

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
TUESDAY, JANUARY 3, 2012 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the December 19, 2011, Regular Meeting (#1-8)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communication
- III. Public Forum
 - A. Reorganization and Appointments (#9-10)
 - 1. Appoint Deputy Mayor
 - 2. Appoint City Attorney
 - 3. Appoint City Engineer
 - 4. Appoint Official Newspaper
 - 5. Designate Official Meeting Times
 - 6. Designate Official Depositories
 - 7. Commission and Board Appointments
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. Request to Canadian National Railroad (#11)
 - B. City Administrator's Report
 - 1. Skating Rink Attendants (#12-13)
 - 2. TCBDA and BDSA Appointment (#14-15)
 - C. Interim Public Works Director's Report
 - D. Sheriff's Department Report
 - 1. Monthly Statistics (#16)
 - E. City Engineer's Report
 - F. Personnel Committee
 - 1. Lead Water and Waste Water Operator (#17-21)
 - G. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 01-12 Grant Application (#22)
 - B. Resolution Number 02-12 Grant Application (#23)
 - C. Authorizations to Serve Liquor (#24-25)
 - D. Temporary Liquor License (#26)
 - E. Performance Review Adoption (#27)
- VII. Communications
- VIII. Announcements
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
DECEMBER 19, 2011

Mayor Skalko called the City Council meeting to order at 6:32 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Susan Tuomela, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Rod Flannigan, City Engineer; Michael Downs, Interim Public Works Director; Karl Sundquist, City Attorney; and John Backman, Sergeant.

It was moved by Skalko and seconded by Zupancich that the consent agenda be approved as follows:

1. Add the following item to the agenda:
VI. B. Authorize the Hiring of Rink Attendants
2. Approve the minutes of the December 5, 2011, regular meeting as submitted.
3. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period December 1-15, 2011, totaling \$1,119,771.42, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period December 1-15, 2011, totaling \$333,225.53, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

The Mayor reported on the following:

- Fires in Mountain Iron. He said that there have been some unfortunate incidents in Mountain Iron with a garage fire in the Parkville area and a house fire in Unity Second Addition. He thanked the Mountain Iron Fire Department and also the mutual aid of Virginia, Eveleth, and Fayal for responding to the house fire. He also thanked the Mountain Iron City Crew for responding to the house fire and disconnecting the power from the home. He thanked the Dairy Queen, Perkins, Dave's Pizza, McDonald's, and the Taste Bread Store for providing beverages and food for the responding emergency personnel.

It was moved by Zupancich and seconded by Tuomela to accept the resignation of Gail Kleinschmidt from the Library Board. The motion carried.

It was moved by Skalko and seconded by Tuomela to advertise for the open position on the Library Board and the Cable Commission, in the Hometown Focus, Public Access Television, and on the City's Web site until Monday, January 9, 2012, at 4:00 p.m. It was moved by Roskoski to amend the motion and add to also publish the notice in the Mesabi Daily News and the Manney Shopper. The **amendment to the motion died** for lack of second. The motion carried.

It was moved by Skalko and seconded by Roskoski to authorize a contribution of \$100 to the Mountain Iron Senior Citizen Organization for their Holiday Party. The motion carried unanimously on a roll call vote.

Councilor Roskoski reported that in the Sunday, December 18, 2011, Mesabi Daily News, there was an article regarding the 66 Carnegie Libraries constructed in Minnesota, with 22 still being utilized as Libraries.

It was moved by Zupancich and seconded by Prebeg to authorize City Staff to request bids for the sale of the vac-haul truck and the zamboni. It was moved by Roskoski to amend the motion and add to also publish the request for bids in the Mesabi Daily News and the Manney Shopper. The **amendment to the motion died** for lack of second. The motion carried.

The City Administrator reported on the following:

- Skating Rinks. The South Grove and West Virginia rinks were open and could be skated on and the skating buildings would be open on December 26, 2011.
- City Council Committee-of-the-Whole meeting. A meeting would be set for Tuesday, January 3, 2012, at 5 p.m. to discuss the evaluations of the Management Personnel.
- IRRR Grant Awards. The City has received notification that the City has been awarded two grants, the first for \$250,000 for the County Road 7 water connection with the City of Virginia and the second for \$250,000 for infrastructure for the potential relocation of Highway 102.

Sergeant Backman reported that there have been some car break-ins and vandalism occurring in the City. He encouraged residents to lock their doors.

It was moved by Zupancich and seconded by Tuomela to authorize change order number one for the Energy Park Phase II-Utility Extensions and Mass Grading Project increasing the amount of the project by \$22,200.00 with a total contract price of \$568,993.03. The motion carried.

It was moved by Zupancich and seconded by Roskoski to authorize payment request number five for the Energy Park Phase II-Utility Extensions and Mass Grading Project in the amount of \$59,068.15. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Tuomela to authorize change order number one for the Wastewater Treatment Facility-Aeration System Improvements decreasing the contract by \$11,229.00 with a final contract price of \$279,171.00. The motion carried.

It was moved by Zupancich and seconded by Prebeg to authorize payment request number seven for the Wastewater Treatment Facility-Aeration System Improvements in the amount of \$8,326.51. The motion carried on the following roll call vote: Roskoski, no; Prebeg, yes; Zupancich, yes; Tuomela, yes; and Skalko, yes.

During the liaison reports, the following item was discussed:

- Library Board. Councilor Tuomela updated the Council on the last meeting of the Board. She said that they were still discussing the fence and that an Arts and Legacy Grant was awarded to the Library in the amount of \$12,000 for use for a mural or sculpture, the Board decided on a mural. She also advised the Council that the Assistant Librarian would be working an additional seven hours per week.

It was moved by Prebeg and seconded by Tuomela to authorize the renewal of lease 13304 for the rock sign located at the intersection of Highway 169 and County Road 102 at a cost of \$170.00 (a copy is attached and made a part of these minutes). The motion carried unanimously on a roll call vote.

It was moved by Roskoski and seconded by Zupancich to hire Melissa Christy, Barry Rosier, Kayla Mesia, Mark Witzman, Cody Jones, Daniel Niska, Justin Nelson, and Jodi Hammer as Rink Attendants for the 2011-2012 season with an hourly wage of \$8.00 per hour. The motion carried.

It was moved by Zupancich and seconded by Tuomela to accept the recommendation of the Fire Department and authorize Julie Carpenter to serve as a Mountain Iron First Responder pending completion of a background check. The motion carried.

During the announcements, Councilor Tuomela said that she would be at the Mountain Iron Public Library on Saturday, January 7, 2012 from 10:00 a.m. until noon for the residents to meet with her.


At 7:08 p.m., it was moved by Zupancich and seconded by Tuomela to recess the regular council meeting and enter into a closed session under Minnesota Statute §§ 13D.05, subd. 2(b); 13.43, subd. 2(4) for preliminary consideration of allegations or charges against an individual subject to the public body's authority, following a 15 minutes recess. The motion carried.

At 7:17 p.m., Mayor Skalko opened the closed session with the following members present: Joe Prebeg, Jr., Tony Zupancich, Susan Tuomela, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; and Karl Sundquist, City Attorney.

At 8:07 p.m., it was moved by Zupancich and seconded by Roskoski to adjourn the closed session and reconvene the regular meeting. The motion carried.

At 8:09 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:


Jill M. Anderson, CMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Benchmark Engineering, a letter of appreciation for allowing them the opportunity to serve the City of Mountain Iron in 2011.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	124,102.89
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	214.64
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	400.00
BUILDING RENTALS	NICHOLS HALL	70.00
LICENSES	LIQUOR	1,900.00
METER DEPOSITS	ELECTRIC	2,000.00
METER DEPOSITS	WATER	120.00
CD INTEREST	QUEEN CITY FED-CASH CD/FND 604	100,000.00
CD INTEREST	CD INTEREST 604	103.83
TAXES	TAX LEVY	387,356.48
TAXES	TAXES RECEIVABLE-DELINQUENT	19,361.88
TAXES	MISCELLANEOUS TAXES	2,620.97
TAXES	PENALTIES & INTEREST	59.16
TAXES	PENALTIES & INTEREST-378 FUND	259.48
TAXES	SPEC. ASSMTS-378 FUND-CURRENT	22,385.30
TAXES	SPEC ASSESS-FUND 378-DELINQUEN	87.36
TAXES	SPECIAL ASSESSMENTS-CURRENT	153.70
TAXES	SPECIAL ASSESSMENT-DELINQUENT	.01
TAXES	TIF #1-INCREMENT COLLECTED	23,537.26
TAXES	TIF #2-INCREMENT COLLECTED	4,490.07
TAXES	TIF #7-INCREMENT COLLECTED	2.14 -
TAXES	TIF #9-INCREMENT COLLECTED	2.61 -
TAXES	TIF #13 INCREMENT COLLECTED	1,254.12
TAXES	BOND LEVY	110,853.23
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	245.13
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	44.07
BUILDING RENTALS	SENIOR CENTER	485.00
BUILDING RENTALS	COMMUNITY CENTER	250.00
SALE OF PROPERTY	SALE OF PROPERTY-GENERAL FUND	1,042.96
FINES	CRIMINAL	870.43
LICENSES	ANIMAL	5.00
FINES	ADMINISTRATIVE OFFENSE	50.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	125.00
MISCELLANEOUS	ASSESSMENT SEARCHES	60.00
MISCELLANEOUS	GRANTS RECEIVABLE	315,135.20
CD INTEREST	CD INTEREST 101	36.69
CD INTEREST	CD INTEREST 602	16.05
CD INTEREST	CD INTEREST 603	80.26
Summary Totals:		<u>1,119,771.42</u>

Check Issue Date(s): 12/19/2011 - 12/28/2011

Report Criteria:

Check.Check No = 141803-141871

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/11	12/20/2011	141803	10056	A T & T MOBILITY	601-20200	1,322.23
12/11	12/20/2011	141804	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	19.07
12/11	12/20/2011	141805	20022	BENCHMARK ENGINEERING INC	301-20200	6,605.00
12/11	12/20/2011	141806	1211	BONI ROBICH	604-20200	919.25
12/11	12/20/2011	141807	170001	CENTURY LINK	101-20200	467.61
12/11	12/20/2011	141808	30068	CHAD, GREG	101-20200	50.00
12/11	12/20/2011	141809	30082	CITY OF EVELETH	101-20200	327.62
12/11	12/20/2011	141810	30004	CITY OF MOUNTAIN IRON	604-20200	6,725.69
12/11	12/20/2011	141811	220003	CITY OF VIRGINIA	101-20200	59.23
12/11	12/20/2011	141812	30072	COMPUTER WORLD	101-20200	1,816.59
12/11	12/20/2011	141813	50040	ENERGY MANAGEMENT SOLUTIONS	604-20200	3,695.00
12/11	12/20/2011	141814	50035	EVELETH SCENE	101-20200	35.00
12/11	12/20/2011	141815	60038	FLEET SERVICES	601-20200	4,897.33
12/11	12/20/2011	141816	1218	FLOOR TO CEILING STORE	604-20200	344.00
12/11	12/20/2011	141817	70016	GOPHER STATE ONE CALL INC	604-20200	45.15
12/11	12/20/2011	141818	70042	GRAPHIC TECHNOLOGIES (DBA)	301-20200	314.05
12/11	12/20/2011	141819	70028	GREATER MINNESOTA AGENCY INC	101-20200	204.00
12/11	12/20/2011	141820	140013	HD WATERWORKS SUPPLY	601-20200	433.15
12/11	12/20/2011	141821	80037	HOMETOWN FOCUS	101-20200	126.00
12/11	12/20/2011	141822	90021	INTERNATIONAL CODE COUNCIL	101-20200	655.00
12/11	12/20/2011	141823	1219	ISD #712	604-20200	296.80
12/11	12/20/2011	141824	1209	JOHN THODE	604-20200	225.09
12/11	12/20/2011	141825	1202	JUSTINE SLYGH	101-20200	200.00
12/11	12/20/2011	141826	1208	KRISTI-LEIGH JENSEN	604-20200	172.37
12/11	12/20/2011	141827	1217	L & M SUPPLY	604-20200	1,697.79
12/11	12/20/2011	141828	120006	L & M SUPPLY	101-20200	2,148.37
12/11	12/20/2011	141829	120032	LAKE COUNTRY POWER	101-20200	139.51
12/11	12/20/2011	141830	120048	L'ALLIER, TABITHA	101-20200	170.00
12/11	12/20/2011	141831	120005	LEAGUE OF MN CITIES INS TRUST	101-20200	987.00
12/11	12/20/2011	141832	1212	LESA ABERNATHY	604-20200	248.14
12/11	12/20/2011	141833	1214	LISA KOPONEN	604-20200	97.38
12/11	12/20/2011	141834	130144	MAGNEY CONSTRUCTION INC	602-20200	8,326.51
12/11	12/20/2011	141835	130041	MESABI BITUMINOUS	101-20200	224.44
12/11	12/20/2011	141836	130004	MESABI DAILY NEWS	101-20200	127.67
12/11	12/20/2011	141837	130116	MINNESOTA CITY/CO MGMT ASSOC.	101-20200	100.00
12/11	12/20/2011	141838	130039	MINNESOTA DEPT OF COMMERCE	604-20200	448.23
12/11	12/20/2011	141839	140026	MINNESOTA ENERGY RESOURCES	101-20200	3,879.72
12/11	12/20/2011	141840	130024	MINNESOTA POLLUTION CONTROL AG	301-20200	875.00
12/11	12/20/2011	141841	130009	MINNESOTA POWER (ALLETE INC)	604-20200	79,121.80
12/11	12/20/2011	141842	1204	MIRANDA KRULICH	101-20200	100.00
12/11	12/20/2011	141843	130011	MOUNTAIN IRON POSTMASTER	604-20200	190.00
12/11	12/20/2011	141844	130015	MOUNTAIN IRON PUBLIC UTILITIES	603-20200	15,286.25
12/11	12/20/2011	141845	13110	MOUNTAIN IRON SENIOR CITIZENS	101-20200	100.00
12/11	12/20/2011	141846	140065	NYMAN, KEITH	101-20200	200.00
12/11	12/20/2011	141847	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	363.20
12/11	12/20/2011	141848	160047	PONTINEN, RYAN	101-20200	20.00
12/11	12/20/2011	141849	170007	QUILL CORPORATION	101-20200	442.23
12/11	12/20/2011	141850	9013	RANGE MENTAL HEALTH CENTER	101-20200	200.00
12/11	12/20/2011	141851	180017	RELIABLE OFFICE SUPPLIES	101-20200	259.51
12/11	12/20/2011	141852	180029	RGGS LAND & MINERALS, LTD., LP	101-20200	170.00
12/11	12/20/2011	141853	20015	ROBERT BROWN	101-20200	100.00
12/11	12/20/2011	141854	190072	SAINT LOUIS COUNTY AUDITOR	378-20200	416.00
12/11	12/20/2011	141855	1206	SALLY ARNOLD	604-20200	234.99
12/11	12/20/2011	141856	1210	SAM GILCHRIST	604-20200	352.80

M = Manual Check, V = Void Check

Check Issue Date(s): 12/19/2011 - 12/28/2011

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/11	12/20/2011	141857	1216	SHIRLEY BIEBL	604-20200	137.79
12/11	12/20/2011	141858	190016	ST LOUIS COUNTY AUDITOR	101-20200	457.87
12/11	12/20/2011	141859	1152	ST LOUIS COUNTY PHHS	604-20200	120.79
12/11	12/20/2011	141860	1215	TIFFANY ANDERSON	604-20200	133.25
12/11	12/20/2011	141861	1213	TORI BARNHILL & CHRIS FISHER	604-20200	197.79
12/11	12/20/2011	141862	1203	U S STEEL - MINNTAC	101-20200	200.00
12/11	12/20/2011	141863	210010	ULLAND BROTHERS INC	301-20200	59,068.15
12/11	12/20/2011	141864	210001	UNITED ELECTRIC COMPANY	101-20200	355.95
12/11	12/20/2011	141865	210038	UTILITIES PLUS ENERGY SERVICES	604-20200	1,815.81
12/11	12/20/2011	141866	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	44,594.42
12/11	12/20/2011	141867	220020	VISA OR AMERICAN BANK CC PMT	101-20200	8,724.35
12/11	12/20/2011	141868	1205	WAYNE CHENEY	604-20200	103.47
12/11	12/20/2011	141869	230028	WISCONSIN ENERGY CONSERVATION	604-20200	401.05
12/11	12/20/2011	141870	240001	XEROX CORPORATION	101-20200	577.89
12/11	12/20/2011	141871	260008	ZUPANCICH, DANNY J.	101-20200	60.00

Totals:

283,930.35

Payroll-PP Ending 12/9/2011 56,689.84
 Electronic Trans.-Sales Tax 12/20/11 12,605.34
 TOTAL EXPENDITURES \$333,225.53

AMENDMENT

Surface Lease 13304 (hereinafter the "Agreement")

IT IS HEREBY AGREED, by and between the undersigned parties, that the referenced Agreement by and between RGGGS Land & Minerals, LTD., L.P., a Delaware limited partnership, and the City of Mt. Iron, 8586 Enterprise Drive South, Mt. Iron, Minnesota 55768 be and hereby is amended as follows:

- 1. The original term of the referenced Agreement is January 1, 2005, through December 31, 2005. The Agreement is hereby amended and extended until December 31, 2012.
- 2. The annual rental fee for this extended time period shall beremain the same at \$170.00, which sum shall be payable to RGGGS Land & Minerals, LTD., L.P.
Sign both copies of this Amendment and return one copy along with your rental payment to RGGGS Land & Minerals, LTD., L.P. at P.O. Box 1266, Virginia, Minnesota 55792.
- 3. This Amendment shall be effective as of January 1, 2012.

IT IS FURTHER AGREED that except as hereinabove amended, the terms, conditions, and obligations of the referenced Agreement are incorporated herein as if fully set forth at length, and shall remain in full force and effect until termination or until otherwise further amended by the parties in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date(s) set forth below.

Lessor: RGGGS LAND & MINERALS, LTD., L.P.

Lessee: CITY OF MT. IRON

By: Gordy Oil Company, a Texas corporation

By: [Signature]

Its: General Partner

Title: Mayor

By: [Signature]
Russell D. Gordy, President

Dated: 11/30/11

Dated: 12-20-2011

COUNCIL LETTER 010312-III A

ADMINISTRATION

REORGANIZATION

DATE: December 29, 2011

FROM: Mayor Gary Skalko

Craig J. Wainio
City Administrator

As part of the reorganization of the City, the Mayor is recommended that the City Council adopt the following:

1. Joe Prebeg is appointed as Deputy Mayor.
2. Sam A. Aluni, Trenti Law Firm is designated as the City Attorney.
3. Rod Flannigan, Benchmark Engineering is designated as the City Engineer.
4. Official newspaper for the City – Hometown Focus.
5. 1st and 3rd Mondays of the Month at 6:30 p.m. are the official meeting times.
6. The following are the official depositories of the City:
 - a. American Bank
 - b. Queen City Federal
 - c. Wells Fargo Bank
 - d. US Bank
 - e. Twin City Federal
 - f. League of Minnesota Cities 4M Fund
 - g. Miller Johnson Steichen Kinnard, Inc.
 - h. Smith Barney, Inc
 - i. Northland Securities
 - j. First National Bank of Buhl
 - k. Federal Home Loan Bank

COUNCIL LETTER 010312-IIIA

ADMINISTRATION

REORGANIZATION

DATE: December 29, 2011

FROM: Mayor Gary Skalko

Craig J. Wainio
City Administrator

G. Commission, Board and Committee Re-Appointments:

- a. Planning and Zoning Commission: Ray Saari
(3-year terms) Jim Techar
Margaret Soyring
- b. Utility Advisory Board: Joe Matanich
(3-year terms) Sue Tuomela
- c. Parks & Recreation Board: Jerry Kujala
(3-year terms) Dennis Benz
- d. Economic Development Authority: Robert Voss
(5-year term)
- e. Library Board: Alan Stanaway
(3-year terms)
- f. Public Safety and Health Board Holly Holmes
(3-year terms)
- g. Cable Commission Gary Skalko
(3-year terms)

COUNCIL LETTER 010312-IVA1

MAYOR GARY SKALKO

**REQUEST TO CANADIAN
NATIONAL RAILROAD**

DATE: December 29, 2011

FROM: Mayor Gary Skalko

Craig J. Wainio
City Administrator

The Mayor Skalko requested this item be placed on the Agenda with the following background information:

Have Staff contact CN to request repair work be made on the railroad crossing on County Road #102 near the Highway #53 intersection.

COUNCIL LETTER 010312-IVB1
PARKS AND RECREATION BOARD
SKATING RINK ATTENDANTS

DATE: December 29, 2011
FROM: Parks and Recreation Board
Craig J. Wainio
City Administrator

The attached is a list of skating rink attendants that were hired for the 2011-2012 winter season.

2011-2012 WINTER WORKER'S

Melissa I. Christy	8767 Merritt Place Mtn Iron MN 55768
Barry Rosier	5686 Mineral Ave Box 315 Mtn Iron MN 55768
Kayla Mesia	4254 White Road Mtn Iron MN 55768
*Mark Witzman	5464 Carnation Ave. Virginia MN 55792
*Cody Jones	5692 Mineral Ave. Mtn Iron MN 55768
*Daniel Niska	5359 Mineral Ave. Mtn. Iron MN 55768
*Justin Nelson	8505 Mud Lake Rd Mtn Iron MN 55768
Jodi D. Hammer	1123 Lincoln Ave. Eveleth MN 55734

- Denotes last year attendants

COUNCIL LETTER 010312-IVB2

ADMINISTRATION

APPOINTMENTS

DATE: December 29, 2011

FROM: Craig J. Wainio
City Administrator

The City of Mountain Iron is required to appoint representation to the Tri-Cities Biosolids Disposal Authority and the Biosolids Disposal Site Authority. It is recommended that Tim Satrang be appointed to represent the City on this Authority Boards and that Craig Wainio be appointed the alternate.

Tri- Cities Biosolids Disposal Authority

**413 Pierce Street
Eveleth, MN 55734
218.742.4626**

City of Eveleth

City of Gilbert

City of Mt. Iron

December 27, 2011

Craig,

This letter is to inform you of the Tri-Cities Biosolids Disposal Authority's (TCBDA) and the Biosolids Disposal Site Authority's (BDSA) ordinances that a member city (City of Mt. Iron) shall have it's City Council appoint a person to represent the City on the TCBDA and BDSA boards.

It is strongly recommended that they also appoint an alternate if the regular representative can not attend a meeting.

Please inform me on the City's appointment of a representative to the TCBDA and BDSA Boards.

If you have any questions regarding this letter, please call me at 742.4626.

Thank You,



John Seurer
Secretary/Treasurer for the TCBDA and BDSA.



Saint Louis County

8586 Enterprise Dr. S., Mountain Iron, MN 55768
(218) 748-7574

Sheriff Ross Litman

To: Mountain Iron Mayor and City Council
From: Sgt. John Backman *(JLB)*
Re: October 2011 Statistics
Date: November 29, 2011

The Mountain Iron Office of the St. Louis County Sheriff reports the below activity for the month of October, 2011:

- 18 Disturbances (arguments, threats, unwanted persons, 911 hangup)
- 9 Public assists (roadside assistance/checks, patrol requests, vehicle unlocks)
- 17 Suspicious persons/vehicles/circumstances
- 3 Motor vehicle crashes
- 12 Welfare checks, suicide threats, neglect/abandoned persons, runaway/lost/missing
- 4 Fire & medical
- 3 Drug related calls
- 5 Alarms
- 2 Assaults
- 3 Damage to Property
- 4 Thefts
- 2 Burglary (or attempted)
- 11 Miscellaneous calls (civil/custody/property disputes, animal & traffic complaints, warrant/paper service)
- 21 Traffic Stops
- 1 Traffic Citations
- 1 DUI
- 0 Parking Citations

Assists: 11 Sheriffs, 6 Virginia PD, 2 Other PD's, 4 MSP, 6 inside Mt. Iron

This activity resulted in 5 custodial arrests.

COUNCIL LETTER 010312-IVF1

ADMINISTRATION

LEAD OPERATOR

DATE: December 29, 2011

FROM: Personnel Committee

Craig J. Wainio
City Administrator

Currently, the City of Mountain Iron does not have an Operator of Record for its Waste Water Treatment Facility as require by the State of Minnesota. In order to be in compliance with State Regulations in connection with Water and Water Services, the Personnel Committee is recommending the creation of the Lead Water and Wastewater Operator who will serve in this capacity. This position requires the correct licensure to be able to represent the City with these regulatory agencies. Staff has review the possibility of contracting the basic requirements out such as signing the required reports, verifying tests and representing the City to be around \$12,000 annually and would still require the level of staffing that we currently have. Through the creation of this position, our staffing levels would remain the same and the additional cost to the City would be \$7700. It should be noted that we are only seeking to fill this position internally and have no intentions of increasing the staffing levels for the Water and Waste Water Departments.

Based upon this and the enclosed information the Personnel Committee believes that the creation of this position is in the best interests of the City. It is recommended that the City Council approved the position as recommended and authorize the required posting.



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768-8260

CRAIG WAINIO

TO: Personnel Committee
FROM: Craig J. Wainio, City Administrator
DATE: December 2, 2011
SUBJECT: Lead Water and Wastewater Operator

Staff has continued to review the possibility of establishing a Lead Water and Wastewater Operator to full fill the qualifications and duties in the eyes of the Minnesota Department of Health and the Minnesota Pollution Control Agency. We are required by the MPCA to have an Operator of Record with a Type 4 Waste Disposal Operators Certificate. Currently we have only one individual within the City that is capable of this role. Due to the fact that the requirement placed upon us by the State require a higher level of training and expertise then that of our current operators position, Staff recommends that a new position of Lead Water and Wastewater Operator be established, enclosed, please find a copy of a proposed Position Analysis.

Based upon the addition requirements and responsibility the new position Staff is recommending the Lead Water and Wastewater Operator's position be placed at Job Class 22 which represents \$26.20 per hour. A copy of the current Operators Position Analysis is enclosed for comparison. Staff reviewed pay levels from a variety of other communities which have similar positions and believe based upon the requirements we have that Job Class 22 would be fair and equitable. A copy of the comparison is enclosed for you review.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Lead Water and Wastewater Operator

SUPERVISOR: Director of Public Works

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to oversee operation and maintenance of the water and wastewater treatment plants including related facilities.

RESPONSIBILITIES:

- ◆ Performs routine facility checks required for continued operations.
- ◆ Performs preventive maintenance and repairs on equipment as required.
- ◆ Performs all lab tests as required, calibrates and ensures proper operation of lab instruments.
- ◆ Maintains facility appearance and continuity of operations.
- ◆ Performs operational and/or chemical changes.
- ◆ Operates and maintains the water and wastewater system in order to meet any regulations.
- ◆ Oversees construction and maintenance work to determine acceptability.
- ◆ Oversees the analysis of wastewater and water samples to provide data for efficient operation.
- ◆ Maintains a variety of records relating to equipment, supplies, water consumption and reports.
- ◆ Analyzes annual operating costs and makes recommendations for department budget.
- ◆ Executes required permits and serves as operator of record with the MPCA
- ◆ Assists in the design of any system modifications.
- ◆ Participates in short and long-term planning of capital improvement projects.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of water and wastewater treatment codes, ordinances and safety requirements.
- ◆ Knowledge of the operation and maintenance of water and wastewater plants.
- ◆ Knowledge of water and wastewater treatment plant operation and maintenance.
- ◆ Ability to interpret specific chemical and biological analyses;
- ◆ Knowledge of the basic operation and maintenance of the various City equipment.
- ◆ Ability to enter confined spaces according to protocols and work in close quarters.
- ◆ Ability to face fit a SCBA unit.
- ◆ Ability to withstand exposure to chemicals, solvents and noisy environment.
- ◆ Physically capable of performing functions necessary for successful performance of duties.

TRAINING AND EXPERIENCE:

- ◆ Post secondary education with emphasis in water and wastewater technology.
- ◆ Class B water, Class A wastewater and Type 4 waste disposal operators licenses.
- ◆ Valid Drivers License with the ability to obtain a Class B Commercial Drivers License.
- ◆ Minimum of three years experience in water and/or wastewater treatment field.

City	Pop	Wage
Heron Lake	768	\$ 22.20
Rice	1998	\$ 21.25
Carver	3024	\$ 32.98
Watertown	3029	\$ 30.96
Mora	3635	\$ 26.30
Norwod Young America	3637	\$ 28.59
Eveleth	3865	\$ 23.64
Oak Park Heights	3957	\$ 22.83
Lake City	5000	\$ 23.26
Medina	5026	\$ 27.39
Isanti	5251	\$ 23.96
Kasson	5940	\$ 28.57
New Prague	6302	\$ 28.40
Shorewood	7576	\$ 25.67
New Ulm	13594	\$ 28.84
Elk River	16447	\$ 25.52
Golden Valley	20281	\$ 28.21
Richfield	34439	\$ 25.01
Average		\$ 26.31

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: WWTP Operator

SUPERVISOR: Director of Public Works

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to operate and maintain the water and wastewater treatment plants including related facilities.

RESPONSIBILITIES:

- ◆ Performs routine facility checks required for continued operations.
- ◆ Checks each lift station daily to ensure proper operation.
- ◆ Performs preventive maintenance and repairs on equipment as required.
- ◆ Performs all lab tests as required, calibrates and ensures proper operation of lab instruments.
- ◆ Maintains facility appearance and continuity of operations.
- ◆ Performs operational and/or chemical changes.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to deal with details and equipment requiring patience, good judgement.
- ◆ Ability to work a varied schedule.
- ◆ Knowledge of water and wastewater treatment rules, codes, ordinances and safety requirements.
- ◆ Knowledge of the operation and maintenance of water and wastewater plants.
- ◆ Knowledge of the basic operation and maintenance of the various City equipment.

TRAINING AND EXPERIENCE:

- ◆ High School Education, with advanced education preferred, with emphasis in water and wastewater technology and related issues.
- ◆ Class C water and Class C wastewater treatment licenses.
- ◆ Valid Drivers License with the ability to obtain a Class B Commercial Drivers License prior to the expiration of the probationary period.
- ◆ Minimum of three years experience in water and/or wastewater treatment field.

WORKING ENVIRONMENT:

- ◆ Ability to lift 50 pounds.
- ◆ Ability to enter confined spaces according to confined space protocols, climb a ladder and work in close quarters.
- ◆ Ability to face fit a SCBA unit.
- ◆ Ability to withstand exposure to chemicals, solvents and noisy environment.
- ◆ Physically capable of performing functions necessary for successful performance of duties under varied inside and outside weather conditions.



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RESOLUTION NUMBER 01-12

AUTHORIZING THE CITY ADMINISTRATOR TO MAKE APPLICATION TO THE IRON RANGE RESOURCES PUBLIC WORKS (FY12) GRANT PROGRAM FOR THE UTILITIES ALONG PROPOSED NEW COUNTY ROAD 102

WHEREAS, the Mountain Iron City Council approves of the above application because it supports community and economic development.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF JANUARY, 2012.

ATTEST:

Mayor Gary Skalko

City Administrator



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RESOLUTION NUMBER 02-12

AUTHORIZING THE CITY ADMINISTRATOR TO MAKE APPLICATION TO THE IRON RANGE RESOURCES PUBLIC WORKS (FY12) GRANT PROGRAM FOR A WATER INTERCONNECT WITH THE CITY OF VIRGINIA

WHEREAS, the Mountain Iron City Council approves of the above application because it supports community and economic development.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF JANUARY, 2012.

ATTEST:

Mayor Gary Skalko

City Administrator

mac's bar, inc.

Jeremy J. Jesch
8881 Main Street
P.O. Box 295
Mt. Iron, MN 55768
(218) 750-3418
e-mail: jjesch@hotmail.com

December 8, 2011

Mountain Iron City Council Members
8586 South Enterprise Drive
Mountain Iron, MN 55768

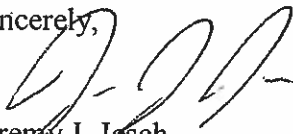
RE: Request for on-sale license to be used off premise

To Whom it May Concern:

I am writing to respectfully request permission to use my on-sale license off premise. The license would be used for a wedding reception for Brian Peterson and Amy Hutkowski at the Mountain Iron Community Center located at 8586 South Enterprise Drive, Mountain Iron, MN. The event is February 4, 2012.

Thank you in advance for your consideration.

Sincerely,



Jeremy J. Jesch

Craig J. Wainio

From: Peterson, Steve (IRR) [steve.peterson@state.mn.us]
Sent: Wednesday, December 21, 2011 4:39 PM
To: Craig J. Wainio
Subject: ralston wedding

Craig

We are seeking permission to serve alcohol at the Ralston wedding on January 21st. Just wanted to give you a heads up for the Council meeting. I will have Todd McGillivray send over the insurance certificate as we have a new carrier for 2012. If you need anything else, give me a call at 218-290-7265, or call Chris at the Sportspace 741-0461 Thanks and have a Merry Christmas....

Steve

Steve Peterson
Executive Director of Development
P.O. Box 441
4261 Highway 53 South
Eveleth, MN 55734-0441
(218)735-3002
(218)290-7265
IRRRB.org
Steve.Peterson@state.mn.us



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar St. - Suite 133
 St. Paul, MN 55101-5133



(651) 215-6209 TTY (651) 282-6555

APPLICATION AND PERMIT FOR A TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>VRMC Foundation Inc.</i>	DATE ORGANIZED	TAX EXEMPT NUMBER <i>41-1748809</i>	
STREET ADDRESS <i>901 Ninth Street North</i>	CITY <i>Virginia</i>	STATE <i>MN</i>	ZIP CODE <i>55792</i>
NAME OF PERSON MAKING APPLICATION <i>Sharon Haavisto</i>	BUSINESS PHONE <i>(218) 749-9415</i>	HOME PHONE ()	
DATES LIQUOR WILL BE SOLD <i>11/14, 11/15, 11/16 + 11/17</i>	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input checked="" type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Christine Sprizghetti President</i>	ADDRESS <i>801 9th St N Apt 101R</i>		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location where license will be used. If an outdoor area, describe:

Mt. Iron Community Center

Will the applicant contract for intoxicating liquor services? If so, give the name and address of the liquor licensee providing the service.

yes - BG's Bar & Grill, Mt Iron

Will the applicant carry liquor liability insurance? If so, the carrier's name and amount of coverage.
 (NOTE: Insurance is not mandatory.)

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____
 CITY FEE AMOUNT _____
 DATE FEE PAID _____

DATE APPROVED _____
 LICENSE DATES _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____

APPROVED Alcohol & Gambling Enforcement Director _____

Note: Do not separate these two parts, send both parts to the address above and the original signed by this division will be returned as the license. Submit to the City or County at least 30 days before the event.

COUNCIL LETTER 010312-VID

ADMINISTRATOR

PERFORMANCE REVIEW ADOPTION

DATE: December 29, 2011

FROM: Craig J. Wainio
City Administrator

This item is being placed on the Agenda to formally adopt and Performance Review recommendations as forwarded from the Committee-of-the-Whole Meeting.