

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, APRIL 5, 2010 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Consent Agenda
  - A. Minutes of the March 10, 2010, Special Meeting (#1-5)
  - B. Minutes of the March 15, 2010, Regular Meeting (#6-10)
  - C. Minutes of the March 17, 2010, Special Meeting (#11)
  - D. Minutes of the March 26, 2010, Special Meeting (#12)
  - E. Receipts
  - F. Bills and Payroll
  - G. Communications (#17-23)
- III. Public Forum
- IV. Committee and Staff Reports
  - A. Mayor's Report
    - 1. Unity II and South Forest Grove Ad (#13)
  - B. City Administrator's Report
    - 1. Adoption of Release for Employment Applications (#14-15)
  - C. Director of Public Works Report
    - 1. County Road 7 Repaving Project (#16-19)
    - 2. Call for Quotes on Interpretive Signage at Locomotive Park (#20-24)
  - D. Sheriff's Department Report
  - E. City Engineer's Report
    - 1. Authorize Advertisement for Bids – Energy Park (#25-26)
  - F. Public Health and Safety Board
    - 1. Appointment of First Responders (#27)
  - G. Personnel Committee
    - 1. Position Analysis Recommendations (#28-30)
    - 2. Fire Chief Appointment Recommendation \* (#31)
    - 3. Commercial Building Inspector Appointment Recommendation \* (#32)
    - 4. Assistant Librarian Position (#33-34)
  - H. Building and Grounds Committee
    - 1. Hold Harmless Agreement for City Buildings (#35)
  - I. Liaison Reports
- V. Unfinished Business
  - A. Marquette Catholic School Request (#36)
- VI. New Business
  - A. AFSCME Agreement \*
  - B. Requests to Service Alcohol at Community Center (#39-40)
  - C. SWOP Dinner Request (#41-42)
  - D. Earth Fest Request (#43-45)
  - E. Communications (#46-57)
- VII. Announcements
  - A. Board of Review Meeting – April 27, 2010 at 6:30 p.m.
- VIII. Adjourn

\* Enclosed in packet

# Denotes page number in packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
SPECIAL MEETING  
MARCH 10, 2010

Mayor Skalko called the City Council meeting to order at 4:58 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Alan Stanaway, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Don Kleinschmidt, Director of Public Works; Scott Neff, City Attorney; John Backman, Sergeant; Tom Cvar, Fire Chief; and Steve Norvitch, Assistant Fire Chief.

The Mayor made an opening statement regarding information provided to the Mesabi Daily News with regard to the open meeting law. The Mayor said that there had been one closed meeting on the fire department issue. He said that the meeting was preliminary in nature, was recorded, and an informal straw poll was taken to determine where the Council stood on the process. The Council took no official action at the closed meeting on this issue.

The Mayor said that the purpose of the meeting was to address the status of the Fire Chief. On May 4, 2009, when Mr. Cvar was appointed as Fire Chief, he was given eight conditions, by the Personal Committee, to follow. On February 12, 2010, Mr. Cvar was given a written warning from the City Administrator citing five of the eight conditions, on his performance, which had not been met. The Mayor summarized the issues that led up to formal Council action. He said that the issues were as followed:

- Vehicle Purchase. There was a SUV purchase where the Fire Department was not in total agreement with the purchase in 2006. The Mayor stated that the majority of the Fire Department wanted to purchase a fire rig, but they were ignored.
- Emergency Medical Technicians (EMT). He said that the Fire Department and the EMT's should be working together and they were not. He said that there were numerous issues where these two departments would not work together, i.e. storage issues, radios, call outs, etc.
- Leadership by the Fire Chief. The Mayor said that the Fire Chief was given directives to deal with individuals on the Department and he refused to meet with said individuals. Lack of discipline in the Department.
- Personal Committee. Had been dealing with numerous complaints by other firemen.
- Fire Department Resignations. There have been four letters of resignations, received in the past month, due to issues with the Fire Chief.
- Letter of Support. The Mayor addressed a letter of support that was signed on February 15, 2010, by several volunteer fire fighters.

The Mayor said that there were a number of issues with the Fire Chief. And, it is the responsibility of the Council to have a cohesive Fire Department.

The Mayor said that, by law, the City Council is not required to hold a hearing on the position because Mr. Cvar is an at-will, non-contract employee. The Mayor stated that this is an internal problem, not a mutual aid problem. He requested that those addressing the Council, introduce themselves and he would allowed them three minutes to speak. And, he indicated that he would allow Mr. Cvar a longer period of time to speak.

The following spoke during the Fire Chief hearing:

- Tom Cvar. Stated that he has been the Mountain Iron Fire Chief for 25 years and had served on the Mountain Iron Fire Department for 29 years. He stated that his safety record was impeccable, no fatalities-both with the fireman and the civilians. Only one injury during his service as Fire Chief. He stated that he was responsible for the city budget and how it was spent. He said that he was directed by Mayor Skalko and Councilor Stanaway to keep track of the First Responders not responding to calls. He said that he kept track of the issue and reported on this and then he was asked why he does not get along with the First Responders. He said that the radio issues were part of the warning letter. He said that he met with the City Administrator and advised him that the Department should be ordering radios and pagers, and he asked if the First Responders should be included on this order, because a better rate would be given. He said that the Administrator advised him to let the First Responders take care of their own radios. He said he did not like to meet with individual fire fighters, he said that he would generalize a problem and present it to the entire department and not single out individuals. He said that he met with the Personal Committee and they advised him that he could not discriminate against fire fighters. He said that the Personal Committee had really limited his ability to direct fire fighters. He said that there was a problem with the Fire Marshall's office with a deficient water supply for a new business in Mountain Iron. He said that he was directed by the Mayor to sign off on the issue before it was resolved. He said the water supply issue was followed up on and resolved and he signed the document at the appropriate time. He said that he informs all Fire Department members of all correspondence and training that is available at their meetings. He said that he offers all training to individual fire fighters. He was requested to have lesser experienced fire fighters into officer's position. He said that two younger fire fighters were put into positions. Said that he has included the First Responders in the discussion with regard to the new radios and pagers. He said that he had received the Mutual Aid Agreements with the surrounding departments; he thought that seven departments have responded. He discussed the exit survey of members leaving the fire department; he felt that this was a duty of the City Administrator. On August 17, 2009, a policy and procedure manual was adopted by the City Council, with an effective date of September 1, 2009. He said that he distributed copies of the policy to all fire department members and they signed for the copy. On December 21, 2009, the City Council made a change in the policy that the Fire Chief could not hire officers anymore. He also stated that it is a problem with regard to the training policy and four people had not made their 30 percent minimum requirement for training in 2009. He said that four individuals were verbally reprimanded for not meeting their minimum required training in 2009. He said that the Mayor advised the four individuals that "their slate was wiped clean". He asked why the policy was not followed and why "his" slate was not wiped clean. He also questioned who had promised a change for those firemen that had submitted letters of resignation. He said that he is guilty of serving the community as a volunteer fire department member. He has always put the fire department first following faith, family, and work. He said that he has always worked well with the City Council

towards the goals of the City. He said that he is proud of his record. He requested that the City Council sit down and work through these issues.

Keith Altobelli, 8366 Marigold Street, Mountain Iron, said that he has been a member of the Mountain Iron Fire Department for approximately two years. He said that the Council did not follow the open meeting law with regard to how the Fire Chief issue was taken care of. He said that he is honored and privileged to be working under Tom Cvar. He stated that Mr. Cvar has an impeccable safety record. He said that he had voluntarily signed the letter of support for Mr. Cvar.

Steve Norvitch, 5433 Mineral Avenue, Mountain Iron, said that he had served as the Assistant Fire Chief for 19 years. He said that he had prepared the letter of support for Mr. Cvar and hand delivered it to the City Hall. He said that Mr. Cvar was not aware of the letter being done.

The Mountain Iron Fire Department was paged out to a fire call.

Marty Scheerer, Edina Fire Chief and also President of the Minnesota State Fire Chiefs Association, pointed out that Councilor Prebeg was correct in his assessment in how the City Council needs to allow the Fire Chief to manage the Fire Department. He said that the Fire Chief had been handling the issues at hand and it sounds like the City Council is making a decision based on a lot of hear say. He said that Mr. Cvar's full time job is being an advocate for employees and that is what he does within the Fire Department. He said that safety is a priority with any fire department and Mr. Cvar is excelling with his safety record.

Bob Brown, Chisholm Fire Chief, he was here as an advocate for Mr. Cvar. He said that he has known Mr. Cvar for 20 plus years. He said that Mr. Cvar attends numerous conferences and brings back the information to the fire department. He said that Mr. Cvar had been one of his mentors. He said that every fire department is dealing with similar issues that have come before the City Council. He said that recruitment and retention for a firefighter is approximately seven years because it is a big commitment.

Ronald Minter, Hermantown Fire Chief, he said he has served 28 years years on the department with 13 years as the Chief. He said that he has never known Mr. Cvar to make spur of the moment decision. He said that it is not easy to be the chief of a fire department. He said that Mr. Cvar can not look the other way when things are not right. He said that if the Council chooses to act in a negative manner, they would not only ruin the career of a man, but would destroy the integrity of the Mountain Iron Fire Department.

Jerry Jensen, International Falls Fire Chief, has been a fire fighter for 30 years. Mr. Jensen said that he had known Mr. Cvar his entire career and was very disappointed to see this happening.

Tom Brace, Executive Director of the Minnesota State Fire Chiefs Association, for the past six years. He said that he had worked with Mr. Cvar on the Association and he had been a

thoughtful, professional, careful thinker, and conservative person. He said that he had served 16 years as the Minnesota State Fire Marshall.

Tom Nikolanci, 8821 Unity Drive, works for the Minnesota Department of Natural Resources, he said that Mr. Cvar runs a good department. He said that being in a position of leadership is not an easy position to be in. He requested that the Council look at his record of service with no major problems or safety issues. He requested that the Council make sure they make the best decision for the City with regard to this issue and not go on hear say.

Councilor Prebeg, member of the Personal Committee, said that he had listened to both sides of the issue and try to figure out who was telling the truth and who was exaggerating. He addressed the issues as follows: 1) Tahoe, not the issue, but it started the conflict with the personalities. 2) Retaliation issues. He said that the Personal Committee spoke with Mr. Cvar about meeting directives. Councilor Prebeg felt that Mr. Cvar was having a difficult time dealing with the directives, the difference between giving orders versus retaliation. He also stated a concerned with a failure to change, with regard to the younger firemen versus the older firefighters. 3) Safety Record. The Personal Committee never mentioned any safety issues. 4) Commitment. Councilor Prebeg said that every firefighter had to evaluate why they were on the fire department, if they do not have a commitment to the department, they should not be a firefighter. 5) Leadership. Councilor Prebeg said that Mr. Cvar is the leader of the Fire Department and should listen to questions and concerns of the firemen. 6) Policy. Councilor Prebeg stated that the policy should be followed. He said that Mr. Cvar should find out what the reasons were for the firemen not coming to the fire calls and training, or if they are not there because of the leadership. 7) Wiping the Slate Clean. Councilor Prebeg said that at the beginning of 2010, he had suggested beginning 2010 with a clean slate to have the 30% response requirement beginning on the first of the year and deal with it from there, but it was never implemented. 8) Implied Change. Councilor Prebeg said that Mr. Cvar assumed that the change was terminating the Chief, and he said that the Personnel Committee said that the change was direction, procedures, and communication.

Councilor Zupancich, also a member of the Personnel Committee, said that the goal of the Committee was to work with Mr. Cvar to find resolution to the issues involved. He said that it never was a question to his ability to fight fires and serve on the Fire Department, but his ability to lead the Fire Department. He said that it was the responsibility of the Personnel Committee to address the situation with the other firefighters.

Councilor Roskoski said his main concern with all the information given to him, was safety. He said that some of the firefighters were not following standard fire safety procedures and when the Fire Chief confronted them about this, they did not want to listen to the Fire Chief's instructions. Some firemen went behind the Fire Chief's back and spoke to Management Personnel and the City Council. Councilor Roskoski said that Mr. Cvar should stay in his position and remain Fire Chief as long as he would like to be. Councilor Roskoski stated that at the March 1, 2010, closed City Council meeting, which started at 5:00 p.m., that conclusions were being made with regard to the Fire Chief's position and straw votes were being taken, so he left the meeting at 6:11 p.m., and the meeting adjourned at 6:16 p.m.

The Mayor stated that there were no official votes taken at the March 1, 2010 closed meeting.

Councilor Stanaway stated that he had known Tom Cvar for over 30 years and had worked with him on the Mountain Iron Fire Department.

The Fire Department members returned from their fire call.

James Kochevar, Mountain Iron Fire Department Member for one year and three months, he also served as a member of the Bemidji Fire Department for one and one half years, a Department of Natural Resources Fire Fighter for one and one half years, and was also in the military. He said that Chief Cvar is the finest leader that he has served under. He said that he had also trained as an Emergency Medical Technician in the Fall of 2009. He said that he has had no issues with Chief Cvar, but he has had issues with other firemen that had submitted their resignation.

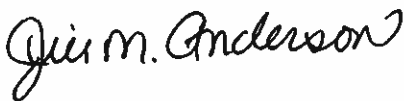
Brandon Muck, currently serving on the Mountain Iron Fire Department, said that he is honored to serve under Chief Cvar. He said that he hopes that he is allowed to continue to be the Mountain Iron Fire Chief.

At 6:34 p.m., it was moved by Roskoski that the meeting be adjourned. The **motion died** for lack of second.

It was moved by Zupancich and seconded by Stanaway to call for the resignation of Tom Cvar as the Mountain Iron Fire Chief, no later than 4:00 p.m. on Tuesday, March 16, 2010. The motion carried on the following roll call vote: Prebeg, no; Zupancich, yes; Stanaway, yes; Roskoski, no; and Skalko, yes.

At 6:52 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Anderson, CMC  
Municipal Services Secretary

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MINUTES  
MOUNTAIN IRON CITY COUNCIL  
MARCH 15, 2010

Mayor Skalko called the City Council meeting to order at 6:31 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Alan Stanaway, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Don Kleinschmidt, Director of Public Works; Tom Cvar, Fire Chief; Rod Flannigan, City Engineer (entering at 6:37 p.m.); and Louis Russo, City Council Consultant (entering at 6:58 p.m.).

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

2. Approve the minutes of the March 1, 2010, special meeting as submitted.
3. That the communications be accepted, placed on file, and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period March 1-15, 2010, totaling \$192,024.78, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period March 1-15, 2010, totaling \$482,817.94, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Zupancich that the following item be approved:

1. Approve the minutes of the March 1, 2010, regular meeting as submitted.

The motion carried.

No one spoke during the public forum.

It was moved by Prebeg and seconded by Stanaway City Engineer to authorize payment request number five to Magney Construction for the Wastewater Treatment Plant Facility in the amount of \$51,547.26. The motion carried on the following roll call vote: Zupancich, yes; Stanaway, yes; Roskoski, no; Prebeg, yes; and Skalko, yes.

It was moved by Zupancich and seconded by Roskoski to approve the quote from Midwest Playscapes for the playground equipment for the Ann's Acres Park in the amount of \$31,311.20. The motion carried unanimously on a roll call vote.

It was moved by Stanaway and seconded by Prebeg to accept the recommendation of the Public Safety and Health Board and appoint Dr. Ed Anderson as the First Responder Medical Director. The motion carried.

It was moved by Zupancich and seconded by Prebeg to accept the recommendation of the Personnel Committee and accept of resignation and retirements from the Mountain Iron Fire Department and the Mountain Iron First Responders as follows:

Mountain Iron Fire Department	Jerry Knapper, Resignation Jeremy Waldron, Resignation James Kochevar, Resignation Don Dahl, Resignation Greg Chad, Retirement Alan Mattila, Retirement
Mountain Iron First Responders	Alan Mattila, Retirement

The motion carried on the following roll call vote: Roskoski, yes; Prebeg, yes; Zupancich, yes; Stanaway, yes; and Skalko, no.

It was moved by Stanaway and seconded by Zupancich to accept the low quote of Swanson and Youngdale to paint and patch the basement walls and ceiling at the Mountain Iron Library basement in the amount of \$12,500.00. The motion carried on the following roll call vote: Prebeg, yes; Zupancich, yes; Stanaway, yes; Roskoski, no; and Skalko, yes.

It was moved by Prebeg and seconded by Zupancich to approve the plans and specifications for the Wolf and West Virginia ball field renovations and to advertise for bids. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Stanaway to waive the Community Center building rental fees for the Care Partners on Wednesday, April 28, 2010. The motion carried.

The Council reviewed the list of communications.

It was moved by Prebeg and seconded by Skalko to direct City Staff to advertise for volunteer firemen. The motion carried.

At 7:05 p.m., it was moved by Zupancich and seconded by Prebeg to recess the regular meeting and go into closed session to discuss contract negotiations with AFSCME Local Union #453. The motion carried.

Mayor Skalko called the closed session of the City Council meeting to order at 7:25 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Alan Stanaway, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Don Kleinschmidt, Director of Public Works; and Louis Russo, City Council Consultant.

At 7:44 p.m., it was moved by Zupancich and seconded by Prebeg to adjourn the closed session and reconvene the regular meeting. The motion carried.



At 7:44 p.m., it was moved by Zupancich and seconded by Roskoski that the meeting be adjourned. The motion carried.

Submitted by:

*Jill M. Anderson*

Jill M. Anderson, CMC/MMCA  
Municipal Services Secretary

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#### COMMUNICATIONS

1. Ron Alto, Debi Lewis, and the Mesabi Avenue Families, a thank you for the service provided during a water line break.
2. Mesabi Family YMCA, an invitation to the Annual YMCA Strong Kids Auction on April 23, 2010.
3. St. Louis County Fair Association, requesting financial support for the 2010 Fair.

## Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	167,218.97
LICENSES	ANIMAL	25.00
MISCELLANEOUS	ASSESSMENT SEARCHES	30.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	110.08
CAMPGROUND RECEIPTS	FEES	2,125.00
METER DEPOSITS	ELECTRIC	1,350.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	42.92
CD INTEREST	CD INTEREST 301	829.45
PERMITS	BUILDING	544.76
CD INTEREST	CD INTEREST 101	435.56
CD INTEREST	CD INTEREST 378	230.14
CD INTEREST	CD INTEREST 603	435.56
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,300.00
BUILDING RENTALS	COMMUNITY CENTER	825.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	585.68
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	13,017.70
BUILDING RENTALS	NICHOLS HALL	25.00
FINES	PARKING VIOLATIONS	30.00
FINES	CRIMINAL	1,547.38
BUILDING RENTALS	SENIOR CENTER	90.00
PERMITS	CONDITIONAL USE	150.00
CD INTEREST	CD INTEREST 378	1,076.58
Summary Totals:		<u>192,024.78</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/10	03/19/2010	137788	4038	VOID - KATHY BUKOVAC SANDNAS	101-20200	200.00 -M
03/10	03/25/2010	138247	60046	FORSTNER FIRE APPARTUS INC	301-20200	67,340.00
03/10	03/15/2010	139202	10056	A T & T MOBILITY	101-20200	1,247.59
03/10	03/15/2010	139203	10063	ADVANTAGE EMBLEM & SCREEN	101-20200	500.00
03/10	03/15/2010	139204	10008	AIRGAS NORTH CENTRAL	101-20200	113.12
03/10	03/15/2010	139205	30017	CARQUEST (MOUNTAIN IRON)	101-20200	173.69
03/10	03/15/2010	139206	220003	CITY OF VIRGINIA	101-20200	61.62
03/10	03/15/2010	139207	30059	CVAR, THOMAS	101-20200	30.00
03/10	03/15/2010	139208	30072	CW TECHNOLOGY	301-20200	1,532.44
03/10	03/15/2010	139209	110005	DON KLEINSCHMIDT	601-20200	279.00
03/10	03/15/2010	139210	40030	DULUTH CLINIC	604-20200	75.00
03/10	03/15/2010	139211	60029	FERGUSON ENTERPRISES INC	101-20200	775.38
03/10	03/15/2010	139212	60045	FIELD LOGIC INC	101-20200	100.00
03/10	03/15/2010	139213	60038	FLEET SERVICES	101-20200	4,846.49
03/10	03/15/2010	139214	70016	GOPHER STATE ONE CALL INC	604-20200	7.25
03/10	03/15/2010	139215	70028	GREATER MINNESOTA AGENCY INC	101-20200	192.00
03/10	03/15/2010	139216	120006	L & M SUPPLY	602-20200	1,148.86
03/10	03/15/2010	139217	120003	LEAGUE OF MINNESOTA CITIES	101-20200	80.00
03/10	03/15/2010	139218	130144	MAGNEY CONSTRUCTION INC	602-20200	51,547.26
03/10	03/15/2010	139219	130047	MED COMPASS	101-20200	450.00
03/10	03/15/2010	139220	130004	MESABI DAILY NEWS	603-20200	1,839.93
03/10	03/15/2010	139221	140026	MINNESOTA ENERGY RESOURCES	604-20200	4,204.25
03/10	03/15/2010	139222	130009	MINNESOTA POWER	604-20200	103,652.54
03/10	03/15/2010	139223	40009	MN DEPARTMENT OF COMMERCE	604-20200	284.88
03/10	03/15/2010	139224	120007	MOTION INDUSTRIES INC	101-20200	51.45
03/10	03/15/2010	139225	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	46,219.13
03/10	03/15/2010	139226	170007	QUILL CORPORATION	603-20200	345.73
03/10	03/15/2010	139227	170001	QWEST	101-20200	351.59
03/10	03/15/2010	139228	190045	SERVICE SOLUTIONS	101-20200	22.34
03/10	03/15/2010	139229	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	63,745.95
03/10	03/15/2010	139230	3010	STEVE & LORNA RYNNANEN	101-20200	20.00
03/10	03/15/2010	139231	200020	THE TRENTI LAW FIRM	101-20200	2,502.11
03/10	03/15/2010	139232	210001	UNITED ELECTRIC COMPANY	101-20200	254.14
03/10	03/15/2010	139233	220014	VIKING INDUSTRIAL NORTH	101-20200	190.56
03/10	03/15/2010	139234	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	51,282.83
03/10	03/15/2010	139235	220020	VISA OR AMERICAN BANK CC PMT	101-20200	7,286.78
03/10	03/15/2010	139236	230005	WESCO DISTRIBUTION INC	604-20200	429.48
03/10	03/15/2010	139237	240001	XEROX CORPORATION	602-20200	826.28
03/10	03/17/2010	139245	130011	MOUNTAIN IRON POSTMASTER	601-20200	333.19

Totals:

	414,142.86
Payroll-PP Ending 3/5/10	54,977.25
Electronic Trans.-Sales Tax	13,697.83
<b>TOTAL EXPENDITURES</b>	<b><u>\$482,817.94</u></b>

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
SPECIAL MEETING  
MARCH 17, 2010

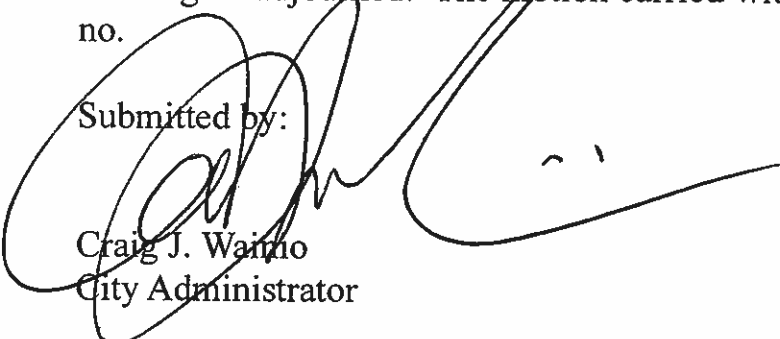
The meeting was called to order at 5:30 p.m. with the following members present: Ed Roskoski, Joe Prebeg, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present was: Craig J. Wainio, City Administrator.

It was moved by Skalko and seconded by Zupancich that the City of Mountain Iron hereby terminates Mr. Thomas Cvar from the position of Mountain Iron Fire Department Chief effective immediately. The motion carried with Prebeg and Roskoski voting no.

It was moved by Stanaway and seconded by Zupancich to authorize City Staff to post for the positions of Fire Chief, re-posting of Assistant Fire Chief, and two Captains with the application deadline as March 26, 2010. The motion carried with Prebeg and Roskoski voting no.

At 5:36 p.m., it was moved by Zupancich and seconded by Skalko that the meeting be adjourned. The motion carried with Prebeg and Roskoski voting no.

Submitted by:



Craig J. Wainio  
City Administrator

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MINUTES  
MOUNTAIN IRON CITY COUNCIL  
SPECIAL MEETING  
MARCH 26, 2010

The meeting was called to order at 5:00 p.m. with the following members present: Ed Roskoski, Joe Prebeg, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present was: Craig J. Wainio, City Administrator.

It was moved by Skalko and seconded by Zupancich to accept the following resignations from the Mountain Iron Fire Department:

Thomas Cvar  
Erik Johassen

Steven Norvitch

The motion carried with Roskoski voting no.

It was moved by Skalko and seconded by Zupancich to extend the deadline to accept applications for Fire Department Officers to Thursday, April 1, 2010 at 4:00 p.m. The motion carried with Roskoski voting no.

It was moved by Stanaway and seconded by Zupancich to appoint Joseph Buria as the Acting Interim Fire Chief. The motion carried with Roskoski abstaining.

It was moved by Prebeg and seconded by Stanaway to approve the following people to work as volunteer firemen on the Mountain Iron Fire Department:

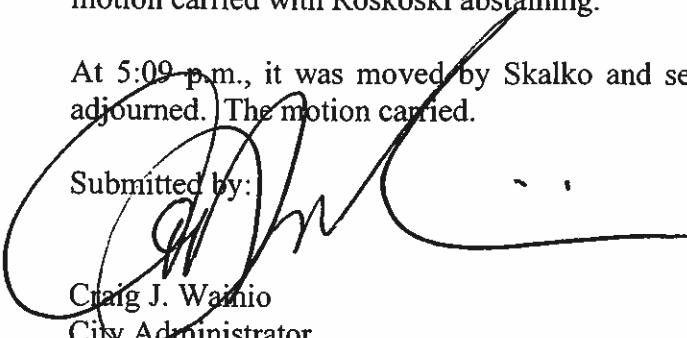
Greg Chad  
Matt Mattson  
Jeremy Waldron

Jeremy Knapper  
Donavon Strong

These hirings are contingent on passing a physical examination and background check. And further, they will be on a six month probationary period as per City policy. The motion carried with Roskoski abstaining.

At 5:09 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned. The motion carried.

Submitted by:



Craig J. Wainio  
City Administrator

[www.mtniron.com](http://www.mtniron.com)

**COUNCIL LETTER 040510-IVA1**

**MAYOR SKALKO**

**UNITY II/SOUTH FOREST GROVE AD**

**DATE:** March 31, 2010

**FROM:** Mayor Gary Skalko

---

Background information provided by Mayor Skalko:

Run an ad in an upcoming Mesabi Daily News promoting our two new housing developments.

**COUNCIL LETTER 040510-IVB1**

**ADMINISTRATION**

**RELEASE**

**DATE:** March 31, 2010  
**FROM:** Craig J. Wainio  
City Administrator

---

Based upon the need for complete background checks of potential employees, staff has developed an appropriate release form for use by the City. It is recommended that the City Council adopt the release form as presented.

**CITY OF MOUNTAIN IRON  
GENERAL AUTHORIZATION AND RELEASE  
PURSUANT TO MINNESOTA STATUTES 13.05, SUBD. 4,  
MINNESOTA DATA PRACTICES ACT**

To: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize and grant my informed consent to permit you to release to and make available to the City of Mountain Iron, Minnesota, and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statute 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Mountain Iron to have access to this information is to determine my suitability for employment with that City or for the purpose of obtaining a liquor license. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment or licensure with the City, including verification of my records.

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Mountain Iron from any and all liability for its receipt and use of data received pursuant to this consent.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Mountain Iron of that fact.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Full Name - Printed Date of Birth

\_\_\_\_\_  
Driver's License #



**COUNCIL LETTER 040510-IVC1**  
**PUBLIC WORKS**  
**COUNTY 7 REPAVING PROJECT**

**DATE:** March 31, 2010  
**FROM:** Don Kleinschmidt  
Director of Public Works

---

A number of issues were requested of St. Louis County Public Works Department to look at in the construction planning of the County Road 7 and Unity Drive. Attached is the response, in detail, of the request.

In summary, the intersection at Unity Drive and County Road 7 will remain in an “as is” condition until traffic patterns warrant a change.



# Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex  
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

**James T. Foldesi, P.E.**  
Public Works Director/  
Highway Engineer

March 25, 2010

Don Kleinschmidt  
Director of Public Works  
City of Mountain Iron  
8586 S. Enterprise Dr.  
Mountain Iron, MN 55768

**RE: Intersection of CSAH 7 (Hwy. 7) and Unity Drive**

Dear Mr. Kleinschmidt,

The St. Louis County Public Works Department has completed a traffic engineering analysis at the intersection of CSAH 7 (Hwy. 7) and Unity Drive in Mountain Iron. As you are aware, the segment of Hwy. 7 beginning at the intersection of CSAH 101 (Kane Rd.) ending at TH 169 is currently scheduled to be repaved in 2013. Because of this upcoming project and local concerns, a traffic signal warrant analysis, all-way stop justification analysis, and crash analysis was performed to determine if a change in traffic control or intersection layout is warranted and justified.

A traffic signal warrant analysis was completed for both existing traffic volumes in 2010 and estimated traffic volumes in 2030 using a traffic growth factor of 1.4. A higher traffic growth factor was selected than is currently used for St. Louis County, which is a 1.2, in order to provide additional confidence to the findings. For both scenarios, this intersection did not meet any traffic signal warrants as outlined in the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD). Therefore, a traffic signal is neither warranted nor justified to be installed at this intersection.

An all-way stop justification was completed in accordance with the criteria outlined in the MnMUTCD. This intersection did not meet the criteria to justify an all-way stop for the existing traffic volumes. However, based upon the estimated 2030 traffic volumes using the traffic growth factor of 1.4, this intersection does meet the criteria to install an all-way stop at that time, but not in the present condition.

For additional analysis, the traffic data was entered into a traffic modeling program to analyze four scenarios. They were Scenario A, 2010 two-way stop; Scenario B, 2010 all-way stop; Scenario C, 2030 two-way stop; and Scenario D, 2030 all-way stop. For Scenario A, which is the existing condition, the level of service (LOS) values for both the east and west approaches are "A". The LOS is based upon delay in seconds for an average vehicle and is a grade that identifies how a facility is operating. The best LOS is "A" and corresponds to low delay, and the worst is "F" and corresponds with high delay. For scenario B, the LOS values for the east and west approaches would still be "A", but the north approach would have a LOS of "B". For Scenario C, the LOS values for the east and west approaches are both "C". And for Scenario D, the LOS values for the east, west and south approaches is "B", and the north approach is "D". If the intersection was converted from a 2-way to all-way stop with the present traffic volumes in 2010, there would be no apparent improvement in LOS for either Unity Drive approach.

The following table summarizes the results from the traffic modeling program for the intersection of Hwy. 7 and Unity Drive.

**Hwy. 7 & Unity Drive Operations Analysis**

Scenario	Northbound Approach LOS/Delay (s)	Southbound Approach LOS/Delay (s)	Eastbound Approach LOS/Delay (s)	Westbound Approach LOS/Delay (s)
A: 2010 2-Way Stop	NA	NA	A/8.7 sec	A/8.3 sec
B: 2010 All-Way Stop	A/9.9 sec	B/13.1 sec	A/8.9 sec	A/8.6 sec
C: 2030 2-Way Stop	NA	NA	C/20.2 sec	C/17.2
D: 2030 All-Way Stop	B/13.3 sec	D/28.1 sec	B/11.1 sec	B/10.4 sec

A crash analysis was also completed for the period of 2004 to 2010. The following tables display the reported crashes for this period.

**2004-2010 Hwy. 7 & Unity Drive Crash Severity by Year<sup>1</sup>**

Year	Crash Severity					Total
	K	A	B	C	N	
2004				1	2	3
2005					2	2
2006					1	1
2007				2		2
2008						
2009						
2010*						
Total				3	5	8

\*Current to 3/24/10

**2004-2010 Hwy. 7 & Unity Drive Crash Severity by Crash Diagram<sup>1</sup>**

Crash Diagram	Crash Severity					Total
	K	A	B	C	N	
Right Angle				3	4	7
Not Applicable					1	1
Total				3	5	8

The highest crash frequency observed at this intersection was three (3) in 2004. There were no reported crashes for 2008 through 2010. The highest crash severity for the analysis period was a "C" or possible injury. Most crashes were severity "N" or property damage only crashes. And finally, there were seven (7) right angle crashes for this period which is a common characteristic for two-way stop intersections.

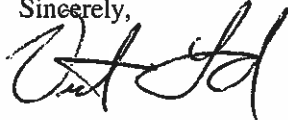
1. Crash data source: St. Louis County Sheriff Records Office

In summary, a traffic signal will not be installed because it is neither warranted nor justified for this intersection for the present traffic volumes and estimated traffic volumes in 2030. This intersection also does not meet the criteria to change the existing 2-way stop configuration to an all-way stop with the present traffic volumes. Although the traffic volume criteria for an all-way stop are satisfied based upon the estimated traffic volumes in 2030, a turning movement count should be performed at a later time to reassess the actual traffic patterns because this conclusion is based upon estimated values. If an all-way stop were installed, there would not be a significant benefit in terms of reduction in delay for traffic on Unity Drive. The crash analysis also did not find a significant traffic safety issue. And finally, a major concern regarding the installation of an all-way stop is the potential for traffic to queue, or back up, on the north approach from the intersection with Unity Drive north to TH 169 during unpredictable periods of high traffic volumes. Therefore, this intersection will not be converted to an all-way stop. Instead, St. Louis County will continue to monitor this intersection through the future.

In regards to the installation of turn lanes on Hwy. 7, there were no reported rear-end crashes during the crash analysis period. More specifically, there would be no apparent improvement in the LOS of the north and south approaches on Hwy. 7 if a left-turn or right-turn lane were installed. Therefore, no turn lanes will be installed on Hwy. 7 for the project scheduled in 2013.

If you have any questions, please contact me at 218-625-3873.

Sincerely,



Victor Lund  
Acting Traffic Engineer  
St. Louis County

Cc:

Commissioner Keith Nelson  
Jim Foldesi  
Earl Wilkins  
Road File

**COUNCIL LETTER 040510-IVC2**

**PUBLIC WORKS**

**CALL FOR QUOTES  
INTERPRETIVE SIGNING**

**DATE:** March 31, 2010  
**FROM:** Don Kleinschmidt  
Director of Public Works

---

Staff is requesting City Council authorization to call for quotes for the interpretive signing project at Locomotive Park. A copy of the specification is attached.

To Whom It May Concern

The City of Mountain Iron, Minnesota is requesting written quotes for our interpretive signing project for Locomotive Park and National Historic Landmark Site. Please prepare your written quote on the attached project request form and include your proposal. After reviewing this information please give us a call if you have any questions. This written quote is due Wednesday April 28th at noon.

Sincerely,

Don Kleinschmidt

Advertise in the Mesabi Daily News

Possible Bidders:

Mary Olson  
Exhibit Planning & Development  
3909 Drew Ave South  
Minneapolis, MN 55410  
Phone 612-929-6628

Frizzell Winter Associates  
John Winter, Register LA  
3746 Estate Court NE  
Bemidji, MN 56601  
Phone 218-556-1022

Hopewell Manufacturing Inc.  
Jackie Woodcock  
11311 Hopewell Road  
Hagerstown, MD 21740  
Phone 877-521-2787

Fossil Industries Inc.  
44 Jefryn Boulevard  
Deer Park, NY 11729  
Phone 631-254-9200 X324

Owen Caddy  
Interpretative services  
425-747-9259  
Seattle Washington

## **Written Quote Request for the City of Mountain Iron, Minnesota**

### Introduction:

The City of Mountain Iron, Minnesota, Director of Public Works, Don Kleinschmidt is requesting written quotes for the preparation, layout, final graphics and writing for the interpretative signs for Locomotive Park and National Historic Landmark Site. The concept plan is attached showing six interpretative sign locations. The City of Mountain Iron retains the right to select any contractor and to not consider others without cause or justification.

All quotes are due on Wednesday April 28th at noon. Quotes need to be sent to:

Don Kleinschmidt  
Director of Public works  
City of Mountain Iron  
8586 Enterprise Drive South  
Mountain Iron, MN 55768

### Project Scope:

Prepare interpretative plan that includes 6 interpretive sign locations as shown on plan. These locations may have one sign or several. Themes to be included are mining heritage and culture, the City of Mountain Iron, Mountain Iron Mine, Mesabi Railroad and other mining sites to visit to promote tourism in the region. The site has an overlook, mining equipment, and a Locomotive Engine 806 to present and to work into the interpretative plan. Some interpretative locations should have more than one sign. Signs should be large and easy to understand with very good graphics, high quality imbedded plastic with photos and writing focused on the specific subject for each site location. Contractor will prepare the final graphics and writing for each sign to be sent to the sign manufacturer by the city including sign specifications for building them.

### Resume and Work Background:

Please present in your proposal your resume and a brief work history of projects you have completed similar to this one.

### Communications and Meetings:

Please explain the process you plan to use in working with the landscape architects who designed the concept plan and are now preparing the detail design construction specifications to rebuild the site. Explain how you will work with the City Council, Public Works Director and Park and Recreation Advisory Board. Explain how you plan to research and coordinate your interpretative concepts with the city for review and approval. You will be required to visit the site and the community in order to understand its historic background. At least two informal meetings are required with Don Kleinschmidt and a final meeting with the Park and Recreation Advisory Board. Concept drawings and graphs of each site will be required before the final presentation.

### Deliverables:

Explain the final layout, graphics and written deliverables for each sign that you will present as part of the interpretative plan and displays.

Schedule:

Please provide us your schedule in achieving this project. A completion date for installation of all signs is September 10, 2010.

Quote form – due by Wednesday, April 28th, 2010 by noon, City of Mountain Iron, City Hall.

Contractor: -----  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Other phone \_\_\_\_\_  
  
**Quote** \_\_\_\_\_

**Note: Please make sure you include all other information requested.**

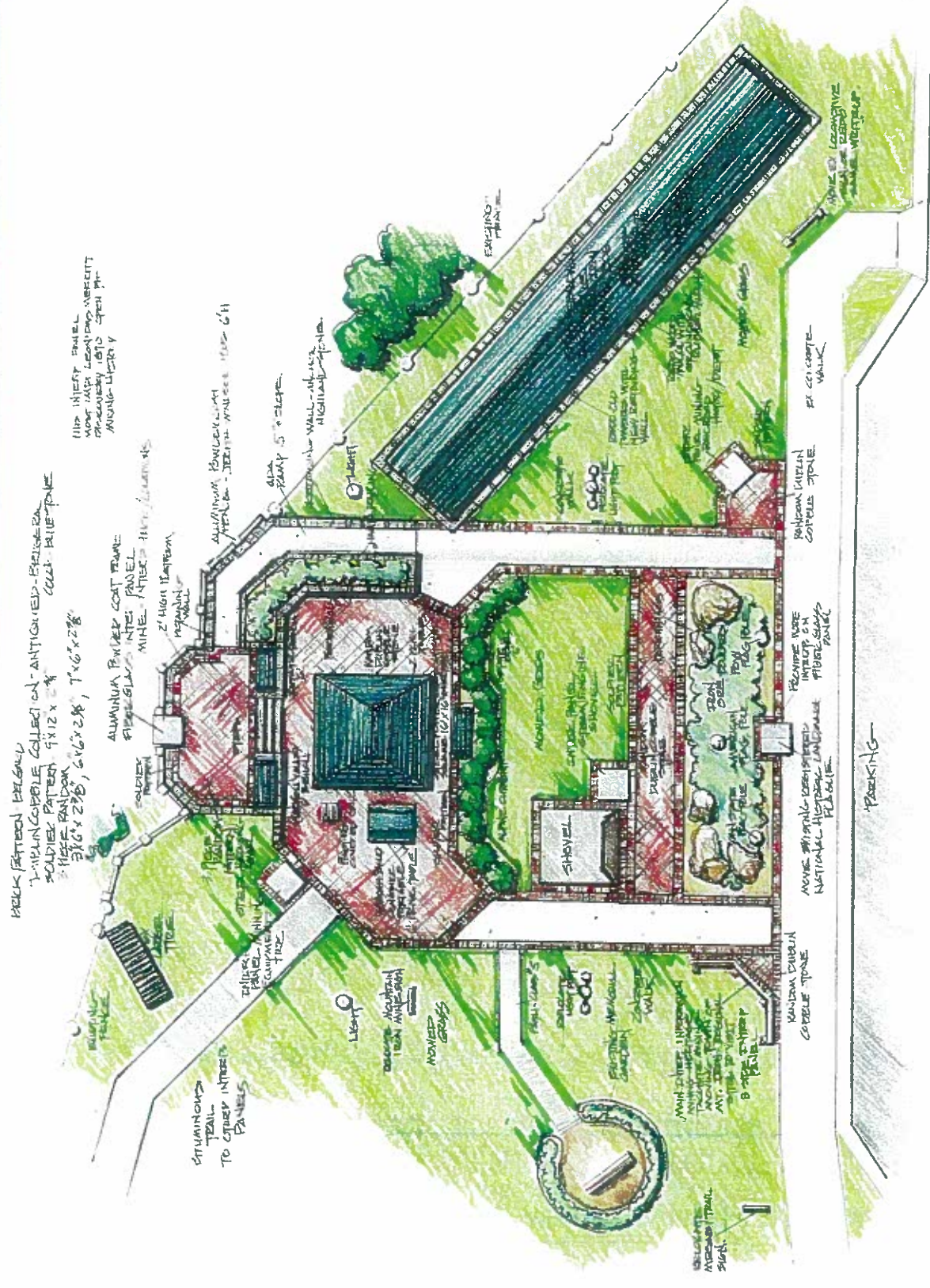


**Locomotive Park**  
Mountain Iron, MN

**Preliminary Landscape Concept Plan**

John C. Winter  
Pkg. No: 1258  
Date: 07/27/09

drawn: JCW  
designed: ELL/PCW  
date: 07/27/09  
revision: 000008



IND. INTER. PANEL  
MOV. INTER. LANTERNS, VERTICAL  
MOUNTING. ALSO OPEN PL-  
ANNOUNCING LIBRARY

BLACK PATTERNS BEGAIN  
7-1/2" ALUMINUM CORBELS COLLECT. ON - ANTIQUATED BROWN  
SOLIDIER PATTERNS 4'x12" x 4"  
HIDE RANDOM 3'x6" x 2'x6", 4'x6" x 2'x6", 7'x6" x 2'x6"  
ALUMINUM BRICKED GOLF TOWER  
FLARE 6'x6'x6'  
MINE INTERIOR LIGHTING  
2' HIGH BROWN  
ALUMINUM BRICKED LIGHTING  
ALUMINUM BRICKED LIGHTING  
ALUMINUM BRICKED LIGHTING

SITUATIONS  
TRAIL  
TO OTHER INTER-  
PANELS

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BRICK PATTERNS BEGAIN  
7-1/2" ALUMINUM CORBELS COLLECT. ON - ANTIQUATED BROWN  
SOLIDIER PATTERNS 4'x12" x 4"  
HIDE RANDOM 3'x6" x 2'x6", 4'x6" x 2'x6", 7'x6" x 2'x6"

SITUATIONS  
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# 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

March 31, 2010

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

Re: Mt. Iron Energy Park Utility Extension & Site Grading  
Project No.: MI09-22

Dear Mr. Wainio;

Benchmark Engineering, Inc. is nearing the completion of the construction plans and specifications for the Mt. Iron Energy Park Phase II, which consists of utility extensions to the site and overall site mass grading plans.

At this time, Benchmark Engineering, Inc. is requesting City Council action to advertise for bids for the above-referenced project. The bid opening will be set for Tuesday, May 11, 2010 at 10:00 A.M. at the Mountain Iron City Hall. The award of bid could then be considered by the City Council at the second meeting in May.

A draft set of construction plans and engineer's estimate has also been included for your reference.

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

Sincerely,  
**Benchmark Engineering, Inc.**

Eric E. Fallstrom, P.E.

Enclosures

PLANS ARE  
AVAILABLE AT  
CITY HALL



**ENERGY PARK PHASE 2**  
**UTILITY EXTENSIONS & OVERALL SITE MASS GRADING**  
**CITY OF MOUNTAIN IRON, MINNESOTA**  
**PROJECT NO: MI09-22**

SPEC. NO.	ITEM	UNITS	UNIT COST	BASE BID TOTAL	ADD ALTERNATE TOTAL	TOTAL AMOUNT
2101.501	CLEARING	ACRE	\$1,000.00	15.0	5.0	\$20,000.00
2101.506	GRUBBING	ACRE	\$1,000.00	15.0	5.0	\$20,000.00
2104.507	REMOVE CONCRETE STRUCTURE	CU. YD.	\$50.00	20.0	100.0	\$6,000.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	\$2.00	146,321.0	35,309.0	\$363,260.00
2105.503	ROCK EXCAVATION	CU. YD.	\$25.00	200.0	100.0	\$7,500.00
2476.601	WASTE COLLECTION & DISPOSAL	LUMP SUM	\$3,000.00	1.0		\$3,000.00
2503.511	8" PVC PIPE SEWER	LIN. FT.	\$22.00	1,987.0		\$43,714.00
2503.602	TRACER WIRE ACCESS BOX	EACH	\$250.00	1.0		\$250.00
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,000.00	1.0		\$1,000.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	\$1,000.00	1.0		\$1,000.00
2504.602	HYDRANT	EACH	\$4,000.00	2.0		\$8,000.00
2504.602	12" GATE VALVE & BOX	EACH	\$2,000.00	2.0		\$4,000.00
2504.603	12" WATERMAIN DI CL. 52	LIN. FT.	\$40.00	2,000.0		\$80,000.00
2504.608	DUCTILE IRON FITTINGS	POUND	\$5.00	667.0		\$3,335.00
2506.501	CONST DRAINAGE STRUCTURE DES 4007	LIN. FT.	\$300.00	70.5		\$21,150.00
2506.516	CASTING ASSEMBLY	EACH	\$500.00	7.0		\$3,500.00
2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN. FT.	\$3.00	4,500.0	1,080.0	\$16,740.00
2573.602	STABILIZED CONSTRUCTION ENTRANCE	EACH	\$1,000.00	1.0		\$1,000.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 4	SQ. YD.	\$2.00	8,100.0	2,500.0	\$21,200.00
2575.555	TURF ESTABLISHMENT - BASE BID	LUMP SUM	\$15,000.00	1.0		\$15,000.00
2575.555	TURF ESTABLISHMENT - ADD ALTERNATE	LUMP SUM	\$5,000.00		1.0	\$5,000.00

	BASE BID	ADD ALT. BID	OVERALL TOTAL
<b>ESTIMATED CONSTRUCTION COST:</b>	<b>\$543,291.00</b>	<b>\$101,358.00</b>	<b>\$644,649.00</b>

BENCHMARK ENGINEERING, INC.

**COUNCIL LETTER 040510-IVE1**

**HEALTH AND SAFETY**

**FIRST RESPONDERS**

**DATE:** March 31, 2010  
**FROM:** Public Health and Safety Board  
Personnel Committee  
Craig J. Wainio  
City Administrator

---

The Public Health and Safety Board recommends the hiring of Mr. Keith Nyman and Mr. Anthony Yeley to the Mountain Iron First Responders. Applications are enclosed.

**COUNCIL LETTER 040510-IVF1**

**PERSONNEL COMMITTEE**

**POSITION ANALYSIS**

**DATE:** March 31, 2010

**FROM:** Personnel Committee

Public Health and Safety Board

Craig J. Wainio  
City Administrator

---

The Public Health and Safety Board will be reviewing the enclosed Position Analysis's at their meeting on March 31, 2010. The Personnel Committee will be reviewing the enclosed Position Analysis's at their meeting on April 5, 2010. The proposed changes presented here integrate the First Responders into the Fire Department organization by changing the Director of the First Responders to an Assistant Fire Chief reporting to the Fire Chief. Secondly, these changes incorporate some First Responder management into the Fire Chief position.

# CITY OF MOUNTAIN IRON POSITION ANALYSIS

**POSITION TITLE:** Fire Chief

**SUPERVISOR:** City Administrator

**PRIMARY OBJECTIVE OF POSITION:**

Administration and coordination of all Fire Department and First Responder activities including directing the operation and coordination of all Fire Department and First Responder activities.

**RESPONSIBILITIES:**

- ◆ Assists in the development and implementation of policies and procedures for the Fire Department and First Responders and advises members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs the Fire Department and First Responder operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Performs the duties of a Firefighter and First Responder member.
- ◆ Preparation of an annual budget for the Fire Department and First Responders; directs the implementation of the Departments' budgets.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies.
- ◆ Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Represents the Fire Department and First Responders in a variety of local, county, state and other meetings.
- ◆ Coordinates any presentations to the City Council or Public Health and Safety Board with Supervisor
- ◆ Other duties as apparent or as delegated.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Ability to plan, install, and implement programs for operations and activities, personnel training and rescue operations.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

**TRAINING AND EXPERIENCE:**

- ◆ High school diploma or GED equivalent.
- ◆ Must possess a valid Minnesota Drivers License.
- ◆ Prior experience in fire fighting and prevention.
- ◆ Previous officer experience and first responder training preferred.

# CITY OF MOUNTAIN IRON POSITION ANALYSIS

**POSITION TITLE:** Assistant Fire Chief/First Responder Director

**SUPERVISOR:** Fire Chief

## **PRIMARY OBJECTIVE OF POSITION:**

Administration and coordination of all First Responder activities including directing the operation and coordination of all First Responder activities.

## **RESPONSIBILITIES:**

- ◆ Supervises all the First Responders including maintenance and repair of equipment.
- ◆ Assists in the development and implementation of policies and procedures for the First Responders and advises the members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs First Responder operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Maintains records and reports for efficient operations.
- ◆ Maintains a supply inventory and informs the City Administrator of needed supplies and equipment.
- ◆ Performs the duties of a First Responder member.
- ◆ Other duties as apparent or as delegated.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of the principles, practices and techniques of First Responder administration.
- ◆ Knowledge of the uses and limitations of the various types of apparatus and equipment used by the First Responders and of 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 first responder 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 as a First Responder

**COUNCIL LETTER 040510-IVF2**

**PERSONNEL COMMITTEE**

**FIRE CHIEF**

**DATE:** March 31, 2010  
**FROM:** Personnel Committee  
Craig J. Wainio  
City Administrator

---

The Personnel Committee will be conducting interviews for the position of Fire Chief on April 5, 2010 and will have a recommendation available at the meeting. Copies of all Fire Chief applications are enclosed.



**COUNCIL LETTER 040510-IVF3**

**PERSONNEL COMMITTEE**

**INSPECTOR**

**DATE:** March 31, 2010

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

---

The Personnel Committee recommends the hiring of Mr. Bob Brown as the Commercial Building Inspector for the City. Mr. Brown was the only applicant to have the required qualifications and his resume is enclosed.

**COUNCIL LETTER 040510-IVF4**

**PERSONNEL COMMITTEE**

**ASSISTANT LIBRARIAN**

**DATE:** March 31, 2010

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

---

The Personnel Committee will be reviewing the following letter at their meeting on April 5, 2010 and will have a recommendation available at the meeting. Mrs. Nieters leave of absence will expire on April 19<sup>th</sup>.

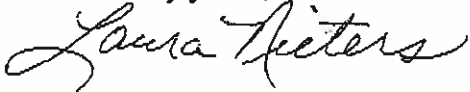
Untitled

Mt. Iron City Council  
Mt. Iron, MN

Dear Sirs

At this time I am unable to return to my job as assistant librarian for the City of Mt. Iron. I am still receiving treatment for my injuries. Thank you for the 6 month unpaid leave. Please inform me of your decision on my employment status.

Sincerely yours,

A handwritten signature in cursive script that reads "Laura Nieters". The signature is written in black ink and is positioned below the typed name.

Laura Nieters

**COUNCIL LETTER 040510-IVG1**

**BUILDING & GROUNDS  
COMMITTEE**

**HOLD HARMLESS AGREEMENT  
FOR CITY BUILDING USAGE**

**DATE:** March 31, 2010

**FROM:** Building & Grounds Committee

Don Kleinschmidt  
Director of Public Works

---

The Building and Grounds Committee is recommending adoption of an updated Hold Harmless Agreement for City building usage.

This agreement is approved and recommended by the League of Minnesota Cities and the City Attorney.

## HOLD HARMLESS AGREEMENT FOR CITY BUILDING USAGE

On behalf of \_\_\_\_\_ (the "User"),  
I understand and acknowledge the risks and hazards associated with using the City of Mountain  
Iron Rental Buildings (the "Facilities"). The User hereby assumes any and all risks and hazards  
associated therewith.

The User shall defend, indemnify and hold harmless the City and its officials, employees, and  
agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees)  
incurred by the City or any of its officials, employees or agents as a result of any claim, demand,  
action or suit relating to any bodily injury (including death), loss or property damage caused by,  
arising out of, related to or associated with the use of the Facilities by the User or by the User's  
guest or invitees, except to the extent caused in whole or in part by the sole negligence, gross  
negligence or willful, wanton or intentional misconduct of the City or its officers, employees or  
agents.

The User agrees to pay the City for any physical damage to the Facilities or its contents during  
the event. The User also agrees to replace or pay the cost of replacement for any missing items.

<b>User Representative Signature</b>	
<b>Signed Date</b>	
<b>Approved by the Director of Public Works</b>	
<b>Approval Date</b>	
<b>Confirmation Sent By &amp; Date Mailed</b>	
<b>Deposit Refund Check No. &amp; Date Mailed</b>	

Please return this form to:  
City of Mountain Iron  
8586 Enterprise Drive South  
Mountain Iron MN 55768

FAX (218)748-7573  
Email: [dkleinschmidt@ci.mountain-iron.mn.us](mailto:dkleinschmidt@ci.mountain-iron.mn.us)  
or  
[www.mtniron.com](http://www.mtniron.com)

## Craig J. Wainio

---

**From:** Sharon Fredrickson [sfredrickson@trentilaw.com]  
**Sent:** Wednesday, March 17, 2010 10:37 AM  
**To:** Craig J. Wainio  
**Subject:** Request for Fee Reduction by Marquette School

Craig:

It is our opinion that Mountain Iron could be violating the First Amendment of the Constitution by granting the request of a church-related group for a fee reduction unless it does likewise for other civic or charitable organizations. Without doing a lot of extensive research on the question it appears that the safest course of action is to not allow such a fee reduction unless it is consistent with a policy which grants such fee reductions to other civic or charitable organizations.

If you have any questions, please contact me.

Very truly yours,

SAM A. ALUNI

*City Attorney, City of Mountain Iron*

Sent By: Sharon K. Fredrickson, Legal Assistant

**TRENTI**  
LAW • FIRM

225 First Street North, Suite 1000

P.O. Box 958

Virginia, Minnesota 55792

Phone 218-749-1962 Fax 218-749-4308

E-mail: [sfredrickson@trentilaw.com](mailto:sfredrickson@trentilaw.com)

Website: [www.trentilaw.com](http://www.trentilaw.com)

**CONFIDENTIALITY NOTICE:** The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure and is intended only for the use of the designated recipient(s). It is not intended for transmission to, or receipt by, any unauthorized person. The use, distribution, transmittal or re-transmittal by an unintended recipient of this communication is strictly prohibited without our express, prior approval in writing or by e-mail. If you are not the intended

2/17/10 cc tabled. Qma  
3/1/10 cc tabled qma



February 1, 2010

Mayor Gary Skalko  
Members of the Mt. Iron City Council  
8586 Enterprise Dr. South  
Mt. Iron MN 55768

Dear Mayor and Council Members:

On behalf of the Marquette Catholic School parents association, we are writing to you regarding our upcoming fundraiser for Marquette School. On April 30, 2010, we will be hosting an annual dinner dance that serves as one of the major fundraisers for Marquette School. This event has traditionally been held at the Virginia Elks Club but the parent association was very interested in switching to Mt. Iron Community Center. The group can get catering at a much better price at the center and the parents like the look of the community center for the event.

We would like to ask if the council could waive or discount the cost of the community center for this event. We did not pay for use of the Elks Club since they make a profit from the alcohol sales. We are hoping that to make the switch to Mt. Iron that we could avoid an increase in our event costs.

The proceeds from this event help in covering cost for school programs not covered by tuition. Marquette has been an institution in this community for 91 years and many Mt. Iron residents are graduates of Marquette School. We hope that you will consider this request.

If you have any questions, feel free to contact me at 218-780-5800.

Sincerely,

  
Kathleen Murray  
Dinner Dance Chair

BG'S Bar & Grill  
P.O. Box 74  
Virginia, MN 55792

Mayor and City Council Members,

On behalf of the United Way, BG'S Bar & Grill respectfully request your permission to set up a bar at the Mt. Iron community center for the purpose of serving refreshments. Thursday April 29, 2010.

Any alcoholic beverages served will require identification of legal age.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Peterson', with a long horizontal stroke extending to the right.

Greg Peterson



BG'S Bar & Grill  
P.O. Box 74  
Virginia, MN 55792

Mayor and City Council Members,

On behalf of the Marquette School, BG'S Bar & Grill respectfully request your permission to set up a bar at the Mt. Iron community center for the purpose of serving refreshments. ~~Thursday~~ *Friday* April 30, 2010.

Any alcoholic beverages served will require identification of legal age.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Peterson', with a stylized flourish at the end.

Greg Peterson

**COUNCIL LETTER 040510-VIC**

**MAYOR SKALKO**

**WAIVE FEE FOR SWOP DINNER**

**DATE:** March 31, 2010

**FROM:** Mayor Gary Skalko

---

Background information provided by Mayor Skalko:

Letter enclosed.



**SUMMER WORK OUTREACH PROJECT**  
PO BOX 237  
MT. IRON, MN 55768



March 12, 2010

Dear Mayor Skalko and members of the Mt. Iron City Council:

On behalf of the board of SWOP, I want to thank you for your decision to renew your partnership this year. Together, cities, businesses, volunteer organizations and churches are providing youth an often life-altering experience of serving the community while learning life skills that build their self-respect and respect for others. SWOP also helps these youth develop positive relationships with the elderly and community leaders.

In addition to investments like the City of Mountain Iron's in SWOP's community partnership, we support SWOP's budget through annual fund-raiser dinners. The SWOP Ham Dinner, the first of three fund-raising events for this summer's program, will take place at the Mt. Iron

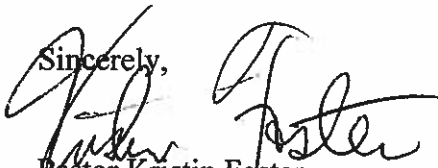
Community Center on Thursday, April 15. (Mayor Skalko has tickets available for anyone who would be interested in buying tickets in advance or in selling a packet of ten.)

In past years you have waived the fee for use of the center, and we would be most grateful if you would be willing to waive it this year as well. This would be very helpful as we set the ambitious goal of raising over \$2,500 for this summer's program at that dinner.

A few other notes. First, we invite you as a partner city to appoint someone to attend the seven SWOP board meetings a year (only five remaining for 2010). I have enclosed a copy of this year's board schedule. Second, the SWOP board is looking for people to become Friends of SWOP and is asking our partner, member, and sponsor organizations to spread the word.

Thank you for your commitment to our community and to the youth. Your dedication is one of the ways that these youth learn what it means to be a person who values community service over self-indulgence.

Sincerely,

  
Pastor Kristin Foster  
Co-chair of SWOP Board



Iron Range Earth Fest  
PO Box 139  
Virginia, MN 55792  
[www.ironrangeearthfest.org](http://www.ironrangeearthfest.org)

March 29, 2010

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

Gentlemen,

The second annual Iron Range Earth Fest will be held in Mountain Iron on April 17, 2010 at the Community Center, Messiah Lutheran Church and Merritt Elementary School. Thank you for so generously waiving our rental fees for this event last year, we would like to request that the fees be waived again this year.

Iron Range Earth Fest is a celebration of local traditions and practical resources for sustainable living on the Iron Range. Last year over 500 people attended our first event. This year we are expanding to a full day, into a third venue, and we hope to double our attendance. In order to make it possible for everyone to attend we are not charging admission. We hope that you will consider our request to waive the rental fee for the Community Center to help keep our costs low, which will allow us to continue offering this exciting event to the public for no charge.

Thank you for considering our request, please feel free to contact me if you have any questions. We hope that everyone on the council will be able to attend on April 17th!

Yours truly,

A handwritten signature in black ink, appearing to read "Ardy Nurmi-Wilberg". The signature is written in a cursive style with a large, looping "W" at the end.

Ardy Nurmi-Wilberg  
Event Coordinator  
218-749-4331  
[ardynw@msn.com](mailto:ardynw@msn.com)

# Iron Range Earth Fest 2010 / [www.ironrangeearthfest.org](http://www.ironrangeearthfest.org)

**Date:** Saturday, April 17, 2010     **REE ADMISSION - \$5 Donation Suggested**

**Times:** 9 a.m. to 5 p.m. / Concert at 5:30 p.m.

**Located Along the Highway 169 Corridor in Mountain Iron:**

Mt Iron Community Center / Messiah Lutheran Church  
Merritt Elementary School / Mesabi Family YMCA



## Presented by:

Iron Range Partnership for Sustainability (IRPS)  
Northeast Minnesota Sustainable Development Partnership / University of Minnesota  
Iron Range Resources  
NE Clean Energy Resource Teams (CERTs)

**Iron Range Earth Fest Mission:** To stimulate conversation and action for a sustainable Iron Range.

## What is Iron Range Earth Fest?

Earth Fest is a celebration of local traditions and practical resources for sustainable living on the Iron Range of Northeastern Minnesota. The event offers opportunities to explore how we can all live more sustainably in our homes and communities, our economy and our environment. Participants are invited to learn about new and existing technological approaches as well as rediscover some of our long standing local traditions. We will tap into the knowledge of cutting edge experts as well as our local indigenous knowledge through exhibits, demonstrations, speakers and vendors. Emphasis is placed on local products, local services, local foods, local entertainment, and our local wilderness.

## Sponsors:

- **Iron Range Partnership for Sustainability**
  - Club Mesabi, Inc.
  - Congregations Caring for the Earth
  - Iron Range Youth in Action
  - Laurentian Environmental Center
  - Natural Harvest Food Co-op
  - North St Louis Soil and Water Conservation District
  - Virginia Sustainability Task Force
- **Media Sponsors:**
  - Home Town Focus Newspaper
  - KAXE Radio
  - Range 11 / Northland's NewsCenter
- **Community Sponsors**
  - ArcelorMittal Minorca Mine
  - Minnesota Power
- **Contributing Sponsors**
  - Arrowhead Transit
  - Holiday Inn Express and Suites (Mt Iron)
  - More Talent than Cents Design
- **Donors**
  - Eveleth-Gilbert Community Education
  - Iron Range Labor Assembly
  - Laurentian Energy Authority
  - Mesabi Unitarian Universalist Church
  - Mt Iron-Buhl Community Education
  - Virginia Community Education

### General Information:

Connie Olson  
North St Louis Soil & Water  
Conservation District  
218-742-9504

Our email address:

[ironrangeearthfest@yahoo.com](mailto:ironrangeearthfest@yahoo.com)

### Exhibitor / Sponsor Information:

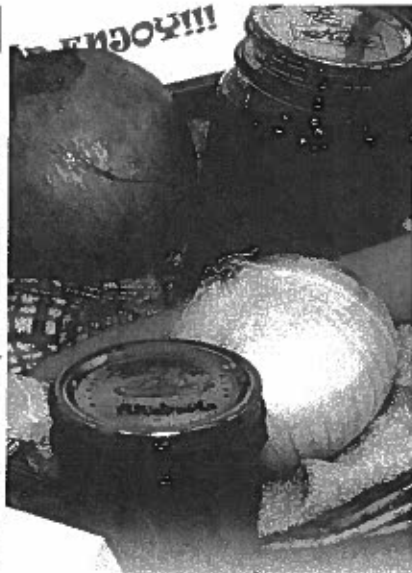
Ardy Nurmi-Wilberg  
Earth Fest Coordinator  
PO Box 139  
Virginia, MN 55792  
218-749-4331  
[ardynw@msn.com](mailto:ardynw@msn.com)

Go to our web site:

[www.ironrangeearthfest.org](http://www.ironrangeearthfest.org)

## Iron Range Earth Fest 2010, Schedule of Events / Saturday, April 17, 2010:

- 9 a.m. - 5 p.m. Exhibitors, Speakers, Vendors at all three venues
- 10 a.m. - 5 p.m. Food served by Natural Harvest Food Co-op at Mt Iron Community Center
- 10 a.m. - 5 p.m. Youth activities
- 11 a.m. - 2 p.m. YMCA Healthy Kids Day
- 5:30 p.m. Concert with Pat Surface and the Boundary Water Boys at Merritt Elementary School  
FREE CONCERT - \$5 donation suggested



**SATURDAY, APRIL 17**  
**9 A.M. - 5 P.M.**

Presented by



Sponsored by



Club Mesabi, Inc. • Congregations Caring for the Earth • Laurentian Environmental Center • Natural Harvest Food Co-op • Virginia Sustainability Task Force • "More Talent Than Cents" Design • Holiday Inn Express & Suites • Eveleth-Gilbert, Mountain Iron-Buhl, and Virginia Community Education Departments • Arrowhead Transit

## **Celebrating local traditions and practical resources for sustainable living**

In Mtn. Iron along the Hwy 169 corridor:  
**Mtn. Iron Community Center**  
**Merritt Elementary School**  
**Messiah Lutheran Church**  
**Mesabi Family YMCA**

**Free Admission**  
*(Donations suggested)*

**Youth Activities**

**Demonstrations**

**Exhibits • Vendors**

**Local foods • Speakers**

**Free shuttle from Virginia**  
**Compliments of Arrowhead Transit**

**Pat Surface & the Boundary**  
**Water Boys Concert at 5:30**

See *Hometown Focus* for event schedule

For more information go to [www.ironrangeearthfest.com](http://www.ironrangeearthfest.com) or call Connie Olson at 218-742-9504

## COMMUNICATIONS

APRIL 5, 2010

1. Mediacom, forwarding rate information.
2. Terry Hartikka, Station Manager, Virginia Public Access Studios, information regarding the taping and broadcast of meetings.
3. Range Association of Municipalities and Schools, forwarding the Legislative Update.
4. Paul Lee, Coordinator, Saint Louis County Emergency Management Division, forwarding information regarding Severe Weather Awareness Week.



*Tom Bordwell*  
*Senior Manager of Government Relations*

March 29, 2010

Dear Community Officials:

Mediacom continues to offer state-of-the-art telecommunication services to our customers. Unfortunately, certain operating costs continue to rise, especially in the areas of programming, fuel and technology improvements. As a result, it is necessary to adjust certain cable service rates, effective on or about May 1, 2010. The specific changes are outlined below:

<b>Service</b>	<b>Old Rate</b>	<b>New Rate</b>	<b>Increase</b>
Directory Assistance	\$1.75	\$2.50	\$0.75
Voicemail	\$4.95	\$5.95	\$1.00
Digital Plus Package	\$10.00	\$12.00	\$2.00
HBO	\$14.95	\$16.95	\$2.00
Digital Video Recorder Service	\$9.95	\$10.95	\$1.00
Late Fee Changes			\$2.00

Mediacom has made the decision to replace HD Net and HD Net Movies with Smithsonian HD on channel 850 and MGM HD on channel 851 in the HD Pak effective at the end of April 2010. The Smithsonian HD will be located on the same channel number as HD Net and MGM HD will be on the same channel number as HD Net Movies. We believe that customers will enjoy these popular new channels.

We take our responsibility seriously as the preferred provider of cable television, high-speed Internet and phone service in your community. As we manage rising programming and operating costs, we're committed to giving our customers superior value through discounted pricing available when our cable service is bundled with our high-speed Internet and/or phone services.

If there are any questions please feel free to email me at [tbordwell@mediacomcc.com](mailto:tbordwell@mediacomcc.com)

Sincerely,

Tom Bordwell  
Senior Manager, Government Relations

**Mediacom Communications Corporation**  
**2831 Wilshire Blvd Mound MN 55364**  
**Email: [tbordwell@mediacomcc.com](mailto:tbordwell@mediacomcc.com)**



**Darwin**

---

**From:** "terry hartikka" <hartikka@mchsi.com>  
**To:** "Darwin" <darwin@mchsi.com>  
**Sent:** Friday, March 19, 2010 8:00 AM  
**Subject:** for the next Mt Iron mtg

Concerning the video taping and post production editing of city council meetings, area commission meetings, and school board meetings it is the policy of Virginia Public Access Studios to present meetings in their entirety from "gavel to gavel." Beyond that it is solely the discretion of the videographer on site as to when the recording is begun and stopped. There is no expectation upon cameramen or staff to include any portion of any taped meetings outside of the official beginning and ending of meetings. Often our recorders are started up to 5 minutes prior to a meeting to insure that recording is properly taking place and that a videographer does not forget to begin the recording. Recordings also run slightly beyond the end of meetings to insure that nothing is cut off prematurely. These lead times and portions beyond the end of official meetings will naturally be edited out as it is generally unnecessary to include any excess footage unless specifically requested, such as for special presentations. There is no burden upon a staff member of our studios to include all recorded footage outside of official meetings, as to do so would subject those being recorded to area wide coverage when they have an expectation that it is indeed not being recorded for airing.

If certain meetings are noticed as being improperly edited as a matter of oversight on the part of a staff member, those meetings will be re-edited to remove such mistakes made. Such action did not occur by any staff member during the March 1<sup>st</sup> Mt. Iron City council meeting. If it did it would not be considered inappropriate to do so in any area outside of the "gavel to gavel" content of the meeting.

If anyone viewing our broadcasts notices issues that they feel need addressing they should contact our station manager who will immediately look into correcting any problems. Issues that are not addressed at or near the time of the concern can not always be properly dealt with after the fact. Most of the time broadcast issues can be corrected in a relatively short time.

As a sidelight, it is also the policy of our studios that any public presentation that contains content considered to be libel will be removed from the broadcast or the broadcast discontinued in its entirety. Such comments can easily be made outside of official meetings and inadvertently caught on tape. Both libel, which includes the broadcast of statements that are

defamatory, even if they are true, and the public disclosure of private facts expose participants to legal action, including the broadcast studio. If we deem it necessary to remove a part of any broadcast for reasons of libel, pornography, or for profanity, a note will be made on the program where there is an edit to remove such content and why it was removed. The organization presenting the program will then be contacted informing them of our action before the program is aired. In doing so we are reserving the right to protect ourselves and consider it reasonable to protect our community members. To date we have only initiated such action in one instance.

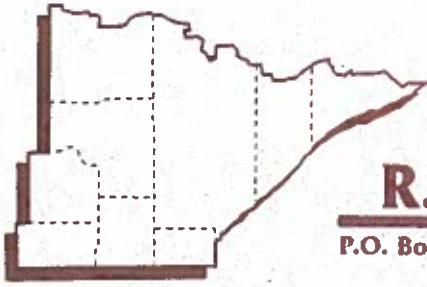
Libel includes statements that are recorded and broadcast and are stated or implied to be fact that may give an individual, group, product, or government a negative image. There are also laws that protect a plaintiffs emotional and mental well being as a result of improper statements. This being the case it is recommended that if during a meeting someone becomes aware that these types of statements have been made that our studios be contacted to strike such statements from public broadcast, whether such action be initiated by council or commission resolution or at the discretion of the mayor or chairperson of said meeting.

Our mission is to give the entire public a voice without the bias of our editorial opinion or personal persuasion, while at the same time protecting the sensibilities of every individual. To that end we continue to endeavor to present the whole truth. If there are ever any issues that compromise the integrity of our broadcast I want to know about it to correct the issue. Though in this case I know of nothing, it is not out of the realm of possibility that a computer glitch could cause some sort of a problem. The more information we have the better we can track it down. That's why it's important to notify us as soon as possible. If such was the case I apologize for any inconvenience and do look forward to continuing to work with you all.

Terry Hartikka

Virginia Public Access Studios

Station Manager



One Range...One Voice

## Range Association of Municipalities and Schools

P.O. Box 705, Buhl, MN 55713

PHONE (218) 258-3216

FAX (218) 258-3217

To: All RAMS Members and Associate Members

From: Ron Dicklich Executive Director, RAMS

Subject: Legislative Update

---

I have been waiting to give an update until some significant developments take place. I know you have all been hearing many opinions and guesses on the outcome of the session. Well let me try to give you the developments to date. First and foremost the rumors and statements about bail outs are correct. Governor Pawlenty continues to operate under the assumption that we do not need Cities, Townships, and School Districts, as he refuses to admit that there is a need for additional revenue for LGA, Education aid or Health Care. There will be additional cuts to all of the above as a result of his philosophy.

On top of that, he reinforced his contempt for the Iron Range by vetoing every project that we had in the Capital Bonding Bill. Iron Range Legislators are preparing a Project Stimulus package for Iron Range communities, but that will come from local Taconite Tax revenues which will provide the only construction activity in our area. They are also looking at some additional revenue to School Districts that have lost revenues as a result of sagging Taconite production last year.

In my meetings with Senate Majority Leader Pogemiller and Speaker Anderson, I learned that there is the potential for some additional Federal money coming to Minnesota. The revenue however is linked to the much debated Health Care Bill. It could mean an additional \$637 million that would reduce the projected \$994 million dollar shortfall to under \$360 million. Once again this is a short term fix, but after all the Governor's legacy is short term and bandages for Budget management. It would mean however that the LGA and other cuts could be lessened. This would be a big help for our Cities, Towns, and Schools.

Well, that is pretty much what is happening as it affects us. There are other issues like GAMC which the Gov. vetoed and his party refused to override even after they had voted for it. I think however that Republicans are taking a lot of heat on that and we may see it again. My experience is that Minnesotans do not like mean, and the Governor's veto was based on his dislike for people depending on a program. Shortly after his veto his numbers dropped to almost a career low. We will keep watching that one. Thank you for your continued support I will report again when significant developments take place.



# Saint Louis County

Office of the Sheriff • 100 North 5th Avenue West, Room 103 • Duluth, Minnesota 55802  
Fax: (218) 726-2171

Protecting and Serving  
Our County with  
Professionalism  
and Pride

**Ross Litman**  
Sheriff

## MEMORANDUM

**To:** Municipal Emergency Managers  
**From:** Paul Lee, Coordinator, Emergency Management Division  
**Date:** March 26, 2010  
**SUB:** Severe Weather Awareness Week in Minnesota - April 19<sup>th</sup> – 23<sup>rd</sup>, 2010

The week of **April 19<sup>th</sup> – 23<sup>rd</sup>, 2010** is "Severe Weather Awareness Week in Minnesota". The goal is to educate Minnesotans on the need to prepare their own emergency plans for tornadoes and severe weather and to encourage the exercising of those plans. Being prepared is more than just knowing what to do when the warning sirens sound. Each day of the week will have a specific topic such as "Thunderstorms, Hail, Straight-Line Winds and Lightning", "Severe Weather Warnings, Floods, Flash Floods etc.

Minnesota will be conducting a statewide Tornado Drill on Thursday, **April 22<sup>nd</sup>, 2010**. The traditional afternoon statewide drill will be conducted at 1:45 p.m. The National Weather Service will initiate the process by issuing a statewide "simulated tornado watch" at 9:00 a.m. A "simulated tornado warning" will be issued and disseminated beginning at 1:45 p.m. The statewide drill will conclude at 2:00 p.m. The state of Minnesota is asking that severe weather warning systems statewide be activated as a part of this drill. The activation is purely up to you, however, if you are going to activate your warning system, including your sirens, in your community you should spread the word as to why they are being sounded.

The St. Louis County Warning Network will be activated for this exercise. The Plectron monitor radios placed in many municipalities should be activated at 9:00 a.m. and again at 1:45 p.m. with the simulated watch and warning messages. The monitors will be activated by the National Weather Service or St. Louis County 9-1-1 Communications.

Reply to:

**Administrative Offices**  
100 N 5th Ave W, Rm 103  
P.O. Box 16187 Duluth, MN 55816  
Phone: (218) 726-2341  
Fax: (218) 726-2171

**County Jail**  
4334 Haines Road  
Duluth, MN 55811  
Phone: (218) 726-2345  
Fax: (218) 725-6134

**Emergency Management**  
5735 Old Miller Trunk Hwy  
Duluth, MN 55811  
Phone: (218)  
Fax: (218)

**Sheriff's Office**  
300 South 5th Avenue  
Virginia, MN 55792  
Phone: (218) 749-7134  
Fax: (218) 749-7192

**Sheriff's Office**  
1810 12th Ave E  
Hibbing, MN 55746  
Phone: (218) 262-0132  
Fax: (218) 262-6334

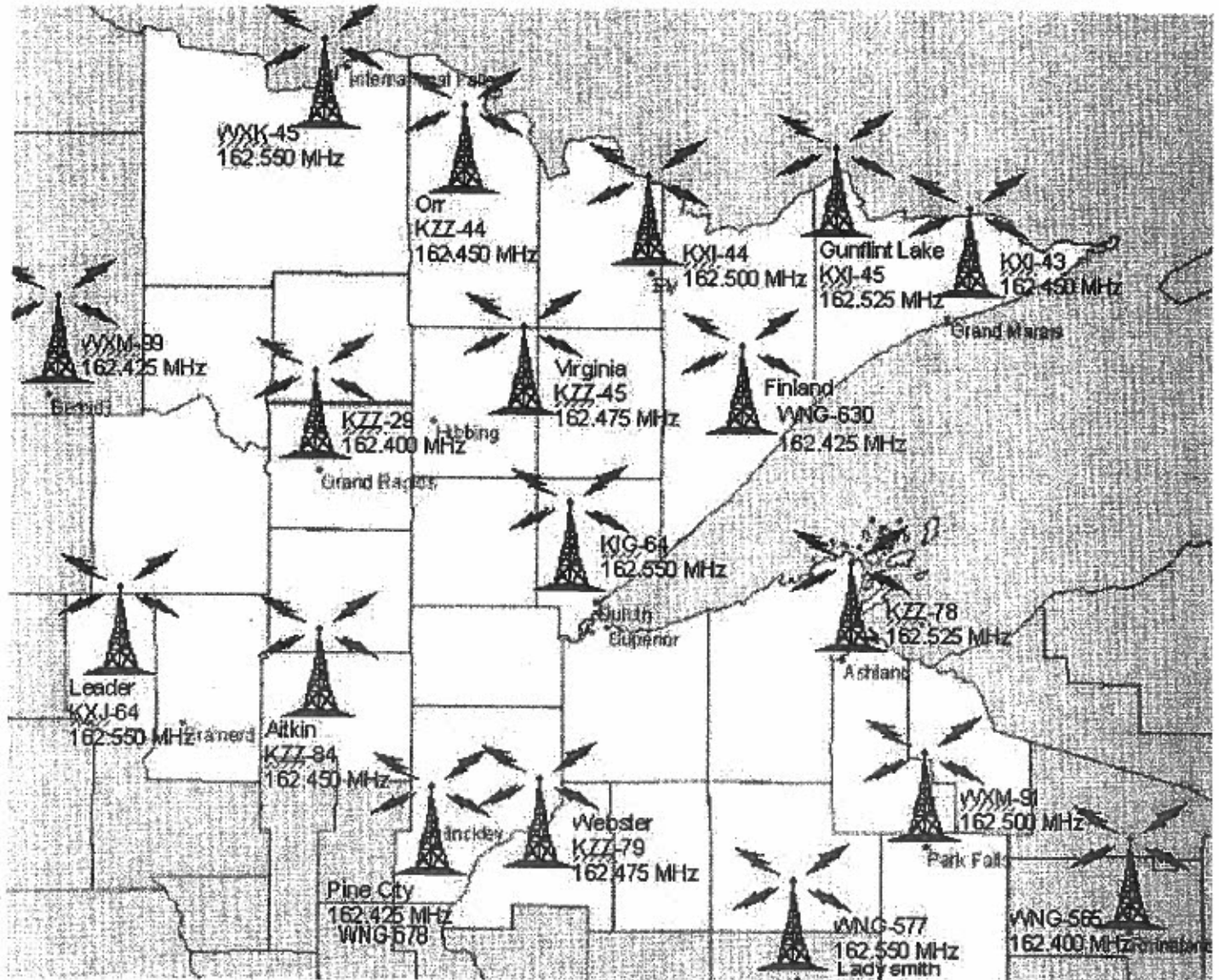
*An Equal Opportunity Employer*

MN Severe Weather Week  
March 26, 2010  
Page 2

The appropriate safety actions could help save lives, prevent injuries and protect property. The Minnesota Homeland Security/Emergency Management <http://www.severeweather.state.mn.us/> and the National Weather Service Office in Duluth [www.crh.noaa.gov/dlh/](http://www.crh.noaa.gov/dlh/) will have information available soon. If you have questions, contact me at 218-625-3960 or [leep@co.st-louis.mn.us](mailto:leep@co.st-louis.mn.us)

Enclosures or Attachment dependent on means of receipt

# NOAA Weather Radio Transmitters Northeast Minnesota and Northwest Wisconsin





# Saint Louis County

Office of the Sheriff • 100 North 5th Avenue West, Room 103 • Duluth, Minnesota 55802  
Fax: (218) 726-2171

Protecting and Serving  
Our County with  
Professionalism  
and Pride

**Ross Litman**  
Sheriff

## Statewide Drill Schedule for April 22<sup>nd</sup>, 2010

### Simulated Tornado Watch Period

**9:00 A.M.**

- National Weather Service (NWS) will issue a **simulated tornado watch**.
- The St. Louis County Warning System (civil defense pagers) will be activated. A **simulated tornado watch** message will be broadcast.
- National Weather Service will distribute a **simulated tornado watch** message over the National Oceanic and Atmospheric Administration (NOAA) weather radio.

### Simulated Tornado Warning Period

**1:45 P.M.**

- The National Weather Service will issue a **simulated tornado warning**.
- The St. Louis County Warning System (civil defense pagers) will be activated. A **simulated tornado warning** message will be broadcast.
  - (Community sirens would be activated at this time if they choose to.)
- The National Weather Service will broadcast a **simulated tornado warning** message over the NOAA weather radio.
- Participating facilities should conduct their tornado drill at this time.

### End of Test

**2:00 P.M.**

- An "end of test" message will be disseminated on the St. Louis County Warning System (civil defense pagers).

Reply to:

**Administrative Offices**

100 N 5th Ave W, Rm 103  
P.O. Box 16187 Duluth, MN 55816  
Phone: (218) 726-2341  
Fax: (218) 726-2171

**County Jail**

4334 Haines Road  
Duluth, MN 55811  
Phone: (218) 726-2345  
Fax: (218) 725-6134

**Emergency Management**

5735 Old Miller Trunk Hwy  
Duluth, MN 55811  
Phone: (218)  
Fax: (218)

**Sheriff's Office**

300 South 5th Avenue  
Virginia, MN 55792  
Phone: (218) 749-7134  
Fax: (218) 749-7192

**Sheriff's Office**

1810 12th Ave E  
Hibbing, MN 55746  
Phone: (218) 262-0132  
Fax: (218) 262-6334

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## Severe Weather Warnings

- \$ The National Weather Service considers a thunderstorm to be severe if it produces hail one- inch or larger, wind 58 mph or stronger, or tornadoes.
- \$ **Watches** are issued when conditions are favorable for tornadoes, severe thunderstorms or flash floods. If you are in a watch area, make plans to seek shelter if necessary.
- \$ **Warnings** are issued when severe weather has been reported or is imminent. Seek shelter immediately if you are in or near the path of the storm.
- \$ Sirens, if available, are meant to warn those who are outdoors. If you hear a siren, turn on a radio or TV to hear safety information and seek shelter immediately.

## Thunderstorms, Winds and Hail

- \$ The typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes.
- \$ Thunderstorms can produce a strong outburst of wind known as a downburst or straight-line winds which may exceed 120 mph. They can overturn mobile homes, tear roofs off houses and topple trees.
- \$ Hail annually causes nearly one billion dollars in damage nationally. Many of the losses are incurred by farmers. Large hailstones fall at speeds faster than 100 mph and have been known to kill people.

## Lightning

- \$ Lightning kills around 100 Americans annually with about 300 others injured.
- \$ Myth: If it is not raining there is no danger from lightning.  
Fact: Lightning may occur as far as 10 miles away from any rainfall.
- \$ Myth: Rubber tires on a vehicle will protect you from being injured by lightning.  
Fact: Rubber provides no protection from lightning. However, the steel frame of a vehicle acts as a cage and routes the lightning strike to the ground.

## Tornado Safety Information

When a tornado warning is issued for your area, if you are:

- \$ *in the house*
  - Go to the basement. Get under a table, workbench or other sturdy furniture.
  - If there is no basement, go into a small interior room on the lowest level (closets, bathrooms, and interior halls afford the best protection).  
**Stay Away From Windows.**
- \$ *in an apartment, school or office building*
  - Move to the innermost room on the lowest level or to a pre-designated shelter area. Crouch down and protect your head from flying debris. Avoid areas with glass and large roof spans.
- \$ *in a mobile home*
  - Abandon it immediately. Seek a sturdy shelter or permanent structure. If there is no time, get out and lie flat in the nearest ditch or depression with your hands shielding your head.
- \$ *in a vehicle*
  - Get out of the vehicle and lie flat in a ditch or ravine. Never try to out-drive a tornado.

## Flash Floods

- \$ Nationally, floods claim nearly 200 lives annually, force 300,000 persons from their homes, and cause property damage in excess of 2 billion dollars.
- \$ When driving do not cross through high water. Two feet of running water is enough to carry away most vehicles. 50 percent of flash flood deaths occur in vehicles.

*For more information, check out these websites:*

Minnesota Severe Weather  
[www.severeweather.state.mn.us](http://www.severeweather.state.mn.us)

National Weather Service  
[www.crh.noaa.gov/dlh](http://www.crh.noaa.gov/dlh)

American Red Cross  
[www.redcross.org](http://www.redcross.org)



# 2009 Minnesota Tornadoes

