May 26, 2020

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Tuesday, May 26, 2020, at 6:00 p.m. via Zoom electronic video conference.

The meeting was called to order by President Glaser.

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

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

Clerk Nordean requested the following changes to the agenda: add accepting, with regret, a communication from Deborah J. Anderson, resigning from the Charter Commission, and authorizing a letter of appreciation for her service to the Consent Agenda as Item 21; move Consent Agenda No. 17. Designating Mayor Swanson as an alternate on the Joint City/County Committee on the 8th Street Project and authorizing compensation for his attendance at their meetings, to New Business No. 7; and deleting New Business No. 1, regarding the Settlement and Mutual Release with Jensen-Re Partnership.

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

Adminstrator Report:
Administrator Walker reported that committees and commissions will resume meetings in June, via Zoom and the Campground will open on June 1.

Library Board:
Councilor Rennwald reported that the Library Board met and voted to go fine free beginning in June, they are operating with curbside pickup and are averaging 12 customers per day. They have had some furnace work done and are working with shorter hours for an indefinite time period.

Planning Commission:
President Glaser reported on the most recent meeting of the Planning Commission, where they worked on the zoning ordinance review.
Public Works Committee:
Vice President Jussila reported that the Public Works Committee met on May 20th and reviewed sidewalk and concrete projects, the five-year plan with Lake County, which now includes the Fifth Street Project. The group recommended the posting of the Parks and Maintenance position, noted that the Airport tanker truck has been sold and discussed summer help, street repairs and the campground.

Recreation Board:
Councilor Erickson reported that the Recreation Board met and after thoughtful consideration, made a determination that summer recreation programs should be canceled for 2020.

Public Affairs Committee:
Councilor Woodruff reported that the Public Affairs Committee met and recommends that Heritage Days events be canceled, that the Community Building remain closed. They discussed the safety protocols in place for City workers and voted to recommend that the Independence Day fireworks be moved to Labor Day.

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

1. Approving minutes from the May 7 Special and May 11, 2020 Regular City Council meetings.

2. RESOLUTION NO. 5-158-20 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS, IN THE AMOUNT OF $2,569,258.95.

3. Approving payroll for the first half of May, 2020, in the amount of $216,071.58.

4. RESOLUTION NO. 5-159-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF $3,864 FOR PROFESSIONAL SERVICES FOR THE PRELIMINARY DESIGN AND CONSTRUCTION PHASE OF THE CASTLE DANGER MONITORING STATION.

5. RESOLUTION NO. 5-160-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF $3,975 FOR GENERAL PROFESSIONAL ENGINEERING SERVICES.

6. RESOLUTION NO. 5-161-20 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF $41,300 FOR PROFESSIONAL SERVICES FOR THE WATER SYSTEM IMPROVEMENTS PROJECTS.

7. RESOLUTION NO. 5-162-20 ACCEPTING A QUOTE FROM LAWN AND TURF EQUIPMENT, FOR THE PURCHASE OF A TORO MULTI PRO 1250 SPRAYER FOR THE GOLF COURSE FOR AN AMOUNT OF $11,500 PLUS TAX AND SHIPPING.
8. RESOLUTION NO. 5-163-20 ACCEPTING THE PROPOSAL WESCO TO PROVIDE 30 CREE LED SECURITY LIGHTS FOR AN AMOUNT OF $3,240.

9. RESOLUTION NO. 5-164-20 ACCEPTING THE PROPOSAL FROM J.T. SERVICES FOR THE PURCHASE OF 30 GREEN COBRA JR. STREETLIGHTS FOR AN AMOUNT OF $6,150.

10. RESOLUTION NO. 5-165-20 ACCEPTING THE PROPOSAL FROM J.T. SERVICES FOR THE PURCHASE OF NEW LIGHT POLES FOR CIP ROAD PROJECTS FOR AN AMOUNT OF $6,090.


12. RESOLUTION NO. 5-167-20 DESIGNATING CRITICAL INFRASTRUCTURE EMPLOYEES FOR THE CITY OF TWO HARBORS.

13. Accepting the recommendation of the Public Affairs Committee and adopting the City of Two Harbors COVID-19 Preparedness Plan.

14. Accepting the recommendation of the Public Affairs Committee and adopting the City of Two Harbors Temporary Telecommute Policy and Agreement.

15. RESOLUTION NO. 5-168-20 AUTHORIZING A GRANT AGREEMENT BETWEEN THE CITY OF TWO HARBORS AND THE UNITED STATES OF AMERICA ACTING THROUGH THE FEDERAL AVIATION ADMINISTRATION FOR A CARES ACT GRANT TO PROVIDE FUNDS IN THE AMOUNT OF $30,000 FOR THE RICHARD B. HELGESON AIRPORT TO HELP OFFSET A DECLINE IN REVENUE ARISING FROM DIMINISHED AIRPORT OPERATIONS AS A RESULT OF THE COVID-19 PUBLIC HEALTH EMERGENCY.

16. RESOLUTION NO. 5-169-20 HIRING THE FOLLOWING TEMPORARY EMPLOYEES: KAYLEE OVERBY AND EMILY OLSON IN THE PUBLIC WORKS DEPARTMENT; AUSTIN AND TAYLOR JONES AT THE CEMETERY; GAVIN WOOD AND ASHLEY PRESTIDGE AT THE LIQUOR STORE.

17. Accepting the Summary of Cable Franchise Needs Assessment Survey Results for the Zito franchise renewal.


19. Authorizing the internal and external posting of the Parks Operations and Maintenance position in the Public Works Department.
20. Accepting, with regret, the communication from Deborah J. Anderson, providing notice of her resignation from the Charter Commission, effective immediately, and authorizing a letter of appreciation for her service.

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

New Business:

Motion by Woodruff and Jussila that RESOLUTION NO. 5-171-20 AUTHORIZING THE ISSUANCE OF EMERGENCY RELIEF GRANTS be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Jussila that RESOLUTION NO. 5-172-20 AUTHORIZING THE USE OF CERTAIN CITY PROPERTY FOR THE PURPOSE OF TEMPORARILY EXTENDING ON-SALE LIQUOR SERVICE AREAS OUTDOORS, ESTABLISHING THE REQUIREMENTS FOR SAID AUTHORIZATION CONDITIONED UPON RECEIPT OF PROPER DOCUMENTATION SATISFYING THE REQUIREMENTS UNTIL THE GOVERNOR’S ORDER REGARDING OUTDOOR DINING IS NO LONGER IN EFFECT OR OCTOBER 31, 2020, WHICHEVER COMES FIRST be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Rennwald and Woodruff that RESOLUTION NO. 5-173-20 ESTABLISHING REQUIREMENTS FOR APPROVAL OF TEMPORARY EXTENSIONS OF LIQUOR SERVICE AREAS CONDITIONED UPON RECEIPT OF PROPER DOCUMENTATION be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Swanson and Woodruff that RESOLUTION NO. 5-174-20 AUTHORIZING EXECUTION OF SUBORDINATION AGREEMENT WITH RESPECT TO THE REHABILITATION OF THE PROPERTY LOCATED AT 506 SIXTH AVENUE, TWO HARBORS, MINNESOTA SUBJECT TO ADMINISTRATIVE APPROVAL be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

Motion by Woodruff and Jussila delaying the Independence Day fireworks display until the Saturday of Labor Day Weekend. Carried.

Motion by Jussila and Redden that RESOLUTION NO. 5-175-20 MAYOR SWANSON AS AN ALTERNATE ON THE JOINT CITY/COUNTY COMMITTEE ON THE 8TH STREET PROJECT AND AUTHORIZING COMPENSATION FOR HIS ATTENDANCE AT THEIR MEETINGS be adopted as read. Carried by the following vote: Yea: Woodruff, Redden, Rennwald, Jussila, Erickson, Glaser. 6. Abstain: Swanson. 1.

Announcements:

Mayor Swanson complemented those who were involved in the project to install banners for the THHS 2020 graduates on City street light poles including Electrical Superintendent, Blake Prince, and the staff of the Electrical Department.

Motion by Jussila and Woodruff that the meeting adjourn. Carried.
Robin M. Glaser, City Council President

Patricia D. Nordean, City Clerk