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May 14, 2018

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, May 14, 2018 at 6:00 p.m.

The meeting was called to order by President Woodruff.

Members present, Councilors: McQuade, Norberg, Swanson, Jussila,
Erickson, Woodruff. 6.

Please stop by City Hall to pick up employee registration documents which must be completed and returned to City Hall prior to beginning work.

Members absent, Councilor: Glaser. 1.

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

Motion by Erickson and Swanson adjourning the regular meeting and convening a public hearing on the proposal to adopt a street reconstruction plan and intent to issue general obligation street reconstruction bonds. Carried.

Appearances:

Todd Hagen, Ehlers & Associates, was present and reviewed the proposal to adopt a street reconstruction plan and the intention to issue general obligation street reconstruction bonds which would provide funding for the City's upcoming campground entrance project, Highway 61 street lighting and sanitary and storm sewer projects.

President Woodruff asked if there was anyone present who wished to speak in favor of or against the proposal. There was no one present who wished to address the hearing in favor of or against the proposal.

Communications:

President Woodruff announced that there were no communications received regarding the proposal to adopt a street reconstruction plan and intent to issue general obligation street reconstruction bonds.

Motion by Swanson and Jussila adjourning the public hearing and reconvening the regular City Council meeting. Carried.

President Woodruff announced the following recommended changes or additions to the agenda: delete Consent Agenda Item #6 regarding Interlocal Contract for Cooperative

Agreement with Houston-Galveston Area Council; delete Consent Agenda Item #13 regarding restoration of water service to a residential property; and add New Business Item #8 to consider authorizing an advertisement for bids for the 2018 Airport Pavement Rehabilitation Project.

Motion by Erickson and Jussila approving the agenda with changes as recommended by Council President Woodruff. Carried.

Airport Commission:

Councilor Jussila reported on the April 25, 2018 meeting of the Airport Commission where the group discussed an upcoming DOT inspection, bore sampling for upcoming projects; gypsy moth spraying, fuel pricing, new tires on the courtesy car, LED lighting in the hangars with funding provided by the Pilot's Association, and upcoming events.

Public Arts & Beautification Commission:

Mayor Swanson reported on a recent meeting of the Public Arts & Beautification Commission where the group recommended the purchase of five decorative trash receptacles from the Public Arts Fund.

Library Board:

Vice President Erickson reported on a recent Library Board meeting where the Library strategic plan and the purchase of a subscription for Library patrons to access Ancestry.com were discussed.

Planning Commission:

President Woodruff reported on a recent meeting of the Planning Commission where the group discussed regulations for accessory buildings including height issues.

Recreation Board:

Vice President Erickson reported on the May 8, 2018 meeting of the Recreation Board where Joe Raycraft was present and requested improvements be made to the horseshoe courts in Odegard Park and the group finalized plans for a pool experience program for children with adaptive needs.

Public Affairs, Policy and Communications Committee:

President Woodruff reviewed items discussed at a recent meeting of the Public Affairs Policy and Communications Committee including policies regarding employee recognition, council information and service requests, employee recruitment/selection and a proposed property exchange.

Personnel Committee:

Vice President Erickson reported on a recent meeting of the Personnel Committee where a recommendation on the hiring of a new Chief of Police was discussed, as well as authorization for an internal notice for the position of Assistant Chief of Police.

Public Works Committee:

President Woodruff reported on a recent meeting of the Public Works Committee where cleaning and reconstruction of the east end bath house were discussed. Woodruff commended the Public Works crews and other staff on recent maintenance work done at the campground.

Consent Agenda:

President Woodruff announced that items listed on the consent agenda are routine in nature and typically do not require discussion. If there is an item on the consent agenda that a council member, staff member or member of the public feels warrants discussion, they may request that it be removed from the consent agenda and dealt with individually under New Business. Motion by Jussila and McQuade that the following consent agenda items:

1. Minutes from April 23, 2018 regular City Council meeting.
2. **RESOLUTION NO. 5-125-18 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS IN THE AMOUNT OF \$ 579,072.47 TO BE PAID ON MAY 15, 2018.**
3. Approving payroll for the second half of April, 2018, in the amount of \$176,694.47.
4. Receiving the Library Report dated May 2, 2018.
5. Accepting the notice of retirement from Brad MacFarlane, with regret, and authorizing a letter of appreciation for his service.
6. **RESOLUTION NO. 5-126-18 AUTHORIZING PAYMENT TO THE STATE OF MINNESOTA, DEPARTMENT OF TRANSPORTATION FOR PROFESSIONAL SERVICES, CONSTRUCTION AND MATERIALS FOR THE 2018 HIGHWAY 61 PROJECT.**
7. **RESOLUTION NO. 5-127-18 ACCEPTING THE PROPOSAL OF GULBRANSON EXCAVATING FOR AN AMOUNT NOT TO EXCEED \$3,000 FOR LABOR AND MATERIALS TO PLOW AND BORE FOR A NATURAL GAS SERVICE LINE TO THE MAIN LIFT STATION.**
8. **RESOLUTION NO. 5-128-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$29,283.50 FOR PROFESSIONAL SERVICES FOR THE 2018 STREET & ALLEY IMPROVEMENT PROJECT.**
9. **RESOLUTION NO. 5-129-18 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,522.50 FOR**

ENGINEERING SERVICES FOR THE MAIN LIFT STATION IMPROVEMENT PROJECT.

10. **RESOLUTION NO. 5-130-18 ACCEPTING THE QUOTE FROM ARTFORMS, INC. FOR THE PURCHASE OF APPAREL TO BE SOLD AT BURLINGTON BAY CAMPGROUND FOR AN AMOUNT OF \$6,236.40 PLUS SHIPPING.**
11. **RESOLUTION NO. 5-131-18 ACCEPTING THE QUOTE FROM ELECTROFORGE FOR THE PURCHASE OF FIVE DECORATIVE TRASH CANS FOR AN AMOUNT OF \$5,500 WITH FUNDING PROVIDED BY THE PUBLIC ARTS AND BEAUTIFICATION FUND.**
13. **RESOLUTION NO. 5-132-18 AUTHORIZING A REQUEST TO THE MN PUBLIC FACILITIES AUTHORITY FOR PLACEMENT ON THE 2019 INTENDED USE PLAN PROJECT PRIORITY LIST FOR A PROPOSED CHLORINE CONTACT TANK REPLACEMENT PROJECT.**
14. **RESOLUTION NO. 5-133-18 AUTHORIZING A REQUEST TO THE MN DEPARTMENT OF HEALTH FOR PLACEMENT ON THE 2019 PROJECT PRIORITY LIST FOR THE DRINKING WATER REVOLVING LOAN FUND FOR THE PROPOSED CHLORINE CONTACT TANK REPLACEMENT PROJECT.**
15. **RESOLUTION NO. 5-134-18 ADOPTING THE CITY COUNCIL AND STAFF REQUEST FOR SERVICE AND INFORMATION POLICY.**
16. **RESOLUTION NO. 5-135-18 ADOPTING THE EMPLOYEE RECOGNITION PROGRAM POLICY.**
17. Authorizing an internal posting for the position of Lead Wastewater Treatment Plant Operator.
18. Approving the amended position descriptions for Assistant Chief of Police, Police Patrol Officer and Police Records Clerk.
19. **RESOLUTION NO. 5-136-18 HIRING THE FOLLOWING INDIVIDUALS AS TEMPORARY EMPLOYEES: NICKOLAS DETLEFSEN AT THE LIQUOR STORE; KEVIN HEIKKILA IN THE PUBLIC WORKS DEPARTMENT; AND KEITH JOHNSON IN THE ELECTRICAL DEPARTMENT.**
20. **RESOLUTION NO. 5-137-18 AUTHORIZING A GRANT**

APPLICATION FOR THE RUTH E. FERGUSON FUND OF THE DULUTH SUPERIOR AREA COMMUNITY FOUNDATION FOR \$1,057 FOR THE PURCHASE OF JUVENILE BOOKS AT THE LIBRARY.

21. **RESOLUTION NO. 5-138-18 AUTHORIZING AN APPLICATION FOR A SHOPKO FOUNDATION GRANT FOR THE PURCHASE OF MATERIALS FOR THE LIBRARY'S STEM KITS COLLECTION.**
22. **RESOLUTION NO. 5-139-18 CALLING FOR A PUBLIC HEARING AT 6 P.M. ON TUESDAY, MAY 29, 2018, TO PRESENT INFORMATION REGARDING THE WASTEWATER TREATMENT PLANT FACILITY PLAN.**
23. Directing that any required notice regarding updated disadvantaged business enterprise goals be published in the Lake County News-Chronicle.

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

New Business:

Motion by Swanson and Jussila that **RESOLUTION NO. 5-140-18 AUTHORIZING AN ADVERTISEMENT FOR BIDS FOR THE 2018 JET-A FUEL SYSTEM PROJECT AT THE AIRPORT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Jussila that **RESOLUTION NO. 5-141-18 RECEIVING BIDS AND APPROVING AWARD OF CONTRACT FOR THE 2018 STREET & ALLEY RECONSTRUCTION PROJECT** be adopted as read. Carried by the following vote: Yeas: McQuade, Swanson, Jussila, Erickson, Woodruff. 5. Nays: Norberg. 1.

Motion by Erickson and Jussila that **RESOLUTION NO. 5-142-18 APPROVING A FIVE-YEAR STREET RECONSTRUCTION PLAN AND THE ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION BONDS** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Erickson and Jussila that **RESOLUTION NO. 5-143-18 PROVIDING FOR THE SALE OF \$2,140,000 GENERAL OBLIGATION BONDS, SERIES 2018A** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Justin Otsea, City Planner, was present, and provided a brief overview of the proposed ordinance as well as some language changes which have been proposed since the first reading.

Motion by Swanson and Erickson declaring second reading of An Ordinance Amending the City Code, Chapter 4, Adding a New Section 4.42 of the Two Harbors City Code Concerning the Permitting of Short-Term Rentals. Carried.

Motion by Erickson and Swanson that **RESOLUTION NO. 5-144-18 APPOINTING RICHARD C. HOGENSON TO THE POSITION OF CHIEF OF POLICE, EFFECTIVE JUNE 1, 2018** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Erickson and Swanson authorizing an internal notice for the position of Assistant Chief of Police. Carried.

Motion by Jussila and Swanson that **RESOLUTION NO. 5-145-18 AUTHORIZING AN ADVERTISEMENT FOR BIDS FOR THE 2018 AIRPORT PAVEMENT REHABILITATION PROJECT** be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Announcements:

Mayor Swanson expressed appreciation to Councilor Erickson, staff, administration and the Chamber of commerce who assisted with efforts to include local sales tax language in the upcoming tax bill. He also complimented City staff involved in preparing the campground for the season opening. He noted the importance of campground revenues generated in support of current and future street improvement projects.

Swanson expressed congratulations to Brad MacFarlane on his upcoming retirement and expressed appreciation for his many years of service to the City.

He issued a reminder of the upcoming filing period which begins on May 22, for City elective offices, expressed congratulations to Rich Hogenson on his appointment to the position of Chief of Police and requested that anyone interested in serving on the City's Charter Commission let him know as the time for appointments and reappointments to this important commission is approaching in June.

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

Miles Woodruff, City Council President

Patricia D. Nordean, City Clerk