

**CITY OF TWO HARBORS
PUBLIC AFFAIRS COMMITTEE
AGENDA
August 2, 2022**

5:00 P.M. Call to order and Roll call.

Old Business:

1. Status on Public comment at City meetings
 - a. Draft – Attorney Costley
 - b. Sample from the LMC
2. Process for reviewing the mayor’s nominees for appointments to committee and commissions. *(February 28, 2022)*
 - a. Code Revision – Section 2.40 – Boards, Commission & Committees
3. Membership requirements for certain boards and commissions:
 - a. HRA – Code Revision – Section 2.51 – Two Harbors Housing & Redevelopment Authority
 - b. PLANNING – Code Revision – Section 2.46 Planning Commission
 - c. CHARTER
 - d. THEDA
4. Charging Station at the RJ Houle Information Center

New Business:

1. Discuss Fireworks/J&M Displays – 2023 and beyond
2. Burlington Bay Campground 2024 Season

City of Two Harbors Burlington Bay Campground - Suggested 2024 Season

Season: Walk-in - Start Date: 10-17-2023, End Date: 11-30-2023

Season: Walk-in - Start Date: 04-01-2024, End Date: 05-09-2024

Season: Non-Peak - Start Date: 05-10-2024, End Date: 05-31-2024

Season: Peak - Start Date: 06-01-2024, End Date: 09-30-2024

Season: Non-Peak - Start Date: 10-01-2024, End Date: 10-20-2024

Season: Walk-In - Start Date: 10-21-2024, End Date: 11-30-2024

Adjourn.

D R A F T

Two Harbors City Council Public Comment Guidelines

The Two Harbors City Council recognizes the value of opinions and ideas brought forth by members of the public. The Council desires to provide opportunity for such input during meetings of the City Council.

- Those wishing to speak at regular City Council meetings must submit a request to appear before the Council by contacting the City Clerk by 12:00 p.m. on the Friday before the council meeting. They must provide their name, address and the matter on which they wish to speak.
- Each person will be required to limit their comments to three (3) minutes or less.
- Public comments must be relevant to an existing City Council Agenda item.
- If several members of the public wish to speak on the same subject, the City Council President may assign one person as spokesperson.
- Persons addressing the Council may not merge their time with another person in order to speak for more than three minutes.
- If handouts are to be provided to the City Council, copies must be provided to the City Clerk by 12:00 p.m. on the Friday before the council meeting.
- Public comments will be heard at the Regular City Council meeting commencing at 6:00 p.m.
- No more than 7 speaker will be allowed for the public comment segment of a Regular City Council meeting, to be scheduled on a first come, first served basis.
- Public comment is also accepted in written form via email: info@twoharborsmn.gov or delivered to City Hall, 522 First Avenue, Two Harbors, MN 55616. Written comments will not be read aloud but will be included in the meeting record. Written comments received by the City are considered public data under Minn. Stat. Sec. 13.03, and subject to disclosure upon proper request.

- There will be no questions or debate allowed during the period of public comment, nor is the Council obligated to respond in any way.
- Individuals displaying disruptive behavior such as interruption of other speakers, personal attacks, improper comments, profanity, threats of violence or other offensive behavior may be removed from the Council Chambers by law enforcement at the request of the City Council President.
- Use of public comments for political campaigns is prohibited.
- Public speakers must follow the attached Rules of Civility.

Adopted by the City Council this ____ day of _____, 2022.

Two Harbors City Council
Rules of Civility for Public Comment

During public meetings, all present shall:

1. Preserve safety and order.
2. Listen to others respectfully and not interrupt those who are speaking.
3. Not block the audience or camera from viewing the proceedings.
4. Not engage in behavior that will disrupt, disturb or otherwise impede the orderly conduct of the meeting including, but not limited to, heckling, whistling, yelling, raised voices and other similar demonstrations.
5. Not use profanity, obscene language or gestures that harass, threaten, disrupt, disturb, intimidate meeting participants or council members.
6. Not use physical force of any kind. Physical force includes but is not limited to: grabbing, pushing, slapping, punching, kicking or otherwise striking the body of another or an object attached to another's body.

Miranda Pietila

From: Patty Nordean
Sent: Wednesday, July 27, 2022 8:21 AM
To: Miranda Pietila; Tim Costley; Joel Dhein
Subject: FW: City Clerks/Administrators : Agenda Item Request From

I think what Tim has drafted is good for public appearances, but I saw this on the LMC List-Serve today and I thought it could be helpful in case there is anything the PA Committee wants to change from what Tim has drafted. I did not share this with committee members. I will be out of the office and not in attendance at this meeting.

Patricia Nordean

City Clerk, Human Resources

City of Two Harbors

522 First Avenue

Two Harbors, MN 55616

pnordean@twoharborsmn.gov

Ph: (218) 834-8806

Fax: (218) 834-2674

From: Kim Meuwissen via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Wednesday, July 27, 2022 8:07 AM
To: Patty Nordean <pnordean@twoharborsmn.gov>
Subject: RE: City Clerks/Administrators : Agenda Item Request From

MemberLink

City ClerksAdministrators

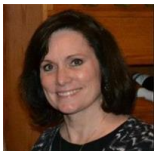
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Re: Agenda Item Request From

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Jul 27, 2022 8:07 AM | [view attached](#)

[Kim Meuwissen](#)

We ask residents to use the attached form.

Under Visitor Presentations on every City Council agenda is the following text:

"Visitor Presentations requesting a response or action from the City Council must complete and submit the Citizen Action Request Form (see VISITOR GUIDELINES at the end of this agenda)."

We also include on every agenda the following Guidelines for Visitor Presentations:

Welcome to the Chanhassen City Council Meeting. In the interest of open communications, the Chanhassen City Council wishes to provide an opportunity for the public to address the City Council. That opportunity is provided at every regular City Council meeting during Visitor Presentations.

- Anyone seeking a response or action from the City Council following their presentation is required to complete and submit a Citizen Action Request Form. An online form is available at <https://www.ci.chanhassen.mn.us/action> or paper forms are available in the city council chambers prior to the meeting.
- Anyone indicating a desire to speak during Visitor Presentations will be acknowledged by the Mayor. When called upon to speak, state your name, address, and topic. All remarks shall be addressed to the City Council as a whole, not to any specific member(s) or to any person who is not a member of the City Council.
- If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.
- Limit your comments to five minutes. Additional time may be granted at the discretion of the or. If you have written comments, provide a copy to the Council.
- During Visitor Presentations, the Council and staff listen to comments and will not engage in discussion. Council members or the City Manager may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request.
- Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed to the City Manager.



Kim Meuwissen,
MCMC
City Clerk
CITY OF CHANHASSEN
PH. 952.227.1107
FX. 952.227.1110
www.ChanhassenMN.gov




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Original Message:
Sent: 7/26/2022 9:33:00 AM
From: Christina Rust
Subject: RE: Agenda Item Request From

We have a "Citizens Address the Council" agenda item. If people would like to speak they fill out this form.

Christina Rust
City Clerk | City of Moorhead
PO Box 779 Moorhead, MN 56560
218.299.5304



You are subscribed to "City ClerksAdministrators" as pnordean@twoharborsmn.gov. To change your subscriptions, go to [My Subscriptions](#). To unsubscribe from this community discussion, go to [Unsubscribe](#).



VISITOR PRESENTATION CITIZEN ACTION REQUEST FORM

Complete this form and submit it prior to the City Council meeting you wish to make your presentation.

PLEASE PRINT

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Email: _____

Topic

Summary of Information

Provide a brief description of the action you are requesting from the City Council.

What Happens Next?

- City Council will review this form and hear your presentation.
- Staff will receive copies of this form and provide follow up as directed; i.e. gather additional information, schedule the item for a future City Council Work Session for discussion, schedule the item for a future City Council meeting for action, etc.
- Staff will keep you informed on the status of your request until it has been processed.

Questions?

Contact Deputy City Clerk Kim Meuwissen at 952-227-1107 or by email at kmeuwissen@ci.chanhassen.mn.us.

STAFF USE ONLY
Schedule City Council Work Session? <input type="checkbox"/> Yes <input type="checkbox"/> No City Council Work Session Date: _____
Action Taken at Work Session:
Schedule City Council Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No City Council Meeting Date: _____
Action Take at City Council Meeting:

SEC. 2.40. BOARDS, COMMISSIONS AND COMMITTEES.

Unless otherwise stated herein, all Boards, Commissions and Committees (hereinafter "Commissions") of the City of Two Harbors must meet the following requirements.

Subd. 1. Membership. The Commissions shall consist of seven (7) members, except as provided herein. Commission members shall be appointed with preference given to homestead residents of the City of Two Harbors, followed by commercial business property owners in the City who reside in the 55616 zip code; however, if no homestead residents or commercial business property owners apply for vacant positions, homestead residents in the 55616 zip code may be appointed. A majority of the members of every Commission shall be homestead residents of the City of Two Harbors.

After posting and publication, the Clerk shall present all candidate applications to the City Council. The Council must review all candidate applications. Appointment of candidates nominated by a Council member must be by majority vote of the Council.

At least one City Councilor must be a member of each Commission. Additional City Councilors may be members of a Commission, but no more than the total Councilor membership amount allowed under this Section. City Councilor Commission members have the right to vote and must be appointed by the President of the Council at the Council meeting held on the second Monday of January annually.

The Chairperson and Secretary of each Commission must be chosen from its membership annually to serve a one-year term. No Chairperson can be elected who has not completed one year as a member of the Commission.

Commission members, other than Council members, may be removed by a majority vote of the Council. The Council may remove any member, other than Council members, for good cause. For purposes of this section, "good cause" must include failure to regularly attend meetings, failure to be a homestead resident of the City, failure to be a commercial business property owner residing in the 55616 zip code, or failure to reside in the 55616 zip code.

Subd. 2. Terms. Members of Commissions, except Council members, must be appointed in accordance with the terms of this Ordinance. Terms will expire at 11:59 p.m. on the second Monday of March of each year. All members are appointed for a three (3) year term.

When a member serves two (2) consecutive three (3) year terms, notice of the availability of the position held by such member must be posted and published in the local newspaper for two (2) consecutive weeks. If a suitable replacement candidate applies, the serving member cannot be re-appointed. If no suitable replacement candidate applies, the serving member may be re-appointed.

Any vacancy in a Commission, other than by a Council member, must be filled for the unexpired term by Council nomination and approval of a qualified candidate.

The term of an appointed City Councilor must continue until their successor is appointed by the Council President or their term as City Councilor expires.

All vacancies in Commission memberships must be posted and published in the local newspaper for two (2) consecutive weeks prior to Council consideration to fill the vacancy.

Prior to taking office every member must take an oath affirming that they will faithfully discharge the duties of office.

SEC. 2.46. PLANNING COMMISSION.

Subd. 1. Membership. The Planning Commission shall consist of nine (9) members. The City Engineer, Building Official and Public Works Director shall serve as ex-officio members without the right to vote. Commission members must be appointed with preference given to homestead residents of the City of Two Harbors; however, if no homestead residents of the City apply for vacant positions, owners of commercial business property located within the City, who also reside in the 55616 zip code, may be appointed, not to comprise a majority of the members of the Commission. Otherwise the membership rules set forth in Section 2.40 shall apply to the extent they are not inconsistent with these specific rules.

SEC. 2.51. TWO HARBORS HOUSING AND REDEVELOPMENT AUTHORITY.

Subd. 1. Membership. The provisions of Minnesota Statute Section 469.003, Subdivisions 5, 6 and 7 shall apply to Commissioners appointed to the Two Harbors Housing and Redevelopment Authority. The Commission shall consist of seven members who must be homestead residents of the City of Two Harbors. The Commissioners shall be appointed by the Mayor, with approval by majority vote of the Council. City Councilors may be appointed as Commissioners. Otherwise the membership rules set forth in Section 2.40 shall apply to the extent they are not inconsistent with these specific rules.

Subd. 2. Terms. All Commissioners shall be appointed for five-year, staggered terms. City Councilors appointed shall serve a five-year term or until their term as Councilor expires, whichever is shorter.