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December 13, 2021

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, December 13, 2021, at 6:00 p.m.

The meeting was called to order by President Redden.

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

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

Clerk Nordean requested that the following items be added to the consent agenda No. 19. Approving the request of Jessica Carlson, Loyal Order of the Moose, for permission to be open on the following Sundays: January 2, 9, 30 and February 13, 2022; No. 20 Certifying assessments for certain unpaid accounts receivable charges to the Lake County Auditor; No. 21 Authorizing payment to Lake County in the amount of \$5,819.88 for reimbursement for construction testing services for the 2021 – 2022 Street Improvement Project; and to New Business No. 5, consider the request of Mitch Ekstrom, for permission to carry over an additional five days of vacation into 2022.

Motion by Woodruff and Glaser approving the agenda with the changes as proposed by the clerk. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Glaser Adjourning the regular meeting and calling to order a public hearing to consider a proposed City of Two Harbors Capital Improvement Plan 2022-2026. Carried by a unanimous yea vote of all members present on roll call.

Communications:

Clerk Nordean reported that there were no communications received regarding the proposed Capital Improvement Plan.

Appearances:

Miranda Pietila, Finance Director, was present and addressed the Council and reviewed the

Motion by Swanson and Woodruff Adjourning the public hearing and reconvening the regular meeting. Carried by a unanimous yea vote of all members present on roll call.

Administrator Report:

Interim Administrator Pietila reported that the agenda includes consideration of two agreements with the City's bargaining units. Once the agreements are approved, the City will have working agreements in place with all of the City's bargaining units.

Planning Commission:

Vice President Glaser reported that the Planning Commission met and received public comment regarding short term rental issues. The Commission will review existing code language at their first meeting in January.

Public Works Committee:

Councilor Rennwald reported on their recent meeting where they discussed the Highway 61 Project and her recommendation was to extend utilities beyond Culvers. They also discussed the alley and sidewalk improvements and received a report from the Interim Public Works Director on their recent activities.

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

1. Approving minutes from the December 6, 2021 City Council meeting.
2. **RESOLUTION NO. 12-330-21 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON DECEMBER 14, 2021, IN THE AMOUNT OF \$5,347,649.50.**
3. A Memorandum from Joe Rhein, PE and Brian Guldán, PE, Bolton & Menk, providing engineering project updates.
4. A memorandum from Joe Rhein, PE, Bolton & Menk, providing a status update on the 2021 – 2022 Street Improvement Project.
5. **RESOLUTION NO. 12-331-21 AUTHORIZING THE RENEWAL OF TOBACCO LICENSES FOR HOLIDAY STATION STORES EAST AND WEST; TWO HARBORS MUNICIPAL LIQUOR STORE, KWIK TRIP, INC; KRIST OIL COMPANY AND MINERS INC. FOR 2022, PENDING THE APPROVAL OF THE CHIEF OF POLICE.**
6. **RESOLUTION NO. 12-332-21 APPOINTING JENNA UDENBERG AS A MEMBER OF THE CITY HRA.**
7. **RESOLUTION NO. 12-333-21 APPOINTING JENNA UDENBERG AS A MEMBER OF THE TREES & TRAILS COMMISSION.**
8. **RESOLUTION NO. 12-334-21 AUTHORIZING A RENEWAL APPLICATION FOR DESIGNATION AS A TREE CITY USA.**

9. **RESOLUTION NO. 12-335-21 AUTHORIZING THE MAYOR, CITY CLERK AND CITY ADMINISTRATOR TO EXECUTE AND DELIVER THE 2022 – 2024 CONTRACT FOR CAMPGROUND MANAGEMENT SERVICES BETWEEN THE CITY OF TWO HARBORS AND KATHERINE GROENEVELD SUBSTANTIALLY IN ITS PREVIOUS FORM.**
10. **RESOLUTION NO. 12-336-21 AUTHORIZING THE MAYOR, CITY CLERK AND CITY ADMINISTRATOR TO EXECUTE AND DELIVER THE 2022 – 2024 AGREEMENT FOR AIRPORT MANAGEMENT SERVICES BETWEEN THE CITY OF TWO HARBORS AND MIKE BUSCH SUBSTANTIALLY IN ITS PREVIOUS FORM.**
11. **RESOLUTION NO. 12-337-21 AUTHORIZING EMILY SAVAGEAU TO CARRY OVER AN ADDITIONAL 40 HOURS OF VACATION INTO 2022 DUE TO A DECEMBER EMPLOYMENT ANNIVERSARY DATE.**
12. **RESOLUTION NO. 12-338-21 HIRING KYLE JOHNSON AS A TEMPORARY EMPLOYEE AT THE LIQUOR STORE.**
13. Approving the request of the Public Works Director to allow Mike Haffield to attend MMUA stepping Into Leadership training in Plymouth, MN.
14. **RESOLUTION NO. 12-339-21 AUTHORIZING THE MAYOR, CITY CLERK AND ADMINISTRATOR TO EXECUTE AND DELIVER THE AGREEMENT BY AND BETWEEN THE CITY OF TWO HARBORS AND IBEW LOCAL NO. 31, JANUARY 1, 2021 THROUGH DECEMBER 31, 2023.**
15. **RESOLUTION NO. 12-340-21 AUTHORIZING THE MAYOR, CITY CLERK AND ADMINISTRATOR TO EXECUTE AND DELIVER THE AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND THE CITY OF TWO HARBORS SUPERVISORY EMPLOYEES ASSOCIATION 2021 – 2023.**
16. **RESOLUTION NO. 12-341-21 APPROVING PAY APPLICATION #13 FOR THE 2021-2022 STREET IMPROVEMENT PROJECT.**
17. **RESOLUTION NO. 12-342-21 APPROVING REIMBURSEMENT TO THE THGA FOR THE PURCHASE OF A BEVERAGE CART FOR \$12,516.25.**
18. **RESOLUTION NO. 12-343-21 APPROVING THE PURCHASE OF SPRINKLER HEADS FOR THE LAKEVIEW NATIONAL GOLF COURSE FOR \$7,767.50.**
19. Approving the request of Jessica Carlson, Loyal Order of the Moose, for permission to be open on the following Sundays: January 2, 9, 30 and February 13, 2022.
20. **RESOLUTION NO. 12-344-21 CERTIFYING ASSESSMENTS FOR CERTAIN UNPAID ACCOUNTS RECEIVABLE CHARGES TO THE LAKE COUNTY AUDITOR.**
21. **RESOLUTION NO. 12-345-21 AUTHORIZING PAYMENT TO LAKE COUNTY IN THE AMOUNT OF \$5,819.88 FOR REIMBURSEMENT FOR**

CONSTRUCTION TESTING SERVICES FOR THE 2021 – 2022 STREET IMPROVEMENT PROJECT

carried by a unanimous yeas vote of all members present on roll call.

New Business:

Motion by Swanson and Glaser that **RESOLUTION NO. 12-346-21 ADOPTING THE 2022 – 2026 CAPITAL IMPROVEMENT PLAN FOR THE CITY OF TWO HARBORS** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Woodruff and Glaser that **RESOLUTION NO. 12-347-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$40,704 FOR PROFESSIONAL SERVICES FOR THE 2021 – 2022 STREET & ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Woodruff and Glaser that **RESOLUTION NO. 12-348-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$23,773.50 FOR PROFESSIONAL SERVICES FOR THE 2021 – 2022 STREET & ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Glaser and Woodruff that **RESOLUTION NO. 12-349-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$16,407 FOR PROFESSIONAL SERVICES FOR THE 2021 – 2022 STREET & ALLEY IMPROVEMENT PROJECT** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Motion by Swanson and Glaser that **RESOLUTION NO. 12-350-21 AUTHORIZING MITCH EKSTROM TO CARRY OVER AN ADDITIONAL FIVE DAYS OF VACATION INTO 2022** be adopted as read. Carried by a unanimous yeas vote of all members present on roll call.

Announcements:

Mayor Swanson reported that the Two Harbors Public Library has received a four star rating among libraries in the nation along with 4 other libraries in Minnesota; discussed the Highway 61 Project, noting that he feels there is an opportunity to seek bonding for extension of utilities during the upcoming project; he expressed appreciation to those attending the recent Planning Commission meeting and spoke in favor of or against the current short-term rental policies, noting that he was very impressed with the process and respect shown by everyone in attendance. He expressed thanks to those who worked on the labor agreements and to Casey Komarek for his service at the Airport. He requested that a letter of appreciation be directed to Mr. Komarek and reported that he has received lots of positive feedback on the City's CIP.

Glaser noted that this would be the last City Council meeting in 2021 and expressed wishes for happy holidays to everyone.

Motion by Glaser and Rennwald that the meeting adjourn. Carried by a unanimous yea vote of all members present on roll call.

Ben Redden, City Council President

Patricia D. Nordean, City Clerk