

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, FEBRUARY 3, 2014 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. January 21, 2014, Regular Meeting (#1-10)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#47-50)
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Non-Audit Services (#11-12)
 - C. Public Works Director's Report
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 4 – County Road 102 Utilities (#13-15)
 - G. Park and Recreation Board
 - 1. Club Mesabi Request (#16)
 - H. Public Health and Safety Board
 - 1. Emergency Operations Plan Proposal (#17-23)
 - 2. Authorizing Posting of Positions (#24-26)
 - 3. Mountain Iron Drive Truck Traffic (#27)
 - 4. Fire Department/EMS Officer Pay (#28)
 - I. Personnel Committee
 - 1. Lead Parks and Recreation Worker (#29-30)
 - 2. Authorize Advertisement (#31)
 - J. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Ordinance Number 01-14 Tobacco Licensing (#33-41)
 - B. Ordinance Number 02-14 Amending Zoning Map (#42-44)
 - C. Temporary Liquor License (#45)
 - D. Reschedule Next Meeting (#46)
- VII. Communications (#47-50)
- VIII. Announcements
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
JANUARY 21, 2014

Mayor Skalko called the City Council meeting to order at 6:30 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Clark, Municipal Services Secretary; Michael Downs, Director of Public Works; and Brian Lindsay, City Attorney.

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

1. Approve the minutes of the January 6, 2014, regular meeting as submitted.
2. 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.
3. To acknowledge the receipts for the period January 1-15, 2014, totaling \$245,057.69, (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period January 1-15, 2014, totaling \$542,621.47, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

No one spoke during the public forum.

The Mayor gave his "State of the City" address. The following is a summary:

1. The City is in excellent financial condition.
 - a. Reserves are solid.
 - b. The 2014 budget has been balanced and there was no levy increase.
2. New Housing Development.
 - a. Unity Second Addition. Three more lots have sold for a total of 17 and 15 houses have been constructed since 2008.
 - b. South Forest Grove, an EDA Development. Five lots have sold and four homes have been constructed.
3. Miscellaneous Information:
 - a. Library Yard. The City planted a veteran memorial garden.
 - b. Senior Center. The City purchased a new electronic bingo machine, which is available for all individuals to use.
 - c. New City Projects completed in 2013:
 1. New sidewalks. New sidewalks were construction from Unity Drive to Mud Lake Road to Enterprise Drive South to the movie theatre. Also, sidewalks were repaired in the old Downtown area.

2. Unity Drive. This road was completed with a final overlay being completed in 2014. \$350,000 of this project was covered by grant funding.
3. Demolitions. There were four homes demolished through the IRRRB Reclamation Program.
4. Economic Development Authority Projects to be completed in 2014:
 - a. Wal-Mart. The store should be opening in the summer of 2014 and will bring employment to the area along with increasing the City's tax base by \$11 million.
 - b. A T & T. They will be constructing a new business in Rock Ridge Development.
 - c. Town Houses. The EDA has purchased land from Calvary Cemetery Association on County Road 7 to construct town homes.
5. New Business:
 - a. Corner Spur in West Virginia. The property was purchased by K & L Auto Sales and they opened their used car sales lot there.
6. 2014 City Projects:
 - a. Sidewalks. Sidewalks will be repaired in the Downtown area by the Post Office.
 - b. Streets. Overlay projects include Fairview Lane, South Court, Mountain Iron Drive and Rock Ridge Drive.
 - c. Recreation Department. The South Grove tennis court will have an overlay.
7. Conclusion: The Mayor said he felt that he was speaking for the entire Council saying that in 2013 a lot has happened in the City and there are more plans for 2014. The Mountain Iron City Council likes to think outside of the box and think big. He said that the Council likes to move forward and make the City a better place to live and work in 2014.

It was moved by Zupancich and seconded by Tuomela to contribute \$1,000 to the Summer Work Outreach Project (SWOP) with the funds being expended from the Charitable Gambling Fund. The motion carried on the following roll call vote: Zupancich, yes; Stanaway, no; Tuomela, yes; Prebeg, no; and Skalko, yes.

It was moved by Prebeg and seconded by Stanaway to contribute \$100 to the Mountain Iron Senior Citizens Club for their 2013 Christmas Party. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Tuomela to accept the 2014 Pay Equity Report as presented. The motion carried.

It was moved by Zupancich and seconded by Tuomela to allow the Municipal Services Secretary to attend the 2014 Municipal Clerks and Finance Officers Association Conference at a cost not to exceed \$829 in total expenses. The motion carried unanimously on a roll call vote.

The City Administrator reported that the Economic Development Authority closed on a portion of U. S. Steel property on the eastern portion of the property near County Road 102.

It was moved by Stanaway and seconded by Prebeg to authorize Tyrel Hebl's probation to expire and allow him to become a permanent employee effective January 24, 2014. The motion carried.

The Director of Public Works reported that there had been several water lines breaks.

It was moved by Prebeg and seconded by Tuomela to adopt Resolution Number 01-14, accepting the feasibility report, (a copy is attached and made a part of these minutes). The motion carried.

At 6:52 p.m., it was moved by Zupancich and seconded by Prebeg to recess the regular City Council meeting and go into a closed session to discuss disciplinary measures with an employee. The motion carried.

At 6:58 p.m., the Mayor called the closed meeting to order with the following members present: Joe Prebeg, Jr., Susan Tuomela, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Mike Downs, Director of Public Works; Joe Pershern, Local #453 Representative; Craig Hultgren, Equipment Operator; and Brian Lindsay, City Attorney.

The Local #453 Representative and Mr. Hultgren waived the 7:30 p.m. start time.

At 7:25 p.m., Craig Hultgren and Joe Pershern stepped out of the meeting.

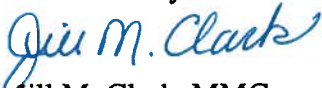
At 7:35 p.m., it was moved by Zupancich and seconded by Tuomela that the closed meeting be adjourned and the regular meeting reconvened. The motion carried.

It was moved by Zupancich and seconded by Tuomela to accept the recommendation of the Personnel Committee and terminate the employment of Craig Hultgren effective immediately. The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to post the Equipment Operator position internally. The motion carried.

At 7:42 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	153,519.28
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	199.24
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	58.92
LICENSES	ANIMAL	70.00
PERMITS	BUILDING	52.25
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,000.00
BUILDING RENTALS	COMMUNITY CENTER	1,050.00
SPECIAL ASSESSMENTS	INTEREST-SP.ASSESS.-BONDS ISSU	1,385.66
MISCELLANEOUS	MISC. INCOME-ELECTRIC ACCT	721.06
CD INTEREST	CD INTEREST 101	822.50
CD INTEREST	CD INTEREST 378	1,097.99
CD INTEREST	CD INTEREST 602	466.25
CD INTEREST	CD INTEREST 603	449.80
CD INTEREST	CD INTEREST 604	683.29
MISCELLANEOUS	REIMBURSEMENTS	445.35
MISCELLANEOUS	GRANTS RECEIVABLE	80,000.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	35.00
BUILDING RENTALS	SENIOR CENTER	480.00
MISCELLANEOUS	CHECK RETURN FEE	40.00
FINES	CRIMINAL	691.13
METER DEPOSITS	ELECTRIC	700.00
CD INTEREST	CD INTEREST601	163.03
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	882.46
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	44.48
Summary Totals:		<u>245,057.69</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/14/2014		130011	UNITED STATES POSTAL SERVICE	602-20200	387.01
01/14	01/14/2014	144864		Void Check	604-20200	.00 V
01/14	01/22/2014	144865		Void Check	101-20200	.00 V
01/14	01/22/2014	144866		Void Check	101-20200	.00 V
01/14	01/22/2014	144867		Void Check	101-20200	.00 V
01/14	01/22/2014	144868		Void Check	101-20200	.00 V
01/14	01/22/2014	144869		Void Check	101-20200	.00 V
01/14	01/22/2014	144870		Void Check	101-20200	.00 V
01/14	01/22/2014	144871		Void Check	602-20200	.00 V
01/14	01/22/2014	144872		Void Check	604-20200	.00 V
01/14	01/22/2014	144873		Void Check	603-20200	.00 V
** Check Number 144873 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144873	10064	A B E ENVIRONMENTAL SYSTEMS	101-20200	370.50
** Check Number 144873 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144874	10056	A T & T MOBILITY	101-20200	499.63
** Check Number 144874 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144874		Void Check	101-20200	.00 V
** Check Number 144874 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144874	10056	A T & T MOBILITY	101-20200	576.21
** Check Number 144874 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144875		Void Check	101-20200	.00 V
** Check Number 144875 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144875	130017	AMERICAN BANK	101-20200	149.98
** Check Number 144875 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144876		Void Check	101-20200	.00 V
** Check Number 144876 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144876	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	15.50
** Check Number 144876 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144877		Void Check	604-20200	.00 V
** Check Number 144877 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144877	30054	BAKER TILLY VIRCHOW KRAUSE LLP	101-20200	4,420.00
** Check Number 144877 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144878		Void Check	101-20200	.00 V
** Check Number 144878 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144878	20055	BARNES & NOBLE BOOKSELLERS	101-20200	154.10
** Check Number 144878 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144879	20022	BENCHMARK ENGINEERING INC	602-20200	7,698.31
** Check Number 144879 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144879		Void Check	101-20200	.00 V
** Check Number 144879 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144880	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	38.42
** Check Number 144880 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144880		Void Check	604-20200	.00 V
** Check Number 144880 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144880	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	4,677.80
** Check Number 144880 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144881	30084	CARDMEMBER SERVICE	603-20200	4,713.33
** Check Number 144881 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144881		Void Check	602-20200	.00 V
** Check Number 144881 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144882	30086	CARPENTER, JULIE	101-20200	60.00
** Check Number 144882 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144882		Void Check	101-20200	.00 V
** Check Number 144882 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144883	170001	CENTURY LINK	101-20200	497.48
** Check Number 144883 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144883		Void Check	604-20200	.00 V

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
				** Check Number 144883 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144884		Void Check	101-20200	.00 V
				** Check Number 144884 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144884	30068	CHAD, GREG	101-20200	90.00
				** Check Number 144884 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144885	104	CHERISA ROALSTAD	604-20200	48.71
				** Check Number 144885 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144885		Void Check	604-20200	.00 V
				** Check Number 144885 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144886		Void Check	101-20200	.00 V
				** Check Number 144886 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144886	105	CHRISTOPHER HEISHMAN	101-20200	200.00
				** Check Number 144886 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144887		Void Check	101-20200	.00 V
				** Check Number 144887 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144887	220003	CITY OF VIRGINIA	101-20200	59.02
				** Check Number 144887 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144888	101	CORY EATON	604-20200	83.22
				** Check Number 144888 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144888		Void Check	101-20200	.00 V
				** Check Number 144888 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144889	40030	DULUTH CLINIC	602-20200	25.00
				** Check Number 144889 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144889		Void Check	101-20200	.00 V
				** Check Number 144889 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144890		Void Check	101-20200	.00 V
				** Check Number 144890 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144890	40027	DULUTH/SUPERIOR COMMUNICATIONS	101-20200	1,909.00
				** Check Number 144890 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144891	50048	ENERGY INSIGHT INC	604-20200	1,539.86
				** Check Number 144891 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144891		Void Check	603-20200	.00 V
				** Check Number 144891 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144892	70035	G & K SERVICES	101-20200	66.43
				** Check Number 144892 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144892		Void Check	101-20200	.00 V
				** Check Number 144892 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144893	70016	GOPHER STATE ONE CALL INC	604-20200	10.25
				** Check Number 144893 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144893		Void Check	101-20200	.00 V
				** Check Number 144893 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144893	70016	GOPHER STATE ONE CALL INC	604-20200	100.00
				** Check Number 144893 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144894		Void Check	604-20200	.00 V
				** Check Number 144894 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144894	70007	GOVERNMENT TRAINING SERVICE	101-20200	265.00
				** Check Number 144894 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144895		Void Check	101-20200	.00 V
				** Check Number 144895 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144895	80032	HARTIKKA, TERRY	101-20200	14,500.00
				** Check Number 144895 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144896		Void Check	101-20200	.00 V
				** Check Number 144896 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144896	107	HIBBING COMM. & TECH COLLEGE	101-20200	200.00
				** Check Number 144896 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144897		Void Check	101-20200	.00 V
				** Check Number 144897 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/22/2014	144897	80001	HILLYARD/HUTCHINSON	101-20200	376.25
				** Check Number 144897 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144898	80010	HOMETOWN ELECTRIC	101-20200	2,426.94
				** Check Number 144898 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144898		Void Check	101-20200	.00 V
				** Check Number 144898 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144898	80010	HOMETOWN ELECTRIC	601-20200	3,393.83
				** Check Number 144898 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144899	80037	HOMETOWN MEDIA PARTNERS	603-20200	79.50
				** Check Number 144899 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144899		Void Check	101-20200	.00 V
				** Check Number 144899 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144899	80037	HOMETOWN MEDIA PARTNERS	101-20200	12.00
				** Check Number 144899 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144900	106	JENNIFER ZIMMEL	101-20200	400.00
				** Check Number 144900 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144900		Void Check	101-20200	.00 V
				** Check Number 144900 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144901	110013	JERRY D KUJALA	101-20200	1,336.23
				** Check Number 144901 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144901		Void Check	101-20200	.00 V
				** Check Number 144901 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144902	103	JULIE RAPPUCHI	604-20200	334.38
				** Check Number 144902 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144902		Void Check	602-20200	.00 V
				** Check Number 144902 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144903	120006	L & M SUPPLY	101-20200	511.90
				** Check Number 144903 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144903		Void Check	604-20200	.00 V
				** Check Number 144903 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144903	120006	L & M SUPPLY	101-20200	44.42
				** Check Number 144903 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144904		Void Check	604-20200	.00 V
				** Check Number 144904 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144904	120032	LAKE COUNTRY POWER	101-20200	172.62
				** Check Number 144904 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144905		Void Check	602-20200	.00 V
				** Check Number 144905 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144905	120048	L'ALLIER, TABITHA	101-20200	90.00
				** Check Number 144905 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144906		Void Check	101-20200	.00 V
				** Check Number 144906 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144906	109	LARRY BUFFETTA	101-20200	200.00
				** Check Number 144906 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144907	120012	LIBRARY STORE	101-20200	67.08
				** Check Number 144907 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144907		Void Check	101-20200	.00 V
				** Check Number 144907 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144908	130004	MESABI DAILY NEWS	101-20200	18.75
				** Check Number 144908 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144908		Void Check	230-20200	.00 V
				** Check Number 144908 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144909	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
				** Check Number 144909 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144909		Void Check	301-20200	.00 V
				** Check Number 144909 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144910	140026	MINNESOTA ENERGY RESOURCES	602-20200	693.15

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
				** Check Number 144910 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144910		Void Check	101-20200	.00 V
				** Check Number 144910 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144910	140026	MINNESOTA ENERGY RESOURCES	602-20200	2,313.59
				** Check Number 144910 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144911	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	7,167.50
				** Check Number 144911 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144911		Void Check	101-20200	.00 V
				** Check Number 144911 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144911	130008	MINNESOTA MUNICIPAL UTILITIES	602-20200	120.00
				** Check Number 144911 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144912	130009	MINNESOTA POWER (ALLETE INC)	101-20200	112.92
				** Check Number 144912 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144912		Void Check	101-20200	.00 V
				** Check Number 144912 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144912	130009	MINNESOTA POWER (ALLETE INC)	604-20200	107,046.03
				** Check Number 144912 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144913	130155	MN PUBLIC FACILITIES AUTHORITY	602-20200	5,608.76
				** Check Number 144913 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144913		Void Check	101-20200	.00 V
				** Check Number 144913 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144914	130047	MOBILE HEALTH SERVICES LLC	601-20200	429.00
				** Check Number 144914 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144914		Void Check	101-20200	.00 V
				** Check Number 144914 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144914	130047	MOBILE HEALTH SERVICES LLC	101-20200	21.00
				** Check Number 144914 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144915	130015	MOUNTAIN IRON PUBLIC UTILITIES	604-20200	10,275.50
				** Check Number 144915 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144915		Void Check	101-20200	.00 V
				** Check Number 144915 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144915	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	7,553.86
				** Check Number 144915 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144916	13110	MOUNTAIN IRON SENIOR CITIZENS	230-20200	100.00
				** Check Number 144916 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144916		Void Check	101-20200	.00 V
				** Check Number 144916 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144917		Void Check	101-20200	.00 V
				** Check Number 144917 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144917	140070	NP SOLAR DEVELOPMENT LLC	301-20200	80,000.00
				** Check Number 144917 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144918		Void Check	101-20200	.00 V
				** Check Number 144918 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144918	140065	NYMAN, KEITH	101-20200	130.00
				** Check Number 144918 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144919		Void Check	101-20200	.00 V
				** Check Number 144919 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144919	40032	OFFICE OF MN.IT SERVICES	101-20200	426.48
				** Check Number 144919 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144920	160047	PONTINEN, RYAN	101-20200	10.00
				** Check Number 144920 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144920		Void Check	101-20200	.00 V
				** Check Number 144920 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144921	160030	PRECISION MACHINE	603-20200	100.00
				** Check Number 144921 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		
01/14	01/22/2014	144921		Void Check	101-20200	.00 V
				** Check Number 144921 from Bank 101 has both Voided and Unvoided sequences for this Vendor.		

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/22/2014	144921	160030	PRECISION MACHINE	101-20200	240.00
** Check Number 144921 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144922	160071	PURCHASE POWER	101-20200	250.00
** Check Number 144922 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144922		Void Check	230-20200	.00 V
** Check Number 144922 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144922	160071	PURCHASE POWER	101-20200	750.00
** Check Number 144922 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144923	180004	RANGE COOPERATIVES	101-20200	15.96
** Check Number 144923 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144923		Void Check	301-20200	.00 V
** Check Number 144923 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144924	180009	RANGE RECREATION CIVIC CENTER	101-20200	6,577.20
** Check Number 144924 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144924		Void Check	604-20200	.00 V
** Check Number 144924 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144925		Void Check	604-20200	.00 V
** Check Number 144925 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144925	180073	RED ROCK RADIO	101-20200	279.00
** Check Number 144925 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144926		Void Check	101-20200	.00 V
** Check Number 144926 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144926	180017	RELIABLE OFFICE SUPPLIES	101-20200	280.30
** Check Number 144926 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144927		Void Check	604-20200	.00 V
** Check Number 144927 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144927	190059	SAINT LOUIS COUNTY AUDITOR	101-20200	15,876.00
** Check Number 144927 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144928		Void Check	101-20200	.00 V
** Check Number 144928 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144928	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
** Check Number 144928 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144929	190033	STAR TRIBUNE	101-20200	124.80
** Check Number 144929 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144929		Void Check	101-20200	.00 V
** Check Number 144929 from Bank 101 has both Voided and Unvoided sequences for this Vendor.						
01/14	01/22/2014	144930	4044	SUMMER WORK OUTREACH PROGRAI	230-20200	1,000.00
01/14	01/22/2014	144931	200020	THE TRENTI LAW FIRM	101-20200	6,293.37
01/14	01/22/2014	144932	130011	UNITED STATES POSTAL SERVICE	604-20200	200.00
01/14	01/22/2014	144933	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	65,449.77
01/14	01/22/2014	144934	220020	VISA OR AMERICAN BANK CC PMT	101-20200	972.23
01/14	01/22/2014	144935	60038	WRIGHT EXPRESS FINAN SERV CORP	101-20200	8,535.81
01/14	01/22/2014	144936	240001	XEROX CORPORATION	604-20200	667.64
01/14	01/22/2014	144937	260008	ZUPANCICH, DANNY J.	101-20200	40.00

Totals:

426,478.53

Payroll-PP Ending 1/17/14
 Elec.Transfer-Sales Tax

100,182.33
 15,960.61

Errors were found. Please check the report carefully.

TOTAL EXPENDITURES

\$542,621.47



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 01-14

RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to Resolution Number 45-13 of the City Council adopted December 16, 2013, a report has been prepared by Benchmark Engineering with reference to the improvement of Mountain Iron Drive between Unity Drive and Highway 53 by reconstruction, Rock Ridge Drive between Park Ridge Drive and Highway 169 by reconstruction, Fairview Lane between Mineral Avenue and Greenwood Lane by reconstruction and the entire length of South Court by reconstruction and this report was received by the City Council on February 19, 2012, and;

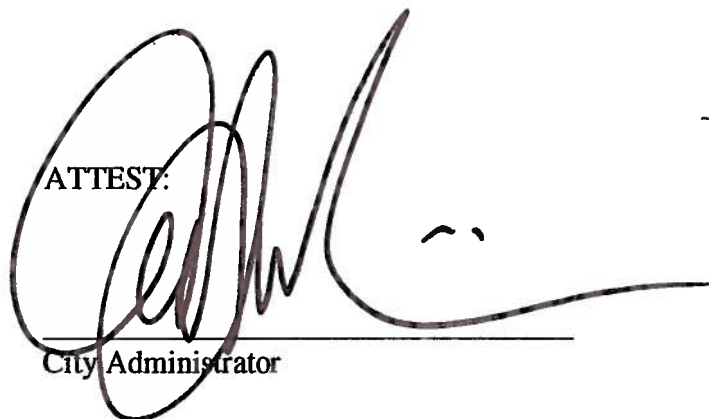
WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; and the estimated cost of the improvement as recommended.

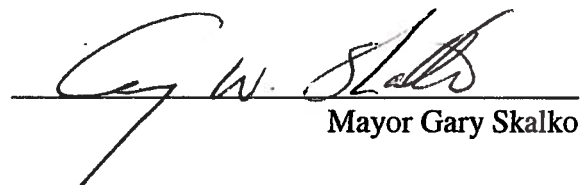
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA:

1. The City Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,500,000.
2. A public hearing shall be held on such proposed improvement on the 17th day of February, 2014, in the Mountain Iron Room of the Community Center at 5:00 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF JANUARY, 2014.

ATTEST:



City Administrator

Mayor Gary Skalko

**WALKER, GIROUX & HAHNE, LTD
225 1ST STREET N SUITE 2400
P.O. BOX 960
VIRGINIA, MN 55792
218-749-4880 FAX 218-749-8528**

**TO: CRAIG WAINIO
FROM: PATTY SABIE
DATE: January 3, 2014**

CITY OF MOUNTAIN IRON "NONAUDIT SERVICES" LETTER

Craig,

Enclosed please find a copy of the letter that we are required to have on file to document that you have been designated by the City Council to oversee, monitor, accept responsibility and evaluate the "nonaudit services", which include preparation of the financial statements and notes to the financial statements to be included in the audit.

Please have a council member sign the letter also, and return to our office.

Please call if you have questions.

Thank you,

Patty

NONAUDIT SERVICES

Nonaudit services performed by Walker, Giroux & Hahne, Ltd. (check applicable items):

1. Preparing a trial balance based on entity management's chart of accounts.
2. Maintaining depreciation schedules for which entity management has determined the method and rate of depreciation and salvage value of the assets.
3. Preparing draft financial statements based on entity management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by entity management.
4. Preparing draft notes to the financial statements based on information determined and approved by entity management.

With regard to the above nonaudit services performed by Walker, Giroux & Hahne, Ltd. during the audit of City of Mountain Iron, Minnesota for the year ended December 31, 2013, I confirm the following:

1. I have been designated by the City of Mountain Iron, Minnesota to be responsible and accountable for overseeing the nonaudit services.
2. I will monitored the performance of the nonaudit services.
3. I will make all decisions that involved entity management functions related to the nonaudit services and accept full responsibility for those decisions.
4. I will evaluate the adequacy of the services performed and accept responsibility for the results.

Craig Wainio, Administrator
Printed Name and Title

Signature

Craig Wainio, Administrator has been designated by the City of Mountain Iron, Minnesota to be responsible and accountable for overseeing the above nonaudit services.

Printed Name and Title

Signature



BENCHMARK ENGINEERING, INC.

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

January 29, 2014

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

Re: City of Mountain Iron, MN
County Road 102 Utility Extensions
Project No. MI12-04

Dear Mr. Wainio:

Enclosed please find Pay Request No. 4 for County Road 102 Utility Extension project in the amount of **\$102,592.13** for approval at your next scheduled City Council meeting. This payment is for the work completed to date and the materials purchased and are being stored by the Contractor. Please refer to the enclosed pay request breakdown for a summary of items completed.

If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,
Benchmark Engineering, Inc.

Alan J. Johnson, P.E.

Enclosures

pc: Mr. Andrew Wagner, Ulland Brothers, Inc.

RECOMMENDATION OF PAYMENT

No. 4

Owner's Project No.: _____

Engineer's Project No.: MI12-04

Project: County Road 102 Utility Extensions

CONTRACTOR: Ulland Brothers, Inc., 505 West 37th Street, Hibbing, MN 55746

For Period Ending: January 29, 2014

To: City of Mountain Iron
Owner

Attached hereto is the CONTRACTOR's Application for Payment for Work accomplished under the Contract through the date indicated above. The application meets the requirements of the Contract Documents for the payment or work completed as of the date of this Application.

In accordance with the Contract the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

BENCHMARK ENGINEERING, INC.

Dated: January 29, 2014

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>625,000.00</u>	Work & Materials to Date	\$ <u>346,312.80</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained	\$ <u>17,315.64</u>
Current Contract Price	\$ <u>625,000.00</u>	Subtotal	\$ <u>328,997.16</u>
		Materials on Hand	\$ <u>134,989.65</u>
		Less Materials Used	\$ <u>(32,397.52)</u>
		Previous Payments	\$ <u>328,997.16</u>
		Amount Due this Payment	\$ <u>102,592.13</u>



January 29, 2014

PAY REQUEST NO. 4
 UTILITY EXTENSION COUNTY ROAD 102
 CITY OF MOUNTAIN IRON, MINNESOTA

PROJECT NO: MI12-04

CONTRACTOR: ULLAND
 BROTHERS

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY TO DATE	TOTAL
2021.501	MORILIZATION	LUMP SUM	1.0	\$18,637.55		1.00	\$18,637.55
2101.501	CLEARING	ACRE	2.0	\$1,000.00		2.00	\$2,000.00
2101.506	GRUBBING	ACRE	2.0	\$2,500.00		2.00	\$5,000.00
2104.501	REMOVE PIPE SEWERS	LIN. FT.	366.0	\$15.00		0.00	\$0.00
2104.523	SALVAGE MANHOLES	EACH	1.0	\$1,000.00		0.00	\$0.00
2105.501	COMMON EXCAVATION	CU. YD.	24,000.0	\$3.00		24,000.00	\$72,000.00
2105.503	ROCK EXCAVATION	CU. YD.	300.0	\$12.00		59.00	\$708.00
2105.535	SALVAGED TOPSOIL (LV)	CU. YD.	403.0	\$7.00		403.00	\$2,821.00
2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU. YD.	40.0	\$24.00		0.00	\$0.00
2501.515	12" RC PIPE APRON	EACH	2.0	\$560.00		2.00	\$1,120.00
2501.515	48" RC PIPE APRON	EACH	1.0	\$1,400.00		1.00	\$1,400.00
2501.511	6" PVC PIPE SEWER, SDR 35	LIN. FT.	76.0	\$26.00		84.00	\$2,184.00
2503.511	8" PVC PIPE SEWER, SDR 35	LIN. FT.	596.0	\$42.00		381.00	\$16,002.00
2503.541	12" RC PIPE SEWER, DES. 3006	LIN. FT.	1,021.0	\$48.00		1,029.00	\$49,392.00
2503.541	42" RC PIPE SEWER, DES. 3006	LIN. FT.	21.0	\$134.00		16.00	\$2,144.00
2503.541	48" RC PIPE SEWER, DES. 3006	LIN. FT.	150.0	\$136.00		144.00	\$19,584.00
2503.602	CONNECT TO EXISTING MANHOLES (SANITARY)	EACH	1.0	\$2,000.00		1.00	\$2,000.00
2503.603	8" X 6" WYE	EACH	1.0	\$100.00		1.00	\$100.00
2503.602	TRACER WIRE ACCESS BOX	EACH	1.0	\$100.00		0.00	\$0.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	5.0	\$1,700.00		1.00	\$1,700.00
2504.602	HYDRANT	EACH	3.0	\$5,000.00		1.00	\$5,000.00
2504.602	6" GATE VALVE AND BOX	EACH	3.0	\$1,350.00		1.00	\$1,350.00
2504.602	8" GATE VALVE AND BOX	EACH	4.0	\$1,650.00		1.00	\$1,650.00
2504.602	12" GATE VALVE AND BOX	EACH	7.0	\$2,650.00		2.00	\$5,300.00
2504.602	6" HDPE MECHANICAL JOINT ADAPTER	EACH	5.0	\$325.00		0.00	\$0.00
2504.602	12" HDPE MECHANICAL JOINT ADAPTER	EACH	24.0	\$400.00		7.00	\$2,800.00
2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	120.0	\$48.00		80.00	\$3,840.00
2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	64.0	\$60.00		40.00	\$2,400.00
2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	8.0	\$90.00		8.00	\$720.00
2504.603	12" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	10.0	\$95.00		2.00	\$190.00
2504.603	6" WATERMAIN HDPE	LIN. FT.	167.0	\$34.00		0.00	\$0.00
2504.603	12" WATERMAIN HDPE	LIN. FT.	5,506.0	\$45.00		1,320.00	\$59,400.00
2504.604	2" POLYSTYRENE INSULATION	SQ. YD.	114.0	\$8.00		6.00	\$48.00
2504.608	DUCTILE IRON FITTINGS	POUND	740.0	\$8.00		400.00	\$3,200.00
2506.501	CONST. DRAINAGE STRUCTURE DES. F	LIN. FT.	25.3	\$200.00		25.30	\$5,060.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 4007	LIN. FT.	43.2	\$230.00		24.70	\$5,681.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 84-4020	LIN. FT.	18.0	\$525.00		18.00	\$9,450.00
2506.516	CASTING ASSEMBLY	EACH	8.0	\$470.00		0.00	\$0.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	1.0	\$3,600.00		1.00	\$3,600.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	4.1	\$100.00		30.00	\$3,000.00
2557.501	WIRE FENCE DESIGN 72-9322	LIN. FT.	1,120.0	\$24.00		1,120.00	\$26,880.00
2557.517	INSTALL VEHICLE GATE (DOUBLE)	EACH	2.0	\$2,060.00		2.00	\$4,120.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$1,000.00		0.00	\$0.00
2573.502	SILT FENCE, TYPE PREASSEMBLED & MAINTAINED	LIN. FT.	825.0	\$2.25		825.00	\$1,856.25
2573.512	TEMPORARY DITCH CHECK TYPE 3	LIN. FT.	200.0	\$0.01		0.00	\$0.00
2573.512	TEMPORARY DITCH CHECK TYPE 7	CU. YD.	100.0	\$0.01		0.00	\$0.00
2573.602	STABILIZED CONSTRUCTION ENTRANCE	EACH	2.0	\$500.00		1.00	\$500.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 3	SQ. YD.	1,995.0	\$0.01		0.00	\$0.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 6	SQ. YD.	2,125.0	\$0.01		0.00	\$0.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$6,950.00		0.50	\$3,475.00

CONTRACT AMOUNT: \$625,000.00

COMPLETED TO DATE: \$346,312.80
 LESS RETAINAGE: (\$17,315.64)
 MATERIALS ON HAND: \$134,989.65
 LESS MATERIALS INSTALLED: (\$32,397.52)
 SUBTOTAL PAY REQUEST #4: \$431,589.29
 LESS PREVIOUS PAYMENTS: (\$328,997.16)

TOTAL PAY REQUEST #4: **\$102,592.13**

Ala J. Johnson



Club Mesabi, Inc.
PO Box 139
Virginia, MN 55792

November 4, 2013

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

1/22/14
Parks + Rec Board
Recommends Approval

Dear Craig,

Thanks for letting us use Mountain Iron as part of the route for the Great River Energy Mesabi Trail Tour for the past few years. 2014 is going to be our 10th anniversary tour, and we are shaking things up by presenting a brand new route starting in Fayal and ending in Coleraine.

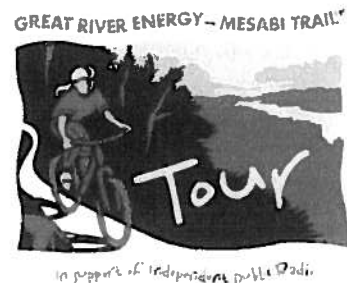
In the past Locomotive Park has served as a rest stop, but this year we have selected Mountain Iron as one of our four start locations. The high school has already agreed to let us use their building for registration and storage of bicycles, and we are hoping the City will allow us to use the picnic shelter on Main Street near the school as a rest stop.

The tour will be held on Saturday, August 2, 2014. Bikers will be able to start their tour in Fayal, Mountain Iron, Hibbing or Buhl, with their ultimate destination being Longyear Park in Coleraine. Mountain Iron will be the 2nd start location (52 miles to Coleraine), and the 2nd rest stop. We anticipate approximately 350-400 people will start in or pass through Mountain Iron. We would like to request use of the picnic area on Main Street including the shelter and playground equipment. We will bring in our own portable toilets and volunteers will be staffing the area at all times (most likely lead by Barb Fivecoat). As always we will have volunteer course marshals directing riders through town and assuring riders obey the rules of the road and stop for traffic, we do not stop any vehicles for cyclists.

Thank you for considering our request and thanks for the wonderful cooperation in the past years, we look forward to working with you again in 2014 and bringing a new component of the Tour to Mountain Iron.

Yours truly,

Ardy Nurmi-Wilberg
Tour Director
218-749-4331 (home office)
ArdyNW@msn.com



Public Health & Safety Board
Recommends Approval 1/22/14



The Emergency Management Operations Plan (EOP) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency.

The Mountain Iron EOP will represent the efforts of local agencies in and around the City of Mountain Iron in fulfilling the responsibility for emergency planning.

ARDC PROJECT CONTACT:

Bonnie Hundrieser

218.529.7527

bhundrieser@ardc.org

CITY OF MOUNTAIN IRON

EMERGENCY OPERATIONS PLAN

Arrowhead Regional Development Commission

221 West First Street

Duluth, MN 55812

www.arrowheadplanning.org

**Proposal
Submitted:
12/31/2013**



CITY OF MOUNTAIN IRON

EMERGENCY OPERATIONS PLAN

Proposal Submitted: December 31, 2013

SUMMARY

The Arrowhead Regional Development Commission (ARDC) proposes to provide professional services to the City of Mountain Iron to develop an Emergency Operations Plan, working in collaboration with the City's Public Health & Safety Board, emergency service providers, and other key partners such as St. Louis County and the City of Virginia. Related GIS map development will be included as identified.

The purpose of the **Emergency Operations Plan (EOP)** is to provide a guide for emergency operations. The plan is intended to assist key City officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. The written EOP will provide a documentary record to be referred to as needed by existing or new personnel engaged with emergency operations to the City.

ARDC

The Arrowhead Regional Development Commission is a multi-disciplined planning and development organization whose jurisdiction encompasses the Northeast Minnesota counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The mission of ARDC is to serve the people of the Arrowhead Region by providing local units of government and citizen groups a means to work cooperatively in identifying needs, solving problems and fostering local leadership.

This project is proposed by ARDC's Regional Planning Division. The professional planning staff for this project will be led by Senior Planner Bonnie Hundrieser.

BACKGROUND

In November, 2013 the City of Mountain Iron requested a proposal from ARDC to develop an Emergency Operations Plan for the City. The last EOP for Mountain Iron was written in 1989-1990, resulting in a plan that is over 20 years old. An update of the EOP was identified as a priority by the City's Public Safety and Health Board. The updated EOP will be developed to support emergency response in the City of Mountain Iron as well as work in coordination with local governments that share and coordinate emergency response with the City (i.e., City of Virginia and St. Louis County).

ARDC has a successful record of providing professional planning services in the areas of emergency management and hazard mitigation to communities in northeast Minnesota, including development of All-Hazard Mitigation Plans for each of the seven counties in the ARDC service area (2004-2008), update of the Lake County Community Wildfire Protection Plan (2011), and administration of two FEMA Pre-Disaster Mitigation grant programs for installation of external wildfire sprinkler systems in high-risk wildfire areas of St. Louis and Lake Counties (2009-2011).

PROJECT TEAM

ARDC's Regional Planning Division: Project work will be led by **Bonnie Hundrieser, Senior Planner**. Hundrieser will be responsible for project coordination, plan research, writing, meeting organization, facilitation, and documentation. Hundrieser has worked on the implementation of two FEMA pre-disaster mitigation projects for the installation of external wildfire sprinkler systems in high-risk wildfire areas of St. Louis and Lake County. She has taken several FEMA / HSEM trainings and courses for hazard mitigation planning and development of Hazard Mitigation Grant Program applications. In 2013-2014 Hundrieser is working on the Multi-Hazard Mitigation Plan updates for Aitkin, Carlton, Itasca and Koochiching Counties.

Andy Hubley, Regional Planning Division Director will provide project oversight and guidance. Hubley has nearly 16 years of planning and planning project management experience. Hubley is certified by the American Institute of Certified Planners.

Justin Otsea, Planner will be responsible for planning assistance, meeting facilitation and research throughout the plan development. Justin holds a bachelor's degree in planning from Minnesota State-Mankato and two years of planning experience in South Dakota where he worked on hazard mitigation planning and project implementation. He started with ARDC in November 2013.

City of Mountain Iron EOP Committee - ARDC will work with the City of Mountain Iron to organize and convene an Emergency Operations Plan Committee consisting of representatives in emergency management and city services to provide guidance in the development and review of the plan and ensure its ultimate adoption by the City Council. The Committee will be responsible to attend meetings, provide information and resources as needed and review the plan throughout the development process. ARDC will communicate with the EOP Team through telephone calls, e-mails, interviews, and convened meetings.

PROJECT APPROACH / SCOPE OF WORK

ARDC will develop the City of Mountain Iron Emergency Operations Plan using guidance from the State of Minnesota's Department of Homeland Security and Emergency Management (HSEM) *Minnesota Emergency Management Director's Handbook* and the Federal Emergency Management Agency's (FEMA) *National Incident Management System (NIMS)*. ARDC will seek input from HSEM's NE MN Regional Program Coordinator, St. Louis County Emergency Management and the Emergency Management Directors of neighboring jurisdictions as needed.

ARDC proposes the following the process below in development of the City of Mountain Iron's Emergency Operations Plan:

Step 1: (Meeting #1) Steering Committee EOP Kick-Off Meeting

ARDC will organize and meet with key representatives and stakeholders related to emergency management in the City of Mountain Iron to hold a kick-off meeting for the Emergency Operations Plan. EOP Committee members will include representatives of the City Administration, fire department, police department, City public works and utilities, schools and health care facilities and other key stakeholders. The Committee will additionally include Ex-Officio resources, when appropriate, from the City of Virginia and St. Louis County. The responsibility of the committee will be to provide oversight to ARDC in the development, review and final approval of the plan. Discussion at this meeting will cover the purpose and scope of the project, and process for updating the EOP. Discussion may include a review of current emergency operations assets and issues and how the plan will support City emergency services.

Step 2: EOP Development (Basic Plan and Annexes)

ARDC proposes to update the City of Mountain Iron EOP *Basic Plan and Annexes* as follows, which is in consistent format with other neighboring jurisdictions to the City of Mountain Iron:

Basic Plan:

- A. Reason for Emergency Operations Plan and Implementation
- B. Purpose of Plan
- C. Legal Basis, References and Supporting Plans
- D. Organization (Chart A)
- E. Direction and Control
- F. Emergency Responsibility Assignments (Chart B)
- G. Operation Policies
- H. Support (County, State and Federal)
- I. Plan Updating, Training and Exercises

Emergency Operating Plan Annexes:

Annex 1	Warning and Notification
Annex 2	Direction and Control
Annex 3	Emergency Public Information
Annex 4	Search and Rescue
Annex 5	Health and Medical
Annex 6	Evacuation, Traffic Control & Security
Annex 7	Fire Protection
Annex 8	Damage Assessment
Annex 9	Congregate Care
Annex 10	Debris Clearance
Annex 11	Utilities Restoration
Annex 12	Radiological Protection
Annex 13	Hazardous Materials
Annex 14	Biological Protection
Annex 15	Telecommunications

Resource List

Supplemental Material

Note: ARDC's scope of work will not include development of Standard Operating Procedures (SOPs) to each of the Annexes as were included as Supporting Material in the 1990 Mountain Iron Emergency Operations Plan. Should the City wish to discuss technical assistance for development of SOPs, please contact ARDC.

ARDC will research and utilize other resources that may inform and lend guidance to the update of the EOP. Resources will include the past *City of Mountain Iron Emergency Operations Plan (1990) Feasibility Study for Shared or Cooperative Fire and Emergency Services – Grand Rapids, Hibbing, Chisholm, Buhl, Nashwauk, Keewatin, Virginia, Mountain Iron (2013)*; the *City of Virginia Emergency Operations Plan (2013)* and the *St. Louis County Emergency Operations Plan*.

ARDC will review additional resources such as City policies, programs, services and conduct additional one-on-one meetings or site visits as needed during this phase of development.

Step 3: (Meeting #2) Steering Committee Draft Plan Review & Revisions

ARDC will provide the draft EOP document to the Steering Committee for review and hold a second meeting to discuss suggested revisions to the plan. ARDC will make the identified revisions and prepare final draft documents for review and approval.

Step 4: (Meeting #3) Final Plan Review & Approval

ARDC will present the Emergency Operations Plan to the Steering Committee for their approval and advancing to the City of Mountain Iron City Council for adoption.

PROJECT TIMELINE

ARDC can commence work in 2014 upon approval of work proposal and execution of contract with the City of Mountain Iron. It is anticipated that the process will take six months to complete.

BUDGET

ARDC consultant fees are estimated to a maximum of \$15,000.00 for contractual planning services. Following is a breakdown of anticipated budget costs:

City of Mountain Iron - Emergency Operations Plan ARDC 2014 Proposal Budget

Activity	Hours	Cost
<u>Division Director</u>		
Project Supervision / Budget Management	10	\$900.00
	10	\$900.00
<u>ARDC Senior Planner</u>		
Meeting Facilitation, Research and Plan Development	180	\$10,440.00
	180	\$10,440.00
<u>ARDC Planner</u>		
Project Support (Research and Plan Development)	73	\$3,066.00
	73	\$3,066.00
<u>Direct Costs</u>		
Meeting supplies		\$30.00
Travel (Est. 5 trips=136 miles round trip x 0.565/mile)		\$384.00
Printing / Document Production		\$180.00
		\$594.00
Total		\$15,000.00

PROPOSAL CONTACT

For questions or clarifications on this proposal please contact:

Bonnie Hundrieser, Senior Planner

Phone: (218) 529-7527

Email: bhundrieser@ardc.org

COUNCIL LETTER 020314-IVH2

PUBLIC HEALTH AND SAFETY

OFFICER POSTINGS

DATE: January 30, 2014

FROM: Public Health and Safety Board

Craig J. Wainio
City Administrator

The Public Health and Safety Board recommends that the City Council authorize the posting for a Fire Department Safety Officer and an Assistant EMS Director according to City Policy. The Safety Officer is a reclassification of the fourth Captains position, job analysis is enclosed. The Assistant EMS Director's position was formally held by Mr. Chad and was vacated when Mr. Chad accepted the Assistant Fire Chief Position.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Assistant Emergency Medical Services Director

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

Administration and coordination of all Emergency Medical Service activities including directing the operation and coordination of all Emergency Medical Service activities.

RESPONSIBILITIES:

- ◆ Supervises all Emergency Medical Services including maintenance and repair of equipment.
- ◆ Assists in the development and implementation of policies and procedures for the Emergency Medical Services and advises the members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs Emergency Medical Service operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Maintains records and reports for efficient operations.
- ◆ Maintains an inventory and informs the Fire Chief of needed supplies and equipment.
- ◆ Performs the duties of an Emergency Medical Service member.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of the principles, practices and techniques of Emergency Medical Service administration.
- ◆ Knowledge of the uses and limitations of the apparatus and equipment used by the Emergency Medical Services and their operational and maintenance requirements.
- ◆ Ability to plan, install and implement programs for operations and activities, personnel training and rescue operations.
- ◆ Ability to react quickly and calmly in emergencies and to direct the work of Emergency Medical Service members in emergency situations.
- ◆ Ability to prepare accurate and thorough reports.
- ◆ Ability to communicate effectively both orally and in writing.

TRAINING AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Must possess a valid Minnesota Drivers License.
- ◆ Must have completed EMT Certification
- ◆ Must have a current CPR Certification
- ◆ Basic computer skills and software knowledge.
- ◆ Two (2) years prior work experience in Emergency Medical Service

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter Captain (Head Safety Officer)

SUPERVISOR: Assistant Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties and to oversee all safety procedures are followed.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings and rescuing of persons.
- ◆ Oversees all safety training each year.
- ◆ Responsible for all rehabilitation and safety concerns at the fire scene, may also assign firefighter safety duties as needed.
- ◆ Responsible for all personal protective equipment inspection and replacement and will keep records of all personal protective equipment, SCBA's and other safety equipment.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.
- ◆ Completed 12 hour Safety Officer class.
- ◆ Completed Fire 1001 including live burn.

COUNCIL LETTER 020314-IVH3

PUBLIC HEALTH AND SAFETY

MOUNTAIN IRON DRIVE

DATE: January 30, 2014

FROM: Public Health and Safety Board

Craig J. Wainio
City Administrator

The Public Health and Safety Board recommends that the City Council close the length of Mountain Iron Drive from the Adventures/Country Kitchen intersection to the South to all truck traffic.

COUNCIL LETTER 020314-IVH2

PUBLIC HEALTH AND SAFETY

OFFICER PAY

DATE: January 30, 2014
FROM: Public Health and Safety Board
Craig J. Wainio
City Administrator

The Public Health and Safety Board recommends that the pay for Fire Department and EMS Officers be as follows:

Fire Chief:	\$525
Assistant Chief:	\$275
Assistant EMS Director:	\$275
Secretary:	\$200
Wild Land Officer:	\$200
Truck Inspector Officer:	\$200
Safety Officer:	\$200

These increases were accounted for in the 2014 Budget and they are to be effective March 1, 2014. The Personnel Committee will review at their February 3rd meeting.

COUNCIL LETTER 020314-IVH1

PERSONNEL COMMITTEE

LEAD POSITION

DATE: January 30, 2014

FROM: Personnel Committee

Craig J. Wainio
City Administrator

The Personnel Committee will be discussing the creation of a Lead Parks and Recreation Worker position to be posted **ONLY** internally. Enclosed is a description for that position, a job class for the position will be presented at the meeting.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Lead Parks and Recreation Worker/Laborer

SUPERVISOR: Director of Public Works

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is for the supervision and performance of construction, installation and maintenance duties for City parks and recreation complexes and programs.

RESPONSIBILITIES:

- ◆ Supervises and works on the construction, installation and maintenance of City Parks, Campground, Ball Fields, Playgrounds, Ice Rinks.
- ◆ Plans, schedules and organizes manpower, equipment and supplies needed to accomplish assigned tasks.
- ◆ Supervises employees or contractors work to ensure quality efficient work, compliance with codes, ordinances and safety regulations.
- ◆ Responsible for the operation and oversight of the all Summer Recreation programs.
- ◆ Operates vehicles and equipment including grader, loader, dump truck, backhoe, sander, sweeper, pick-ups, garbage truck, etc.
- ◆ Recommends and implements needed changes to improve efficiency parks and recreation operations, employee safety and manpower utilization.
- ◆ Exercises independent judgement in responding to non-routine assignments and emergency situations or after hour call-outs. Must be available for on call and callout duty as outlined in City policy. Must be a permanent resident within the callout response time area
- ◆ Responsible for the scheduling of temporary workers including ice rink workers.
- ◆ All other Duties contained in the Laborers Position Analysis
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to plan and manage assigned work with general direction and exercise independent judgement in non-routine matters
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to perform strenuous physical activity.
- ◆ Knowledge of applicable federal, state and local rules, codes, ordinances and safety requirements.

TRAINING AND EXPERIENCE:

- ◆ AA/AS, Technical College Degree in related field or equivalent, training in the related field preferred or minimum of five years experience with at least three at a supervisory level.
- ◆ Class B Commercial Drivers License.

COUNCIL LETTER 020314-IVH2

PERSONNEL COMMITTEE

ADVERTISEMENT

DATE: January 30, 2014

FROM: Personnel Committee

Craig J. Wainio
City Administrator

No internal applications were received as a result of the posting internally for an Operator. The Personnel Committee recommends that the City advertise externally for an Equipment Operator and a Labor Position.

COUNCIL LETTER 020314-VIA
PUBLIC HEALTH AND SAFETY
ORDINANCE 01-14

DATE: January 30, 2014
FROM: Public Health and Safety Board
Craig J. Wainio
City Administrator

The Public Health and Safety Board recommends that the City Council adopt Ordinance Number 01-14 Regulating Tobacco Sales as presented. Ordinance Number 01-14 is almost identical to the City's current ordinance with the exception that this ordinance now regulated e-cigarettes.



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

ORDINANCE NUMBER 01-14

AMENDING CHAPTER 115, TOBACCO AND TOBACCO RELATED DEVICES, OF THE MOUNTAIN IRON CITY CODE

THE CITY COUNCIL OF MOUNTAIN IRON ORDAINS:

Section 1. Chapter 115. Chapter 115 of the City Code for City of Mountain Iron is hereby repealed and replaced with the following:

CHAPTER 115: TOBACCO AND TOBACCO RELATED DEVICES REGULATIONS

Section

- 115.01 Purpose
- 115.02 Definitions
- 115.03 License
- 115.04 Fees
- 115.05 Basis for denial of license
- 115.06 Prohibited sales
- 115.07 Vending machines
- 115.08 Self-service sales
- 115.09 Responsibility
- 115.10 Training sessions
- 115.11 Signage
- 115.12 Compliance checks and inspections
- 115.13 Other illegal acts
- 115.14 Exceptions and defenses

- 115.98 Violations
- 115.99 Penalty

§ 115.01 PURPOSE.

Because the city recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess and use tobacco and tobacco related devices and such sales, possession and use are violations of both state and federal laws; and because studies, which the city accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who reach the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of

government; this section shall be intended to regulate the sale, possession and use of tobacco and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco and tobacco related devices and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time.

§ 115.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

COMPLIANCE CHECKS. The system the city uses to investigate and ensure that those authorized to sell tobacco and tobacco related devices are following and complying with the requirements of this chapter. **COMPLIANCE CHECKS** shall involve the use of minors as authorized by this chapter. **COMPLIANCE CHECKS** shall also mean the use of minors who attempt to purchase tobacco or tobacco related devices for educational, research and training purposes as authorized by state and federal laws. **COMPLIANCE CHECKS** may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco and tobacco related devices.

INDIVIDUALLY PACKAGED. The practice of selling any tobacco wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged. Cartons are defined as packaging containing ten or more packages of cigarettes.

LOOSES. The common term used to refer to a single or individually packaged cigarette.

MINOR. Any natural person who has not yet reached the age of 18 years.

MOVEABLE PLACE OF BUSINESS. Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

RETAIL ESTABLISHMENT. Any place of business where tobacco or tobacco related devices are available for sale to the general public. **RETAIL ESTABLISHMENTS** shall include, but not be limited to, grocery stores, convenience stores and restaurants.

SALE. Any transfer of goods for money, trade, barter or other consideration.

SELF-SERVICE MERCHANDISING. Open displays of tobacco, lighters or tobacco related devices in any manner where any person shall have access to the tobacco, lighters or tobacco related devices, without the assistance or intervention of the licensee or the licensee's

employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, lighter or tobacco related device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

TOBACCO and TOBACCO RELATED DEVICES. For the purposes of this Chapter, the terms “tobacco” and “tobacco related devices” shall have the meanings given them in Section 609.685 of the Minnesota Statutes and as the same may from time to time be amended, and shall include electronic cigarettes defined as any electronic-smoking device that can be used to deliver nicotine or any other substances to the person inhaling from the device. The term shall include such devices whether they are manufactured as electronic cigarettes, electronic cigars, electronic pipes or any other product name.

VENDING MACHINE. Any mechanical, electric or electronic or other type of device which dispenses tobacco, tobacco products or tobacco related devices upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco or tobacco related device.

§ 115.03 LICENSE.

No person shall sell or offer to sell any tobacco or tobacco related device without first having obtained a license to do so from the city.

(A) *Application.* An application for a license to sell tobacco or tobacco related devices shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant’s residential and business addresses and telephone numbers, the name of the business for which the license is sought and any additional information the city deems necessary. Upon receipt of a completed application, the City Administrator shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Administrator shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

(B) *Action.* The City Council may either approve or deny the license or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Administrator shall issue the license to the applicant. If the City Council denies the license, notice of denial shall be given to the applicant along with notice of the applicant’s right to appeal the City Council’s decision.

(C) *Term.* All licenses issued under this chapter expire on December 31 of the year for which they are issued.

(D) *Revocation or suspension.* Any license issued under this chapter may be revoked or suspended as provided in §§ 115.98 and 115.99.

(E) *Transfers.* All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

(F) *Movable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this chapter.

(G) *Display.* All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

(H) *Renewals.* The renewal of a license issued under this chapter shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license. The issuance of a license issued under this chapter shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

§ 115.04 FEES.

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be as set from time to time by resolution of the City Council.

§ 115.05 BASIS FOR DENIAL OF LICENSE.

The following shall be grounds for denying the issuance or renewal of a license under this chapter; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license; if a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter:

(A) The applicant is under the age of 18 years;

(B) The applicant has been convicted within the past five years of any violation of a federal, state or local law, section provision or other regulation relating to tobacco or tobacco related devices;

(C) The applicant has had a license to sell tobacco or tobacco related devices revoked within the preceding 12 months of the date of the application;

(D) The applicant fails to provide any information required on the application or provide false or misleading information;

(E) The applicant is prohibited by federal, state or other local law, section or other regulation from holding such a license.

§ 115.06 PROHIBITED SALES.

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, lighters or tobacco related device:

- (A) To any person under the age of 18 years;
- (B) By means of any type of vending machine, except as may otherwise be provided in this chapter;
- (C) By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premises in order to receive the tobacco, lighters or tobacco related device between the licensee or the licensee's employee and the customer, except for the sale of cartons of cigarettes;
- (D) By means of looses as defined in § 115.02;
- (E) By any other means, to any other person or in any other manner or form prohibited by federal, state or other local law, section provision or other regulation.

§ 115.07 VENDING MACHINES.

It shall be unlawful for any person licensed under this chapter to allow the sale of tobacco or tobacco related devices by the means of a vending machine. Penalty, see § 115.99

§ 115.08 SELF-SERVICE SALES.

(A) It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, lighters or tobacco related devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, lighters or the tobacco related device between the licensee or his or her clerk and the customer. All tobacco, lighters or tobacco related devices shall either be stored behind a counter or other area not freely accessible to customers or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, lighters or tobacco related devices at the time this chapter is adopted shall comply with this chapter within 30 days.

- (B) The following are exceptions to this chapter:
 - (1) In establishments where minors are at all times prohibited;
 - (2) In establishments where 90% or more of their revenues are from the sale of tobacco, tobacco products and tobacco related devices.

§ 115.09 RESPONSIBILITY.

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, lighters or tobacco related devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this chapter shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this section, state or federal law or other applicable law or regulation.

§ 115.10 TRAINING SESSIONS.

All licensees and their employees shall attend training on the problem of underage smoking, when to require identification, how to recognize false identification and general procedures for conducting sales and dealing with problems that may arise. Training sessions must be certified by the city in order to comply with this chapter.

§ 115.11 SIGNAGE.

All licensed premises are required to post signs indicating it is illegal to sell tobacco and tobacco related devices to anyone under the age of 18 years and that the possession and use of such items by minors is also illegal under both state law and local law. Signs shall be at least 8.5 inches by 11 inches in size and shall be conspicuously placed.

§ 115.12 COMPLIANCE CHECKS AND INSPECTIONS.

All licensed premises shall be open to inspection by the City Police or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 18 years to enter the licensed premises to attempt to purchase tobacco, tobacco products or tobacco related devices. Minors used for the purpose of compliance checks shall not be guilty of unlawful possession of tobacco or tobacco related devices when such items are obtained as a part of the compliance check. No minor used in compliance shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes or required for the enforcement of a particular state or federal law.

§ 115.13 OTHER ILLEGAL ACTS.

Unless otherwise provided, the following acts shall be a violation of this chapter.

(A) *Illegal sales.* It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco or tobacco related device to any minor.

(B) *Illegal possession.* It shall be a violation of this chapter for any minor to have in his or her possession any tobacco or tobacco related device. This division shall not apply to minors lawfully involved in a compliance check.

(C) *Illegal use.* It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco or tobacco related device.

(D) *Illegal procurement.* It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco or tobacco related device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco or tobacco related device. This division shall not apply to minors lawfully involved in a compliance check.

(E) *Use of false identification.* It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person. Penalty, see § 115.99

§ 115.14 EXCEPTIONS AND DEFENSES.

Nothing in this chapter shall prevent the providing of tobacco or tobacco related devices to a minor as part of a lawfully recognized religious, spiritual or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

§ 115.98 VIOLATIONS.

(A) *Notice.* Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation.

(B) *Hearings.* If a person accused of violating this chapter so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

(C) *Hearing officer.* The City Administrative Hearings Board shall serve as the hearing officer.

(D) *Decision.* If the hearing officer determines that a violation of this chapter did occur, that decision, along with the hearing officers reasons for finding a violation and the penalty to be imposed under § 115.99 shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty such findings shall be recorded and a copy provided to the acquired accused violator.

(E) *Appeals.* Appeals of any decision made by the hearing officer shall be filed in the district court for the city in which the alleged violation occurred.

(F) *Misdemeanor prosecution.* Nothing in this chapter shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this chapter. If the city elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

(G) *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

§ 115.99 PENALTY.

(A) *Licenses and employees.* Any licensee found to have violated this chapter shall be charged an administrative fine of \$100 for a first violation of this chapter; \$200 for a second offense at the same licensed premises within a 24 month period; and \$300, plus a suspension of not more than seven days, for a third or subsequent offense at the same location within a 24 month period. In addition, after the third offense, the license shall be suspended for not less than seven days and penalties for additional offenses will increase up to and including revocation.

(B) *Other individuals.* Other individuals, including any employee of a licensee, other than minors regulated by division (C) of this section, found to be in violation of this chapter shall be charged an administrative fee as shall be set from time to time by resolution of the City Council.

(C) *Minors.* Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase tobacco, tobacco products or tobacco related devices shall be required to serve a minimum of ten community service hours for the city.

(D) *Misdemeanor.* Nothing in this chapter shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this chapter.

(E) Any person who shall violate any provision of this chapter for which no specific penalty is provided shall be punished as set forth in § 10.99 of this code.

SECTION 2: SEVERABILITY. If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 3: INCONSISTENT ORDINANCES. All Ordinances or portions thereof inconsistent with this Ordinance shall be repealed and replaced with the provisions of this Ordinance.

SECTION 4: CITY CODE. This Ordinance shall be incorporated into the Mountain Iron City Code as Chapter 115.

SECTION 8: EFFECTIVE DATE. This Ordinance shall be effective in accordance with State Statute.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2014.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 020314-VIB

PLANNING AND ZONING

REZONING

DATE: January 30, 2014
FROM: Planning and Zoning Commission
Craig J. Wainio
City Administrator

The Planning and Zoning Commission recommends the adoption of Ordinance Number 02-14 rezoning certain properties. A public hearing was conducted on this matter at their January 27th regular meeting.



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

ORDINANCE NUMBER 02-14

AMENDING THE OFFICIAL ZONING MAP IN AND FOR THE CITY OF MOUNTAIN IRON

THE CITY COUNCIL OF MOUNTAIN IRON ORDAINS:

Section 1. Amending the Official Zoning Map. The Official Zoning Map for City of Mountain Iron is hereby amended as follows:

The Zoning District of the following parcels is hereby changed from Urban Residential – Non-Sewered (UR-NS) to Industrial (I):

That portion NW ¼ of the NE1/4 North of Highway 169 of Section 19, T58N, R18W

That portion NE ¼ of the NW1/4 North of Highway 169 of Section 19, T58N, R18W

That portion NE ¼ of the NE ¼ North of Highway 169 of Section 19, T58N, R18W

Section 2. Repeal of Inconsistent Ordinance. All Ordinances inconsistent herewith are hereby repealed and replaced with the provisions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be effective according to State Statute.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2014.

Mayor Gary Skalko

Attested:

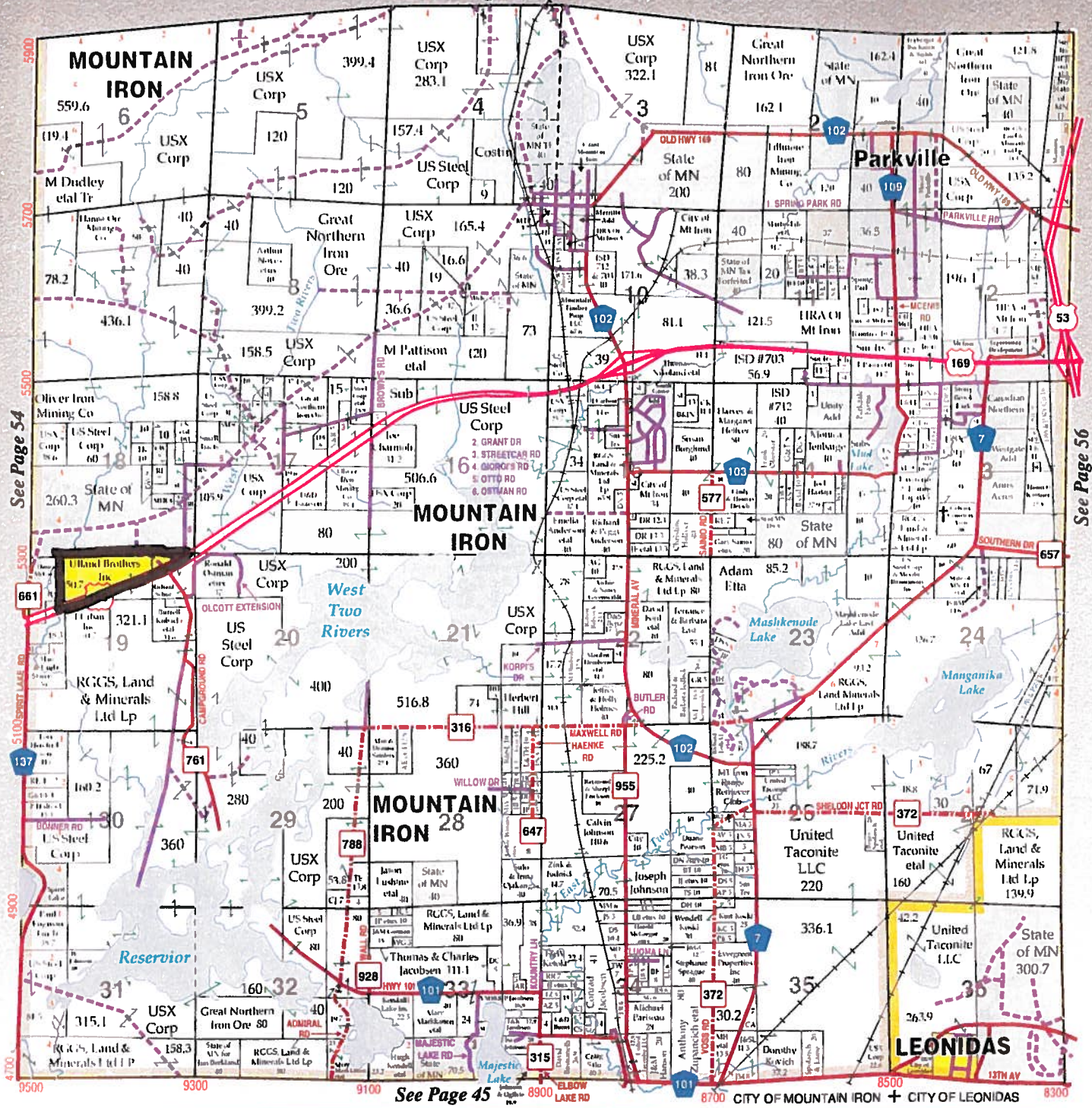
City Administrator

44. City of Mountain Iron (S), City of Leonidas (N)

T.58N. - R.18W.

©2008 cloud cartographics, Inc. et. cloud, mn 56301

See Page 65



See Page 54

See Page 56

See Page 45

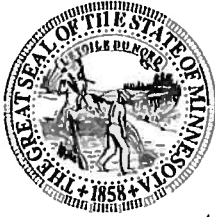
BABBITT DRUG

Your Family Pharmacy

43 Central Blvd
Babbitt, MN 55706

Phone (218) 827-2137

St. Louis, MN



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 URMC Foundation	DATE ORGANIZED 1990	TAX EXEMPT NUMBER 41-1748809	
STREET ADDRESS 901 9th Street North	CITY Virginia	STATE Minn.	ZIP CODE 55792
NAME OF PERSON MAKING APPLICATION Claudia Skalko	BUSINESS PHONE (218) 749-9415	HOME PHONE (218) 735-8668	
DATES LIQUOR WILL BE SOLD Nov 19 - Nov 21	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 John Baxter President	ADDRESS URMC Foundation		
ORGANIZATION OFFICER'S NAME Gary Carlson - Vice Pres	ADDRESS 901 9th St. No		
ORGANIZATION OFFICER'S NAME Linda Scipioni - Sec.	ADDRESS Virginia, Minn. 55792		

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

Community Center - main Social Banquet area
 Festival of Trees - wed night Social
 Fri night Home Tour

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

yes - Sawmill Bar & Restaurant
 BG's Bar

Will the applicant carry liquor liability insurance? If so, the carrier's name and amount of coverage.

(NOTE: Insurance is not mandatory.) yes - Both have insurance

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 020314-VID

ADMINISTRATION

NEXT MEETING

DATE: January 30, 2014

FROM: Craig J. Wainio
City Administrator

The City Council needs to reschedule the next meeting due to the Presidents Day Holiday.

COMMUNICATIONS
FEBRUARY 3, 2014

1. Mediacom, a letter advising that they are making changes to the channel lineup.
2. Festival of Trees, a thank you letter for the contribution and support from the City.
3. Mountain Iron-Buhl High School, Class of 2014, requesting a contribution to the 27th annual All-Night Chemical Free Graduation Party.



Theresa Sunde
Government Relations Manager

Via Mail

January 16, 2014

Dear Community Official:

Pursuant to FCC regulations governing cable television, we are informing you that Mediacom Communications is making these changes to our channel lineup on or around February 6th:

FOX Sports North Plus	Digital Family Tier	Channel 126
NBC Sports Network HD	High Definition Tier	Channel 827

For newer TV's, it may be necessary to reprogram or re-scan your TV. Additional Equipment or services may be required.

Mediacom customers may call 866-609-6180 for more information.

Should you have any questions please feel free to contact me at 507-837-4878 or email me at tsunde@mediacomcc.com.

Sincerely,

Theresa Sunde

Headends of Hibbing and Cloquet

Mediacom Communications Corporation
1504 2nd Street SE, Waseca, Minnesota 56093

January 6, 2014



City of Mountain Iron
c/o: Craig Wainio & Mayor Gary Skalko
8586 Enterprise Drive South
Mt Iron, Minnesota 55768

Dear Craig, Mayor Gary Skalko & Mt Iron City Council,

Just over 6 months ago, the VRMC Foundation along with the support of Essentia Health-Virginia went into high gear planning for the return of the Festival of Trees that was to be held in November of 2013. The VRMC Foundation and event organizers want to sincerely thank you for your role in making that huge community event happen and a success once again. We were able to bring back a tradition that had been missed last year in 2012 by so many community individuals and it was due to your support and donations that this could be done.

Although there were some major changes that affected our project, we were still able to raise over \$37,500.00 for the Urgent Care project on the Essentia Health-Virginia Campus. Donations are still being received from Community leaders and businesses on behalf of the Festival of Trees so our financial numbers are always changing and we welcome that.

It was a lot of hard work in such a short amount of time but well worth the efforts put forth in seeing the faces of our community leaders and citizens when they entered the arena to a beautiful display of wonderfully decorated trees, wreaths, mantels and donated items made by so many generous and talented artisans.

Thank you so much for your being a part of our Festival of Trees. We could not plan or prepare for such a large event without the support of companies and individuals such as yourself. It is always such a fun and positive event for the community to be involved in. Thank you for your generous donation of \$500.00 for the Festival of Trees, your support and for believing in our project. We look forward to working with you again in 2014 at our next Festival of Trees fund raising event for the Essentia Health-Virginia hospital. We wish you happiness in 2014.

With warmest regards,

A handwritten signature in cursive script that reads "Claudia Skalko".

Claudia Skalko
2013 Festival of Trees Chairperson
VRMC Foundation Event Planner



MOUNTAIN IRON-BUHL HIGH SCHOOL

CLASS OF "2014"

Dear Business Person/Area Organization:

As parents of the Mountain Iron-Buhl Class of 2014, we will be honoring our graduating seniors with....

THE 27TH ANNUAL ALL-NIGHT CHEMICAL FREE GRADUATION PARTY

The great success which we have achieved in the past has been made possible by your contributions. We again extend this invitation for you to participate in a 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 of merchandise, gift certificate, or cash, please contact the president listed below. Cash donations are used to purchase decorations, games, entertainment, and prizes.

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

Thank you for helping us make this a safe and memorable night for our graduates, your generosity is greatly appreciated.

THE MI-B CLASS OF 2014 APPRECIATES YOUR SUPPORT!

Paula Fannell
P.O. Box 179
Buhl, MN. 55713
218-258-4338

Please make checks payable to: MIB High School Grad Party