

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
TUESDAY, JANUARY 20, 2015 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. January 5, 2015, Regular Meeting (#1-8)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#32-35)
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. Appointment (#9)
 - B. City Administrator's Report
 - 1. USDA Rural Development Loan Payoff (#10)
 - 2. Conference Attendance (#11-16)
 - C. Director of Public Work's Report
 - D. Sheriff's Department Report
 - E. City Attorney's Report
 - F. City Engineer's Report
 - G. Liaison Reports
- V. Unfinished Business
 - A. St Louis County Fair Association Request (#17)
- VI. New Business
 - A. Authorization to Develop Plans & Specifications–Mud Lake Road Force Main (#18-19)
 - B. Authorization to Develop Plans & Specifications–Storm Sewer Interceptor (#20)
 - C. Acceptance of Retirement (#21)
 - D. Comprehensive Plan Update Contract (#22-29)
 - E. Resolution Number 01-15 Bank Authorization (#30-31)
- VII. Communications (#32-35)
- VIII. Announcements
- IX. Closed Meeting (#36)
- X. Possible Action on Items Discussed During Closed Meeting
- XI. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
JANUARY 5, 2015

Mayor Skalko called the City Council meeting to order at 6:34 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Tony Zupancich, and Mayor Gary Skalko. Absent member included: Alan Stanaway. Also present were: Craig J. Wainio, City Administrator; Jill M. Clark, Municipal Services Secretary; Michael Downs, Director of Public Works; Sally Peterangelo, Librarian/Special Events Coordinator; John Backman, Sergeant; Greg Chad, Fire Chief; and Rod Flannigan, City Engineer (entering at 6:35 p.m.)

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

1. Add the following items to the agenda:
 - IV. A. 1. 6) b. Steve Hunter, Jr.
 - 9) Library Liaison
2. Approve the minutes of the December 15, 2014, 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 16-31, 2014, totaling \$940,707.11, (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 16-31, 2014, totaling \$, (a list is attached and made a part of these minutes).

The motion carried on a roll call vote with Stanaway absent.

The Mayor reported on the following:

- Merritt Days Meeting. He said that the Committee meets every third Thursday of the Month at the Mountain Iron Library at 6:00 p.m. The next meeting would be January 15, 2015. New members are welcome.
- Condolences. To the family of James Gilbert, Florence Santa, and Florence Uliscni.

It was moved by Skalko and seconded by Prebeg to appoint Tony Zupancich as Deputy Mayor for 2015. The motion carried with Stanaway absent.

It was moved by Zupancich and seconded by Prebeg to designate the Trenti Law Firm as the City Attorneys for 2015. The motion carried with Stanaway absent.

It was moved by Prebeg and seconded by Tuomela to designate Benchmark Engineering as the City Engineers for 2015. The motion carried with Stanaway absent.

It was moved by Prebeg and seconded by Tuomela to appoint the Hometown Focus as the official newspaper for the City of Mountain Iron for 2015. The motion carried with Stanaway absent.

It was moved by Zupancich and seconded by Prebeg to set the regular meetings for the first and third Mondays at 6:30 p.m. for 2015. The motion carried with Stanaway absent.

It was moved by Prebeg and seconded by Tuomela to designate the City's official depositories as the American Bank, Frandsen Bank, Wells Fargo Bank, US Bank, Twin City Federal, League of Minnesota Cities 4M Fund, Miller Johnson Steichen Kinnard, Inc., Morgan Stanley, Northland Securities, Northland Trust, First National Bank of Buhl, and Federal Home Loan Bank, for 2015. The motion carried with Stanaway absent.

At 6:43 p.m., Greg Chad got called out of the meeting on a medical call.

It was moved by Skalko and seconded by Tuomela to re-appoint Ray Saari to serve on the Planning and Zoning Commission with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Prebeg to re-appoint Jim Techar to serve on the Planning and Zoning Commission with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Tuomela to re-appoint Margaret Soyring to serve on the Planning and Zoning Commission with her term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Tuomela to re-appoint Joe Matanich to serve on the Utility Advisory Board with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Zupancich to re-appoint Sue Tuomela to serve on the Utility Advisory Board with her term expiring on December 31, 2016. The motion carried with Tuomela abstaining and Stanaway absent.

It was moved by Skalko and seconded by Prebeg to re-appoint Jerry Kujala to the Park and Recreation Board with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Prebeg to re-appoint Dennis Benz to the Park and Recreation Board with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Tuomela to re-appoint Andrea Wilson to the Economic Development Authority with her term expiring on December 31, 2019. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Prebeg to re-appoint Tony Zupancich to the Economic Development Authority with his term expiring on December 31, 2019. The motion carried with Zupancich abstaining and Stanaway absent.

It was moved by Skalko and seconded by Zupancich to re-appoint Sue Tuomela to the Economic Development Authority with her term expiring on December 31, 2019. The motion carried with Tuomela abstaining and Stanaway absent.

It was moved by Skalko and seconded by Tuomela to appoint Shannon Peterson to the Library Board with her term expiring on December 31, 2017. The motion carried with Stanaway absent.

The Mayor requested the City Administrator to write a letter of thanks to Alan Stanaway for his years of service on the Library Board.

It was moved by Skalko and seconded by Tuomela to re-appoint Brittany Chopp to the Public Safety and Health Board with her term expiring on December 31, 2017. The motion carried with Stanaway absent.

It was moved by Skalko and seconded by Tuomela to appoint Steve Hunter, Jr. to the Public Safety and Health Board with his term expiring on December 31, 2017. The motion carried with Stanaway absent.

The Mayor requested the City Administrator to write a letter of thanks to Holly Holmes for her years of service on the Public Safety and Health Board.

It was moved by Prebeg and seconded by Zupancich to re-appoint Gary Skalko to the Cable Commission with his term expiring on December 31, 2017. The motion carried with Skalko abstaining and Stanaway absent.

The Mayor requested the City Administrator to write a letter of thanks to Chuck Bainter for his years of service on the Cable Commission.

It was moved by Skalko and seconded by Zupancich to re-appoint Tony Zupancich to the Housing and Redevelopment Authority with his term expiring on December 31, 2018. The motion carried with Zupancich abstaining and Stanaway absent.

It was moved by Skalko and seconded by Zupancich to re-appoint Sue Tuomela to the Housing and Redevelopment Authority with her term expiring on December 31, 2018. The motion carried with Tuomela abstaining and Stanaway absent.

It was moved by Skalko and seconded by Prebeg to appoint Alan Stanaway as the Library Board Liaison. The motion carried with Stanaway absent.

At 6:55 p.m., Greg Chad, Fire Chief, returned to the meeting.

The City Administrator reported on the following:

- CDBG Application. He said the required amount of surveys were returned by residents of the Downtown Mountain Iron area to qualify to apply for a Storm Sewer Grant.

The Director of Public Works reported on the following:

- Meter Installation. The City Employees have begun the installation of the automatic meter readers. The installation is going on Unity One and Unity Two Additions. He said that this would be a two year project.
- New Substation. The project has been completed and the new substation was on line.

The Library Director/Special Events Coordinator reported on the following:

- Merritt Days Committee. She informed the Council that she would be submitting meeting minutes to the Council on a monthly basis.
- Reading Programs. She said that they are starting a reading for children today and an adult program would start next week.
- Henna Workshop. Would be held on January 6, 2015 at 10:30 a.m. at the Library.
- New Book Introduction. Sandra Brown's book, "Mean Streak".
- Thank You. She thanked her two co-workers for working at the library while she was out on sick leave.

The Sergeant reported that they have had a change in personnel in the Sheriffs Department. He said that Miles Bruggman had left the Mountain Iron office and went to work in the office in Duluth and Jason Kuhnly has begun working in the Mountain Iron office.

The City Engineer thanked the City Council for reappointing their firm for 2015.

It was moved by Zupancich and seconded by Prebeg to approve payment request number one for the City Garage/Fire Hall Reroof Project in the amount of \$140,970.96 and payment request number two in the amount of \$11,574.54 to Range Cornice and Roofing Company. The motion carried on a roll call vote with Stanaway absent.

It was moved by Prebeg and seconded by Tuomela to authorize City Staff to purchase the recycling trailer from Pro-Tainer for \$20,195.00 to be funded out of the Refuse and Recycling Enterprise Fund, with a possible reimbursement of one half of the expense from the City of Eveleth should they decide to continue the partnership of the equipment. The motion carried on a roll call vote with Stanaway absent.

It was moved by Prebeg and seconded by Tuomela to re-schedule the next regular meeting from Monday, January 19, 2015 to Tuesday, January 20, 2015, at 6:30 p.m., due to the Martin Luther King Jr. Holiday. The motion carried with Stanaway absent.

It was moved by Prebeg and seconded by Zupancich to authorize Jimmy Scraggs LLC, dba: The Hydeaway Bar in Buhl, permission to serve on-sale intoxicating liquor on January 10, 2015, at the Mountain Iron Community Center. The motion carried with Stanaway absent.

The Council reviewed the list of communications. They discussed the request from the Saint Louis County Fair Association for a contribution. They took no action, but asked that it be on the next Council meeting agenda.

At 7:10 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried with Stanaway absent.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Quad City Food Shelf, a thank you for the contribution from the Recreation Department for the collection during the Halloween Carnival.
2. Mediacom, a notice of rate adjustments.
3. Mediacom, a notice of a rate increase for HBO.
4. St. Louis County Fair Association, requesting the City to financially assist the County Fair in 2015.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	143,588.48
LICENSES	ANIMAL	40.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	9,541.73
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,000.00
BUILDING RENTALS	COMMUNITY CENTER	450.00
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	29.01
MISCELLANEOUS	SALE-COPIES, MAPS, LABOR-ADMIN	43.00
METER DEPOSITS	ELECTRIC	500.00
MISCELLANEOUS	REIMBURSEMENTS	6,290.34
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
CD INTEREST	CD INTEREST 101	636.91
CD INTEREST	CD INTEREST 378	905.90
CD INTEREST	CD INTEREST 602	279.68
CD INTEREST	CD INTEREST 603	245.99
CD INTEREST	CD INTEREST 604	300.59
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	1,136.67
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	35,923.18
BUILDING RENTALS	NICHOLS HALL	100.00
CD INTEREST	MORGAN STANLEY CASH CD-FND 378	96,000.00
CD INTEREST	CD INTEREST601	144.36
INTERGOVERNMENTAL REVENUE	LOCAL GOVERNMENT AID	640,795.00
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	2,746.27
Summary Totals.		<u>940,707.11</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/15	01/08/2015	146314	10070	A-1 RENTAL SERVICES INC	101-20200	81.20
01/15	01/08/2015	146315	10075	AMERIPRIDE SERVICES	101-20200	79.76
01/15	01/08/2015	146316	10010	ARROW AUTO	101-20200	156.40
01/15	01/08/2015	146317	10016	ARROWHEAD BATTERY CO INC	101-20200	240.00
01/15	01/08/2015	146318	10023	ARROWHEAD REGIONAL DEVELOPME	101-20200	5,000.00
01/15	01/08/2015	146319	5007	ASSURANT EMPLOYEE BENEFITS	101-20200	1,125.92
01/15	01/08/2015	146320	30054	BAKER TILLY VIRCHOW KRAUSE LLP	602-20200	4,740.00
01/15	01/08/2015	146321	20039	BIOSOLIDS DISPOSAL SITE	602-20200	5,940.02
01/15	01/08/2015	146322	20043	BOBCAT OF DULUTH, INC.	101-20200	4,199.28
01/15	01/08/2015	146323	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	3,710.42
01/15	01/08/2015	146324	20062	BOUGALIS & SONS INC	301-20200	14,995.00
01/15	01/08/2015	146325	30017	CARQUEST (MOUNTAIN IRON)	602-20200	454.20
01/15	01/08/2015	146326	30068	CHAD, GREG	101-20200	140.00
01/15	01/08/2015	146327	30072	COMPUTER WORLD	101-20200	1,174.00
01/15	01/08/2015	146328	30090	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	572.00
01/15	01/08/2015	146329	30028	CUSTOM FIRE APPARATUS INC	101-20200	41.79
01/15	01/08/2015	146330	40027	DULUTH/SUPERIOR COMMUNICATIONS	101-20200	839.50
01/15	01/08/2015	146331	50050	EMERGENCY RESPONSE SOLUTIONS	101-20200	203.34
01/15	01/08/2015	146332	500012	ERA LABORATORIES INC	602-20200	338.80
01/15	01/08/2015	146333	108	ESTATE OF ELSA JOHNSON	603-20200	19.50
01/15	01/08/2015	146334	60026	FASTENAL COMPANY	602-20200	96.36
01/15	01/08/2015	146335	60029	FERGUSON ENTERPRISES INC	602-20200	138.50
01/15	01/08/2015	146336	70016	GOPHER STATE ONE CALL INC	604-20200	15.95
01/15	01/08/2015	146337	70028	GREATER MINNESOTA AGENCY INC	101-20200	204.00
01/15	01/08/2015	146338	70029	GUARDIAN PEST CONTROL INC	101-20200	84.40
01/15	01/08/2015	146339	80032	HARTIKKA, TERRY	101-20200	900.00
01/15	01/08/2015	146340	80017	HENRY'S WATERWORKS INC	601-20200	149.53
01/15	01/08/2015	146341	80050	HIBBING COMMUNITY COLLEGE	101-20200	1,350.00
01/15	01/08/2015	146342	80037	HOMETOWN MEDIA PARTNERS	101-20200	160.50
01/15	01/08/2015	146343	90026	INDUSTRIAL LUBRICANT COMPANY	101-20200	631.40
01/15	01/08/2015	146344	90020	INNER-TITE CORPORATION	604-20200	315.20
01/15	01/08/2015	146345	90012	IREA SECRETARY/TREASURER	101-20200	50.00
01/15	01/08/2015	146346	90015	IRON RANGE TOURISM BUREAU	101-20200	1,600.00
01/15	01/08/2015	146347	90022	IRON RANGE YOUTH IN ACTION/SLC	101-20200	200.00
01/15	01/08/2015	146348	111	JENNIFER SEMO	101-20200	100.00
01/15	01/08/2015	146349	120032	LAKE COUNTRY POWER	101-20200	118.00
01/15	01/08/2015	146350	120048	L'ALLIER, TABITHA	101-20200	10.00
01/15	01/08/2015	146351	120005	LEAGUE OF MN CITIES INS TRUST	101-20200	63,038.00
01/15	01/08/2015	146352	120059	LIBERTY TIRE RECYCLING LLC	301-20200	20,478.41
01/15	01/08/2015	146353	120014	LUNDGREN MOTORS	101-20200	60.40
01/15	01/08/2015	146354	130030	MACQUEEN EQUIPMENT	603-20200	146.43
01/15	01/08/2015	146355	130116	MINNESOTA CITY/CO MGMT ASSOC.	101-20200	108.00
01/15	01/08/2015	146356	140026	MINNESOTA ENERGY RESOURCES	602-20200	4,166.22
01/15	01/08/2015	146357	130009	MINNESOTA POWER (ALLETE INC)	604-20200	2,584.61
01/15	01/08/2015	146358	130123	MORTON SALT	101-20200	3,970.62
01/15	01/08/2015	146359	140004	NORTHERN ENGINE & SUPPLY INC	603-20200	35.35
01/15	01/08/2015	146360	30086	NYMAN, JULIE	101-20200	50.00
01/15	01/08/2015	146361	140065	NYMAN, KEITH	101-20200	10.00
01/15	01/08/2015	146362		Information Only Check	101-20200	.00 V
01/15	01/08/2015	146363	40032	OFFICE OF MN.IT SERVICES	101-20200	856.73
01/15	01/08/2015	146364	160066	PACE ANALYTICAL SERVICES	601-20200	92.40
01/15	01/08/2015	146365	160038	PITNEY BOWES GLOBAL FINANCIAL	604-20200	268.68
01/15	01/08/2015	146366	160043	POMP'S TIRE SERVICE INC	604-20200	700.84
01/15	01/08/2015	146367	160047	PONTINEN, RYAN	101-20200	10.00
01/15	01/08/2015	146368	160037	PRAXAIR	101-20200	143.25
01/15	01/08/2015	146369	160030	PRECISION MACHINE	602-20200	150.00
01/15	01/08/2015	146370	160071	PURCHASE POWER	604-20200	1,200.00

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/15	01/08/2015	146371	170007	QUILL CORPORATION	101-20200	191.51
01/15	01/08/2015	146372	180021	RANGE ASSOC OF MUNICIPALITIES	101-20200	700.00
01/15	01/08/2015	146373	180074	RANGE CORNICE & ROOFING CO	301-20200	152,545.50
01/15	01/08/2015	146374	6027	SHIRLEY SAVELA	101-20200	200.00
01/15	01/08/2015	146375	190004	SKUBIC BROS INC	603-20200	1,254.25
01/15	01/08/2015	146376	190033	STAR TRIBUNE	101-20200	499.20
01/15	01/08/2015	146377	118	STEPHANIE SIMICH	101-20200	200.00
01/15	01/08/2015	146378	110	TAMARA RENZAGLIA	101-20200	200.00
01/15	01/08/2015	146379	117	TERRI LEMKE	101-20200	200.00
01/15	01/08/2015	146380	200028	TRI CITIES BIOSOLIDS DISPOSAL	602-20200	4,095.00
01/15	01/08/2015	146381	200006	TRIMARK INDUSTRIAL	602-20200	57.45
01/15	01/08/2015	146382	130011	UNITED STATES POSTAL SERVICE	604-20200	220.00
01/15	01/08/2015	146383	210002	UNITED TRUCK BODY COMPANY INC	101-20200	560.00
01/15	01/08/2015	146384	210009	USA BLUE BOOK	602-20200	1,494.66
01/15	01/08/2015	146385	116	USW LOCAL NO. 6115	101-20200	200.00
01/15	01/08/2015	146386	210038	UTILITIES PLUS ENERGY SERVICES	604-20200	1,573.20
01/15	01/08/2015	146387	220025	VERIZON WIRELESS	101-20200	16.58
01/15	01/08/2015	146388	220014	VIKING INDUSTRIAL NORTH	101-20200	1,121.66
01/15	01/08/2015	146389	1047	WAL-MART STORES INC #4849	604-20200	4,064.00
01/15	01/08/2015	146390	230028	WISCONSIN ENERGY CONSERVATION	604-20200	250.32
01/15	01/08/2015	146391	230033	WITMER ASSOCIATES INC	101-20200	3,647.71
01/15	01/08/2015	146392	260002	Z/TECH	101-20200	608.00
01/15	01/08/2015	146393	260003	ZEE SERVICE COMPANY	101-20200	533.00
01/15	01/08/2015	146394	260001	ZIEGLER INC	101-20200	3,869.45
01/15	01/08/2015	146395	260008	ZUPANCICH, DANNY J.	101-20200	70.00
Totals						326,616.40
Payroll-PP Ending 12/19/14						109,491.75
Payroll-PP Ending 01/02/15						64,656.47
TOTAL EXPENDITURES						<u>\$500,764.62</u>

COUNCIL LETTER 012015-IVA1

MAYOR SKALKO

APPOINTMENT

DATE: January 15, 2015
FROM: Mayor Gary Skalko
Craig J. Wainio
City Administrator

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

Appoint Mr. Larry Sokoloski to the Cable Commission as a representative from the Mountain Iron-Buhl School District.

COUNCIL LETTER 012015-IVB1

ADMINISTRATION

LOAN PAYOFF

DATE: January 15, 2015

FROM: Craig J. Wainio
City Administrator

In 2005 the City took out a loan in the amount of \$300,000 to partially cover the renovations to the Mountain Iron Library. The loan was secured through the US Dept. of Agriculture, Rural Development, Community Facilities program with a term of 25 years and an effective rate of 4.5%. At the time, that was a good rate, at this time that is a bad rate. In reviewing the City's finances, discussions took place regarding the fund balance in the Debt Service Fund and how could that be better utilized, currently it is being invested with a return of 1 to 2%. A better use of this fund balance would be to pay off the Library loan, thus saving the interest difference. A side benefit will also be the lowering of or debt and improving our debt ratio on levy supported debt.

It is recommended that the City Council authorize the retirement of the USDA loan with a final payoff in the amount of \$245,304.57.



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

MEMO

TO: Craig J. Wainio, City Administrator

FROM: Jill M. Clark, Municipal Services Secretary *JMC*

DATE: January 9, 2015

RE: Request for Attendance at the MCFOA Annual Conference

I would like to submit a request to the City Council for authorization to attend the 2015 MCFOA Conference from March 18-21, 2014, in Red Wing, Minnesota. I have attended this conference for the past 27 years and found it to be an asset to my position. Along with the excellent classes offered, there is an opportunity to network with Clerks and Finance Officers from around the State.

The following is an estimate of the costs for the training:

Registration	\$220.00
Hotel (3 nights)	\$250.00
Mileage 500 @ \$0.575	\$287.50
Meals	<u>\$ 60.00</u>
TOTAL	\$817.50

Your consideration concerning this matter is greatly appreciated.



2015 MCFOA Conference Schedule

Tuesday, March 17, 2015

- 8:15-9:00 Check-in for Creative Thinking Workshop (full-day) or Forms & Apps (half-day)
- 8:30-11:30 Google Forms & Apps Especially for Clerks, a hands-on extended session (half-day) (Linda Muchow) [moderator: Renee Eckerly]
- 9:00 AM -4:30 PM Creative Thinking Workshop: *An Enemy of the People* (full-day workshop) (Susan Frost) [moderator: Audra Etzel]
- 12:30 – 1:00 PM Check-in for afternoon half-day sessions
- 1:00 – 4:30 Half-Day Seminar: How to Plan Your City's C.I.P. and Equipment Replacement, a hands-on session (Tammy Omdal) [moderator Andrea Swenson]
- 1:00 – 4:30 Half-Day Workshop: Technology Training: Adobe Professional XI for Clerks (Linda Muchow) [moderator: Renee Eckerly]
- 5:00 – 8:00 Onsite Conference Check-in
- 6:30 – 8:00 President's Reception: Minion Mingle
- 8:00 Dancing and Cash Bars in the Parlay Lounge (open to the public)

Wednesday, March 18, 2015

- 8:00 – 9:00 AM Onsite Conference Check-In and Continental Breakfast
- 9:00 Welcome and Presentation of Colors

- 9:15 – 10:15 **OPENING KEYNOTE: MICHELLE RAY**
 It's Time to take the Lead:
 How to Build Outstanding Internal and External Business Relationships

- 10:15 Break

- 10:45-12:00 Concurrent Sessions I

Finance	Human Relations	Technology & Security	Nuts & Bolts	Miscellaneous
Financial Management Tools for the Overwhelmed	Why Good People Become Bad Bosses—And How to Work with Them	Document Imaging for Clerks	MMMM-What?! Certification and Professional Advancement for Clerks	Natural Disasters: The Clerk's Role (Especially for Small Cities)
--Jean McGann	--Denise Moreland	--Clay Bear, Amy Domeier	--Linda Rappe & Anne Uecker	--Scott Gerber
1	2	3	4	5

- 12:00 NOON Lunch with presentation of Minnesota MCMC/MMMC and IIMC CMC/MMC Recognition Awards

- 1:15 – 2:15 PM **General Session: Focus on Your Region**

- 2:15 Break

2:30 –3:45 Concurrent Sessions II

Land Use	Human Relations/Resources	Technology & Security	Human Resources	Technology & Security
Property Nuisances & Hoarder Properties	Engage Me! Increase Your Engagement and Create a Positive Work Environment	Global Information Systems (GIS): Bringing It All Together	Classification, Compensation and the Minnesota Local Government Pay Equity Act	Credit Card Security and PCI Compliance
--John Weinand	--Denise Moreland	--John Shain	--Ann Antonsen	--Fred Brantner
6	7	8	9	10

6:00-8:00 Conference Mixer with Regional Bowling, Arcade, Food, and Cash Bars

Thursday, March 19, 2015

7:30 Onsite Conference Check-In

8:00 – 9:00 AM Sit-down breakfast/MCFOA Business Meeting/Oath of Office

9:15 **GENERAL SESSION: MICHELLE RAY**
 No More Drama!
 How to Build High Engagement, High Morale and a Happier Workplace

10:30 Exhibits and Silent Auction Open until 4:00 PM

11:15

Concurrent Sessions III

Human Resources	Finance	Technology & Security	Human Relations	Finance
Don't Get Tripped Up by Affordable Care Act Administration --Dan Reynoso, Al Roth, Bill Singer	Property Taxes Made Simple --Rusty Fifield	Positive Social Media Solutions for Cities -- Jennifer Bennerotte, Roger Knutson, Heather Slechta	Adventures in Collaborative Leadership Skills --Tim Pflieger	Financing Tools for Your City --Doug Green
11	12	13	14	15

12:30 PM

Lunch in Exhibit Area

1:45

Concurrent Sessions IV

Human Relations	Finance	Technology & Security	Human Relations	Nuts & Bolts
Presentation Skills: No One Has the Right to Be Boring --Karen Susman	TIF & Tax Abatement for Dummies --Mike Bubany	The Perils of e-Data & e-Discovery: Avoiding Technology Pitfalls and Knowing Where to Look for the Data --Corrine Heine & Patty Latham	Succession Planning for Clerks --Sharon Klumpp, Doris Nivola	Liquor Licensing 101 for Clerks --Mike McManus, Scott Mueller, Holly Phillips, Nick Busch
16	17	18	19	20

3:00 – 4:00

Last chance to visit Exhibits, bid on Silent Auction items

4:00

Exhibits close

4:00 – 6:00

Free time

6:00

Reception

7:00

Banquet and Entertainment (Song Blast)

9:00

Dance with DJ

Friday, March 20, 2015

- | | |
|---------|---|
| 8:00 AM | Breakfast Buffet |
| 9:30 | FINALE GENERAL SESSION: KAREN SUSMAN
How's Your Laugh Life? Humor, Health and High Productivity |
| 10:45 | Final Announcements and Drawings |
| 11:00 | Adjourn |

The Five Best Days of Summer

St. Louis County Fair
Since 1885

December 15, 2014

Dear Community Leaders,

Every year over 30,000 residents from St. Louis and adjoining counties visit the Fair to see the "best" that St. Louis County has to offer. As the years have passed, fairs have become so much more than the strictly agricultural events they started out as. In addition to area residents displaying their finest handiwork, culinary delights, and agricultural products, and 4-H youths competing in hopes of earning the privilege to compete at the Minnesota State Fair, companies also use the Fair to show their newest products and technologies; and fairgoers now count on the Fair to keep them informed on what's new.

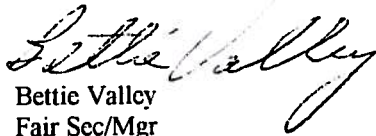
Staging the Fair is a huge undertaking that is accomplished with the help of volunteers, and short term employees. Each year 40 to 50 County residents are hired to work before, during and after the Fair. Some work for a week, some for 6 to 8 weeks. Some are seniors looking to supplement their income, others are students working to earn some extra spending money or to help fund their college education. We are proud of the fact that some of our employees have been returning to work at the Fair for well over 25 years.

Your County Fair is put on by the St. Louis County Agricultural Fair Association, which is a small non-profit organization, whose membership is comprised of residents from the Northern half of St. Louis County. This Fair Association is an Agricultural Society established and governed by Chapter 38 of the Minnesota State Statutes.

Minnesota Statute 38.12 authorizes municipalities to financially assist their County Fair, with no cap on the amount of assistance. The Fair Board realizes that community budgets are tight and that you know how important the Fair is to your residents. With those two things in mind, the Fair Association is requesting that you consider including the Fair in your 2015 financial plans, in an amount that fits into your budget. Your support helps ensure that the Fair's tradition of agricultural education and affordable, quality family entertainment will continue; and that everyone in your community, the county, and the surrounding areas will be happy and proud to have been a part of the 2015 St. Louis County Fair.

The Fair Board would like to thank you in advance for the consideration you give this request; and we look forward to seeing you and the residents of your community at this year's Fair.

Sincerely yours,


Bettie Valley
Fair Sec/Mgr

FYI:
No contribution made in the
past 15 years.
ok to expend funds from
charitable gambling under
501c3 or Children's Activity.

COUNCIL LETTER 012015-VIA

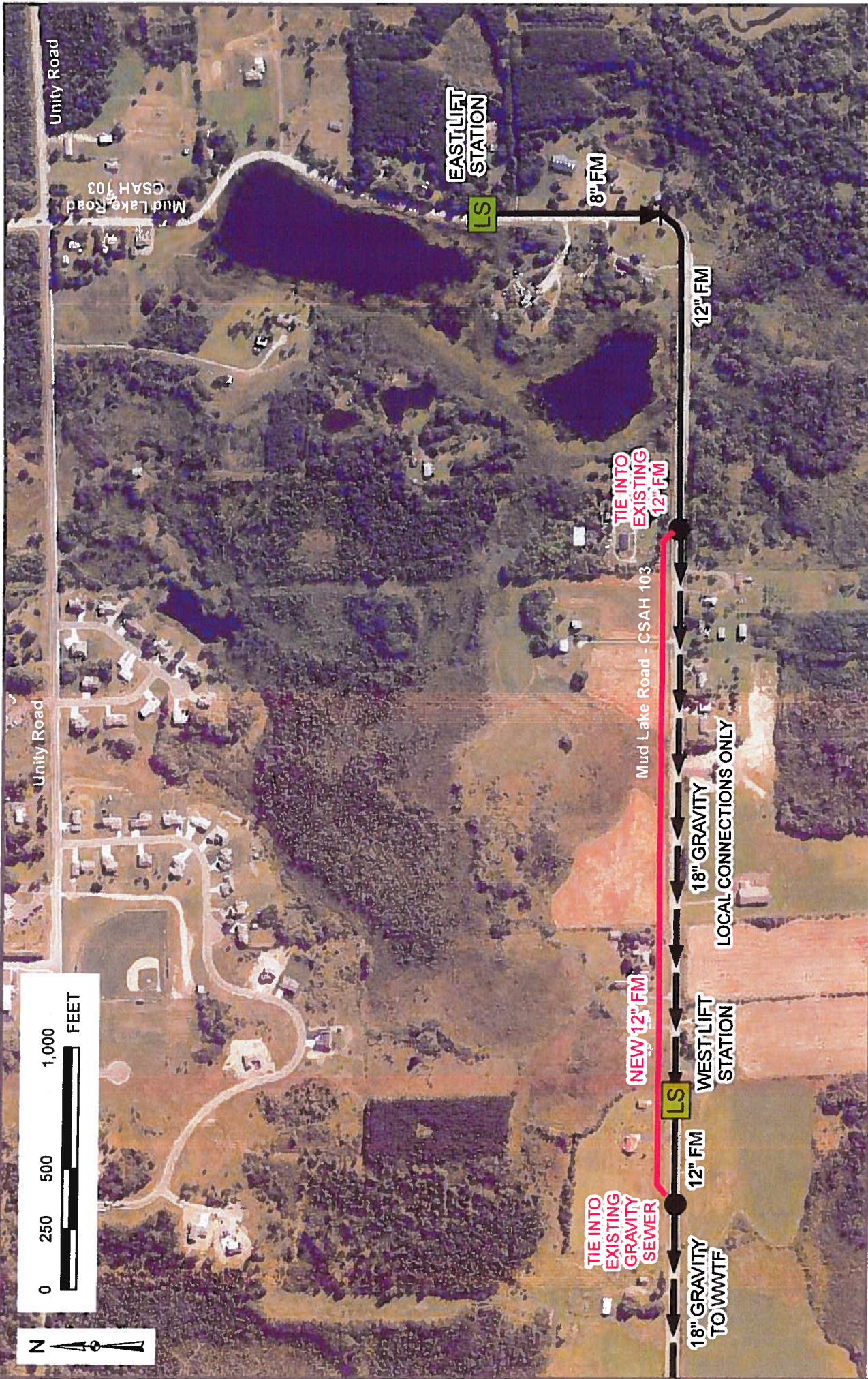
ADMINISTRATION

PLANS AND SPECS

DATE: January 15, 2015

FROM: Craig J. Wainio
City Administrator

Staff is requesting authorization to prepare plans and specifications for the Mud Lake Road force main extension project. This project will decrease the City's reliance on the west Mud Lake Road lift station which has been determined to be the weakest link on our waste water collection system. At their meeting in December, the IRRRB approved funding for half of the cost of the project. Once developed, the plans and specification will be presented to the City Council for approval and authorization to solicit bids.



The information on this map has been compiled by Stantec staff from a variety of sources and is subject to change without notice. Stantec makes no representation, warranty, or liability as to accuracy, completeness, timeliness, or rights to the use of such information.

FIGURE 2 - PROPOSED SANITARY SEWER SYSTEM
MOUNTAIN IRON SANITARY SEWER LIFT STATION STUDY

V:\1938\active\193802511\GIS\Projects\Figure 2 - Proposed System.mxd



March 2014

COUNCIL LETTER 012015-VIB

ADMINISTRATION

PLANS AND SPECS

DATE: January 15, 2015

FROM: Craig J. Wainio
City Administrator

Staff is requesting authorization to prepare plans and specifications for the replacement of a storm sewer interceptor between Main Street and Agate Street. This project will replace approximately 500 feet of corrugated steel storm sewer which is severely deteriorated. At their meeting in December, the IRRRB approved funding for a portion of the cost of the project. The City is currently up for consideration for a portion of funding from the Community Development Block Grant program. Once developed, the plans and specification will be presented to the City Council for approval and authorization to solicit bids

January 5, 2015

Mr. Craig Wainio
Administrator
City of Mt. Iron
8586 Enterprise Drive South
Mt. Iron, MN 55768

Please accept this as formal notice of my retirement effective January 26, 2015. My last day will be January 23, 2015.

I would like to thank current and past mayors, councilors and administrators for the support and opportunity to serve the City of Mountain Iron the past 37+ years.

Sincerely,


Don Niska

COUNCIL LETTER 012015-VID

ADMINISTRATION

COMP PLAN UPDATE

DATE: January 15, 2015

FROM: Craig J. Wainio
City Administrator

The City's Comprehensive Plan was last updated in 2008 and is need of another update. Last year the IRRRB offered a grant program for the updating or creation of a Comprehensive Plan. The City successfully applied for a grant to update the City's plan. Enclosed in the packet is a contract with the Arrowhead Regional Development Commission to update the City's Comprehensive Plan under the IRRRB program.

It is recommended that the City Council approve the contract with ARDC for the update of the City's Comprehensive Plan.



**ARROWHEAD REGIONAL
DEVELOPMENT COMMISSION**

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

January 13, 2015

Craig Wainio, City Administrator
City of Mountain Iron
8586 South Enterprise Drive
Mountain Iron, MN 55768

Re: Contract with ARDC for the Mountain Iron Comprehensive Plan Update

Dear Mr. Wainio,

Enclosed you'll find three copies of the above contract. Please review the terms and if they are acceptable, have the authorized signatories sign all copies of the contract. Retain one copy for your records; return the other two copies to my attention.

We're looking forward to working with the City in updating its comprehensive plan. Ryan Miller will continue to be your project manager. You can reach him at 218-529-7552 or by email to rmiller@ardc.org.

Sincerely,

Michelle Pierson
Project Assistant
Regional Planning Division

Enc.

**AGREEMENT FOR PROFESSIONAL SERVICES
ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
AND THE CITY OF MOUNTAIN IRON**

Dated: January 7, 2015

THIS AGREEMENT is by and between the CITY OF MOUNTAIN IRON ("City"), and ARROWHEAD REGIONAL DEVELOPMENT COMMISSION, a political subdivision of the State of Minnesota, hereinafter referred to as "ARDC" in response to the following situation:

- A. Professional planning services will from time to time be needed by the City of Mountain Iron.
- B. The City desires that ARDC provide such services to it.

NOW, THEREFORE, ARDC and the City do mutually agree as follows:

1. Services to be performed.

ARDC will provide the services described in the City of Mountain Iron Comprehensive Plan Update proposal attached as Exhibit A.

2. Personnel.

ARDC will secure, at its own expense, all personnel required to perform the services under this contract, and such personnel shall not be the employees of, nor have a contractual relationship with, the City.

3. Assignability.

ARDC shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written approval of the City.

4. Contract Period.

This Agreement shall be effective as of the 1st day of February, 2015, and shall continue to project completion or January 31st, 2016 whichever is sooner, unless terminated as provided in paragraph 5 hereof.

5. Termination of Contract.

Either ARDC or the City may, by giving written notice specifying the effective date which shall not be less than thirty (30) days from the date such notice is given, terminate this contract in whole or in part. In the event of termination, all property and finished or unfinished documents and other writings prepared by ARDC under this contract shall be

delivered to the City and ARDC shall be entitled to compensation for time expended to the date of termination and expenses incurred.

6. Independent Contractor.

The relationship between the ARDC and the City shall be that of an independent contractor. Nothing herein shall in any way make or create any employer- employee relationship between ARDC and the City.

7. Special Projects.

ARDC and the City may, by separate agreement, identify special projects for which the services of the ARDC are desired and that are outside the scope of this Agreement. Such separate agreement shall specify the work to be performed on such separate projects and the fees to be paid to the ARDC in connection with such special projects.

8. Compensation.

ARDC shall be compensated \$20,000 payable in 2 installments of \$10,000 with the first installment payable on the date hereof, and final payment due on January 31st, 2016 or at project completion, whichever is sooner.

9. Notices.

Any notice required to be given under this Agreement shall be deemed sufficient if in writing, sent by mail to the last known office address of the City, or to ARDC at 221 West First Street, Duluth, Minnesota 55802.

10. Miscellaneous.

This Contract contains all negotiations and agreements between ARDC and the City related to the subject matter of this contract. No other understanding related to the subject matter of this contract, whether written or oral, may be used to bind either party.

ARDC shall have no authority to enter into any contracts binding upon the City or to create any obligations on the part of the City. The City shall have no authority to enter into any contracts binding upon ARDC or to create any obligations on the part of ARDC. All parties to this contract are subject to the Minnesota Government Data Practices Act, Chapter 13 of the Minnesota Statutes, including Section 13.05, Subd. 11

IN WITNESS WHEREOF, the ARDC and the City of Mountain Iron have executed this contract as of the date first above written.

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

City of Mountain Iron


By 
Its Executive Director

By _____
Its _____

Date: 1/9/2015

Date: _____

And

By 
Its Finance Director

Date: 1/8/2015

CITY OF MOUNTAIN IRON COMPREHENSIVE PLAN UPDATE

The Arrowhead Regional Development Commission (ARDC) will facilitate the completion of a Comprehensive Plan for the City of Mountain Iron, Minnesota. The plan will create a vision for the community's future and guide decisions regarding land use, housing, cultural and natural resources, transportation, economic development, utilities and community facilities, and intergovernmental cooperation. A comprehensive plan will enable the community to identify and prioritize development direction, make strategic long-term development decisions, and be positioned to apply for or access available funding.

The Comprehensive Plan will use input from residents, elected officials, and other stakeholders to describe the community and to develop a statement of overall objectives, policies, goals and programs. The Plan will guide the future development and redevelopment of the community over a 20-year planning period.

THE PLANNING PROCESS

Phase 1: Public Visioning Session

To kick-off the project ARDC will meet with the City/Planning Committee to review the comprehensive planning process, learn about concerns, and plan the visioning meeting/input methods.

A Visioning Session is a process that involves elected officials, business owners, residents, and all other stakeholders to give input into identifying a community vision. ARDC will coordinate with City staff to promote the visioning session throughout the community. The Visioning Session will be an event with focus on the process which will begin with ARDC describing the Visioning Session, the Comprehensive Plan process, and identifying goals for the evening.

ARDC will ask attendees to consider what they want Mountain Iron to look and feel like in 20 years. Comments regarding the process will be taken. Meeting attendees will be asked to split into groups and asked to discuss the Vision, existing assets in the community, along with other goals and report back to the overall group. ARDC will summarize and document all of the discussion that took place at the meeting.

Phase 2: Plan Development

A. Background Development and Process

ARDC will review all previous planning processes that involve the City or areas that are near Mountain Iron and summarize the information. The summary will be complemented with an analysis by ARDC that will generally discuss the status of the City's policies and procedures. ARDC will package the information into a background summary document along with the latest demographic statistics for the community. ARDC will share the information with the full Planning Committee at its first meeting.

B. Issue Identification

ARDC will package the ideas listed during the Visioning Session process into a categorized list. The lists will be reviewed by the Planning Committee and a discussion will occur that adds important details to those items.

C. Recommendation Development

ARDC will study the list of ideas to preliminarily determine potential courses of action to address the issues. ARDC will work with the City to ensure that the recommendations address the areas that are required by the Iron Range Resources and Rehabilitation Board (IRRRB) for the agency's community funding programs.

ARDC will review the suggested recommendations with the Planning Committee and make changes based on the feedback of the meeting attendees. ARDC will send a final draft of the recommendations to the Committee and City Council for a final review before holding another public meeting. At the meeting, ARDC will describe the process taken to get to the point of the recommendations and will describe each recommendation in detail. Comments will be documented. Comments from the public meeting will be provided to the Planning Committee whose members will be asked to decide if any changes to the recommendations will be made based on the public input.

D. Plan Publication and Implementation Checklist Development

After the Planning Committee has reviewed and commented on the recommendations, ARDC will assemble the information generated from the process and summarize it in a single Comprehensive Plan document. The entire document will then be made available for public review and input. Comments on the recommendations will be documented by ARDC and brought to the Planning Committee for members to review and make any desired changes to the document. After final City Council review and adoption, the final document will be printed and ten hard copies and an electronic version of the plan will be provided to the City. Following this planning process, ARDC is available to assist the City with plan implementation through a subsequent agreement.

DELIVERABLES

During the process, ARDC will maintain a project website that contains all information about the project. ARDC will develop summaries of all meetings and research requests. At the end of the process ARDC will develop a detailed Plan document that includes recommended action steps. ARDC will print ten color copies of the document and will send them to the City. ARDC will also provide electronic copies of project files, including any GIS/Mapping files that are created for the plan.

ARDC – CLIENT RESPONSIBILITIES

ARDC and the City of Mountain Iron agree to work together to:

- Find meeting locations, dates, and times
- Develop of agendas
- Promote meetings
- Provide ARDC with all pertinent past plans and community development information
- Provide information regarding grants that are secure such as reports, deadlines, deliverables, and any requirements of grants that ARDC needs to meet
- Review documents promptly prior to publication
- Provide ARDC with any data, GIS files, or other information that exists that can assist ARDC with plan development
- ARDC will provide the City and Planning Commission with timely and complete information relevant to the planning process

BUDGET

The total cost for the project is **\$20,000**. This will fund all of ARDC's personnel costs as well as mileage from Duluth for meetings, copying, printing, and other meeting expenses.

TIMELINE

ARDC can commence work after **February 1, 2015**. It is anticipated that the process will take six months to complete.



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

RESOLUTION NUMBER 01-15

BANK AUTHORIZATION

THIS IS TO CERTIFY: That at a meeting of the City Council of the City of Mountain Iron, (hereafter referred to as the "City"), operating under the laws of the State of Minnesota, duly held on January 20, 2015, the following resolution was adopted:

BE IT RESOLVED, that the American Bank of the North, (hereafter referred to as the "Bank"), is hereby designated as a depository for the funds of the City, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing any two of the following officers or employees of the City, whose actual signatures are shown below:

Gary Skalko – Mayor

Craig J. Wainio – City Administrator

Anthony Zupancich – Deputy Mayor

Michael Downs – Dir. of Public Works

and said Bank shall be and authorized to honor and pay whether or not payable to bearer or to the individual order of any agent or agents signing the same.

BE IT FURTHER RESOLVED, that the Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the City's accounts with the Bank bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item,

BE IT FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this City for deposit with the Bank, or for collection or discount by the Bank; and to accept drafts and other items payable at the Bank.

BE IT FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the City may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution,

BE IT FURTHER RESOLVED that the City hereby conferred upon the above named agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Bank at each location where an account is maintained. Bank shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

DULY ADOPTED BY THE CITY COUNCIL THIS 20th DAY OF JANUARY, 2015.

Mayor Gary Skalko

ATTEST:

City Administrator

COMMUNICATIONS
JANUARY 20, 2015

1. Saint Louis County, forwarding proposed revisions to the Saint Louis County Zoning Regulations.
2. Mountain Iron-Buhl Class of 2015, requesting a contribution.
(Note: Contributed \$200 last year and then an additional \$300 to offset the Community Center rent and the reservation was cancelled. Prior to that \$200/year was given from Charitable Gambling)

]



Saint Louis County

Planning and Community Development Department • 100 Missabe Building, 227 West
First Street Duluth, MN 55802 • Phone: (218) 725-5000 • Fax: (218) 725-5029
Toll Free in Minnesota: 1-800-450-9777
www.stlouiscountymn.gov

Barbara Hayden
Director

TO: St. Louis County Cities, Towns and Interested Parties

FROM: Barbara Hayden, Director, Planning and Community Development *BH*

DATE: December 30, 2014

RE: Proposed Revisions to St. Louis County Zoning Regulations

St. Louis County has been working for the past year on revisions to the St. Louis County Zoning Ordinance. The attached draft ordinance is intended to replace Ordinance 46, which was adopted in 1993. The draft ordinance incorporates changes to MN Statute Chapter 394 and adds more flexibility and clarity in zoning administration.

The St. Louis County Planning Commission established a subcommittee to work on the details of the ordinance language and then periodically has discussed revisions with the entire Planning Commission during the business portion of their meetings. On December 16, 2014, the draft ordinance was approved by the Planning Commission to be distributed for public input.

Following are the significant features of the draft zoning ordinance:

- Rewrite of Article V, Land Use Controls to better identify what types of uses are allowed in zone districts and what type of permitting is necessary for those uses
- Includes new Interim Use Permit for Borrow/Gravel pits, under certain circumstances
- Rewrite of Article VI, Performance and Administrative Standards
- Addition of Section, Closed Landfills and Dumpsites as per state statute
- Clear references to other ordinances and policies to eliminate conflicting information
- Consistent organization to improve readability

Your input is important to us. Please contact Jennifer Bourbonais at 218-749-0629 if you have questions. You may also access the draft ordinance at our website:

<http://www.stlouiscountymn.gov/zoningordinance>

Comments may be submitted in writing via website, or to Jennifer Bourbonais at bourbonaisj@stlouiscountymn.gov. Please submit comments by March 1, 2015. The Planning Commission will consider all comments and public testimony at a future hearing.

Attachment



Saint Louis County

Planning and Community Development Department • 100 Missabe Building, 227 West
First Street • Duluth, MN 55802 • Phone: (218) 725-5000 • Fax: (218) 725-5029
Toll Free in Minnesota: 1-800-450-9777 • www.stlouiscountymn.gov

Barbara Hayden
Director

INFORMATIONAL MEETINGS ST. LOUIS COUNTY DRAFT ORDINANCE 62 ZONING REGULATIONS

Please be advised that the St. Louis County Planning and Community Development Department is hosting the following informational meetings at which the public can learn more about a proposed new zoning ordinance.

Wednesday, January 28, 2015, 4 p.m. to 6 p.m.
Liz Prebich Conference Room, Third Floor, Northland Office Center
307 1st Street South
Virginia, MN

Wednesday, February 4, 2015, 1:00 p.m. to 3:00 p.m.
Richard H. Hansen Public Works and Transportation Complex
4787 Midway Road
Duluth, MN

No formal presentation will be given, so stop by any time. Staff will be on hand to answer questions about the draft ordinance and to listen to any concerns or comments. The St. Louis County Planning Commission will consider the draft ordinance after a public hearing at 9:00 a.m. on Thursday, March 12, 2015, in the Northland Office Center in Virginia. Written comments or testimony at the hearing are welcome. For more information, contact Jennifer Bourbonais at 218-749-0629 or bourbonaisj@stlouiscountymn.gov.

Mountain Iron-Buhl High School Class of 2015

Dear Area Business or Organization:

As parents of the Mountain Iron-Buhl Class of 2015, we will be honoring our graduating seniors with...

THE 28th ANNUAL ALL-NIGHT CHEMICAL FREE GRADUATION PARTY

The great success which we have achieved in the past has been made possible by your contribution. We again extend this invitation for you to participate in the rewarding project. This provides our graduates with an alternative choice of celebration...

“A CHEMICAL FREE GRADUATION PARTY”

If you wish to make a tax deductible donation in the form merchandise, gift certificate or cash – please contact someone on our donation committee listed below. Cash donations are used to purchase decorations, games, musical entertainment and prizes.

Through your donation, we all take part in the prevention of tragedies. It is truly an investment in the graduates' futures.

Thank you for helping us make this a safe and memorable night for our Graduates, your generosity will be greatly appreciated!!

THE CLASS OF 2015 APPRECIATES YOUR SUPPORT!

**Jodi Ulman
5083 Country Road
Mt. Iron, MN 55768**

**Jill Kinney
5432 Mineral Ave
Mt. Iron, MN 55768**

**Lynn Isaacson
9603 Koskela Rd
Mt. Iron, MN 55768**

Please make checks payable to MIB High School Grad Party

COUNCIL LETTER 122015-XI

PERSONNEL COMMITTEE

CLOSED MEETING

DATE: January 15, 2015
FROM: Personnel Committee
Craig J. Wainio
City Administrator

The Personnel Committee is requesting a closed meeting under MN Statute 13.05D, subdivision 3(a) for performance evaluations concerning individuals subject to the public body's authority.

The following procedure must be used to close a meeting under this exception:

The public body must identify the individual to be evaluated prior to closing the meeting.

The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make a decision.

Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary