HARBORS PUBLIC LIBRARY’S ROOF REPLACEMENT FOR THE EXPANSION, PLUS INSTALLATION OF PROTECTIVE PAVERS PROJECT UNDER THE LIBRARY CONSTRUCTION GRANT PROGRAM.**
7. **RESOLUTION NO. 9-270-21 AUTHORIZING AN APPLICATION TO THE DULUTH SUPERIOR AREA COMMUNITY FOUNDATION FOR A RUDBERG**

**GRANT IN THE AMOUNT OF \$2,000 TO PURCHASE MATERIALS FOR THE JUVENILE AND TEEN AREAS OF THE LIBRARY.**

8. **RESOLUTION NO. 9-271-21 AUTHORIZING THE PURCHASE OF A SMART BOARD FOR THE LIBRARY IN THE AMOUNT OF \$4,964 FROM PROMETHEAN ACTIVPANEL WITH FUNDS RECEIVED FROM THE LIBRARY SERVICES AND TECHNOLOGY ACT GRANT.**
9. Accepting with regret the resignation of Benjamin Fleming from the Trees and Trail Committee.
10. **RESOLUTION NO. 9-272-21 AUTHORIZING THE EXECUTION OF THE MINNESOTA ENERGY ASSISTANCE PROGRAM AGREEMENT BETWEEN OCTOBER 1, 2021 – SEPTEMBER 20, 2022.**
11. Designating a list of equipment from the Interim Public Works Director as discarded equipment
12. **RESOLUTION NO. 9-173-21 AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND BIRD SCOOTERS TO OPERATE A RENTAL BUSINESS IN CITY OF TWO HARBORS CONTINGENT UPON ADVISEMENT BY THE CITY ATTORNEY.**
13. **RESOLUTION NO. 9-274-21 ACCEPTING THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO PAY SUPERINTENDENT BLAKE PRINCE EXTRAORDINARY PAY IN THE AMOUNT OF \$1,297.88 FOR THE WORK DONE FOR THE TWO HARBORS JULY 26, 2021 WINDSTORM.**
14. Accepting the recommendation from the Personnel Committee and the Chief of Police to post an internal and external full time Patrol Officer position upon receipt of final resignation letter from a current Patrol Officer.
15. **RESOLUTION NO. 9-275-21 ACCEPTING THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO AUTHORIZE CITY ADMINISTRATIVE STAFF TO ENGAGE THE SERVICES OF A TEMP AGENCY AND/OR ADVERTISEMENT TO PROVIDE A TEMPORARY MEDIA AND ADMINISTRATIVE ASSISTANT.**
16. **RESOLUTION NO. 9-276-21 ACCEPTING THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO APPOINT PATTY NORDEAN TO THE POSITION OF INTERIM DEPUTY ADMINISTRATOR EFFECTIVE JULY 17, 2021 UNTIL SUCH TIME AS A NEW CITY ADMINISTRATOR HAS BEEN APPOINTED.**
17. Authorizing Joni Brandt to attend the MMUA Training Leadership Academy Conference in 2022 in Plymouth, Minnesota. Costs for conference is \$3,900, plus tax, lodging and mileage.
18. Scheduling the City Council meeting in December 2021 for the 6<sup>th</sup> and 13<sup>th</sup>.

19. **RESOLUTION NO. 9-277-21 AUTHORIZING THE CITY OF TWO HARBORS TO ACCEPT THE PROPOSAL FROM MAXFIELD RESEARCH IN THE AMOUNT OF \$13,500 CONTINGENT UPON SHARED PARTICIPATION FROM OTHER ENTITIES.**

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

**New Business:**

Motion by Woodruff and Passe calling for a special meeting at 5 PM on Monday, October 4<sup>th</sup>, for the purpose of accepting the Working Agreement between the City of Two Harbors and AFSCME Local 1123 for January 1, 2021 through December 31, 2023. Carried.

**MOTION BY SWANSON AND WOODRUFF THAT RESOLUTION NO. 9-278-21 ADOPTING THE 2022 PROPOSED PROPERTY TAX LEVY FOR THE CITY OF TWO HARBORS AND SCHEDULING THE TRUTH AND TAXATION HEARING FOR 6PM, ON DECEMBER 6, 2021** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

**Announcements:**

Council President Redden extended a warm welcome to Tim Costley, City Attorney and Rachel Williams, Assistant Finance Director.

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

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Ben Redden, President, City Council

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Patricia D. Nordean, City Clerk