

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, APRIL 16, 2012 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the April 2, 2012, Regular Meeting (#1-9)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communication (#43-53)
- III. Public Forum
 - A. Public Hearing – County Road 7 Water System Improvements (#11-12)
- IV. Committee and Staff Reports
 - A. Mayor’s Report
 - B. City Administrator’s Report
 - 1. Authorization for Plans and Specifications – WWTP Roof (#13-15)
 - 2. West Two Rivers Campground Caretaker (#16-18)
 - 3. Final Solar Panel Array Layout (#19-23)
 - C. Interim Public Works Director’s Report
 - D. City Attorney’s Report
 - 1. Appoint Special Prosecutor (#24-25)
 - E. Sheriff’s Department Report
 - F. City Engineer’s Report
 - 1. Authorization to Seek Quotes (#26-32)
 - G. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 08-12 Certifying Entitlement to Land (#33-35)
 - B. Resolution Number 09-12 Authorizing Plans and Specifications (#36-37)
 - C. Resolution Number 10-12 Approving County Project with City (#38-39)
 - D. Requests to Serve Alcohol at Community Center (#40-41)
 - E. Merritt Days Committee Request (#42)
- VII. Communications (#43-53)
- VIII. Announcements
 - A. Local Board of Appeal & Equalization-Tuesday, April 24, 2012 – 6:30-7:30 p.m.
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
APRIL 2, 2012

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

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

1. Remove the following item from the agenda:
IX. Closed Meeting
2. Approve the minutes of the March 12, 2012, Committee-of-the-Whole meeting as submitted.
3. Approve the minutes of the March 19, 2012, regular meeting as submitted.
4. 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.
5. To acknowledge the receipts for the period March 16-31, 2012, totaling \$209,241.97, (a list is attached and made a part of these minutes).
6. To authorize the payment of the bills and payroll for the period March 16-31, 2012, totaling \$104,691.32, (a list is attached and made a part of these minutes).

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

During the public forum, Saint Louis County Commissioner Keith Nelson was present to speak to the Council regarding the relocation of County Road 102. He advised the Council that He and the City Administrator have been meeting with U. S. Steel Corporation, a private entity, regarding the relocation of the road. He said that the rerouted portion of the road would be constructed and maintained by U. S. Steel Corporation. He also advised the Council that the 9-1-1 Memorial would be moved and would be accessible to the public. He also said that the Wacootah Overlook lease would most likely be cancelled and that area may be mined in the future. He said that U. S. Steel Corporation would allow for arranged visits for individuals to visit the Settler's Cemetery. The Mayor thanked Commissioner Nelson for attending the meeting.

The Mayor reported on the following:

- Birthday. He wished Irene Levasseur, West Virginia resident, a birthday wish for her 103rd birthday.
- Non-Profit Fundraiser. He informed the public that Care Partners have partnered with the Serviceman's Club and are hold a Meatball Dinner fundraiser on Wednesday, April 11, 2011, from 3:00 to 6:30 p.m.
- Honor Flight. Councilor Tuomela announced that she had been chosen to participate on an Honor Flight scheduled for May 15, 2012.

It was moved by Prebeg and seconded by Tuomela to appoint Terry Martinson, to represent the Mountain Iron-Buhl School Board, on the Mountain Iron Cable Commission, with his term expiring December 31, 2014. The motion carried.

It was moved by Zupancich and seconded by Tuomela to authorize City Staff to advertise for the Seasonal Summer Employees in the Hometown Focus, on the public television channel, and on the city's web site. It was moved by Roskoski to amend the motion to include publication in the Mesabi Daily News and the Manney Shopper. The **amendment to the motion failed** for lack of a second. The motion carried.

The City Administrator reported on the following:

- Web Site. The City's re-designed web site had been completed and is now running.
- West Two Rivers Campground. The campground would be open on May 11, 2012. He advised residents to contact the City Hall for reservations made prior to May 11, 2012.
- Summer Recreation Programs. There would be a sign up day on Saturday, April 14, 2012, or forms could be obtained at the City Hall until May 4th.

The Interim Public Works Director informed the Council about two recent power outages.

The Library Director reported on the following:

- Library Statistics. Distributed a written report for the month of March, 2012.
- Adult Reading Program. Just completed an Adult Reading Programs with over 50 participants.
- Meet the Author. Sixth Grade students in the area all received a free book to read and they would be meeting the author of the book on April 4, 2012, in Virginia.
- Books. Promoted some new books from the Mountain Iron Library.
- Easter Egg Hunt. The Mountain Iron Recreation Department would be sponsoring the event on Saturday, April 7, 2012, at Merritt Elementary. She thanked Michelle Kaivola, Amy Hutkowski, and Jessica Larsen for assisting her; and, the Mountain Iron Fire Department and the Friends of the Library for working on the event.

During the Sheriff's Department report, the Sergeant thanked Victor Lund, Traffic Engineer for Saint Louis County, and Roland Hanson, Sign Department for Saint Louis County, for providing a speed trailer on County Road 7. He said that this had significantly reduced the speed of vehicles on County Road 7.

It was moved by Prebeg and seconded by Zupancich to accept the recommendation of the Park and Recreation Board to increase the Summer Recreation fees to cover the actual costs as follows:

T-Ball and Ponies would change from \$20 to \$25
Minors, Majors, and Babe Ruth would change from \$25 to \$35

The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Roskoski to accept the recommendation of the Park and Recreation Board to authorize the Recreation Department to assist the Mountain Iron-Buhl School by providing the use of the infield groomer and an employee to spread agri-lime on the baseball field adjacent to the Merritt Elementary School. The motion carried.

During the liaison reports, Councilor Roskoski updated the Council on the following:

- MN/DoT Meeting. He said that the Minnesota Department of Transportation held a meeting on March 27, 2012, at the Mountain Iron Community Center to get public input and review the new routes for the Highway 53 access through Virginia.
- County Road 102. He reported that the railroad crossing upgrade on County Road 102 had been completed.
- Calendar Parking. He said that the Street Committee should review the calendar parking in the winter with regard to overnight parking with, "No Parking from 2 a.m. till 6 a.m.", on Main Street.
- City Brush Pile. He said that he contacted the Minnesota Pollution Control Agency and the Saint Louis County Environmental Services regarding the burning of the brush pile. He said that he was advised that the City does not have to burn the pile, that there are contractors available to haul the brush away and charges \$100 per 10 tons of ground material.
- Garden Drive/Park Drive Stop Sign. He said that this should go to Street Committee for further review.

It was moved by Roskoski and seconded by Zupancich to adopt Resolution Number 06-12, Re-establishing Precincts and Polling Places, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 07-12, Charitable Gambling, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Prebeg to support Resolution Number 2-0312 from the Laurentian Chamber of Commerce regarding the opposition to allowing a Constitutional Amendment to Require a Legislative Supermajority. The motion carried.

It was moved by Prebeg and seconded by Tuomela to allow Jimmy Scraggs, LLC, doing business as Hyde-Away Bar, to serve alcohol at the Mountain Iron Community Center on June 2, 2012, for a wedding reception. The motion carried.

At 7:39 p.m., it was moved by Skalko and seconded by Roskoski that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Anderson, MMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Range Mental Health Center, an invitation to participate in the Fourth Annual Dustin Damm Memorial Walk for Mental Health on Thursday, May 17, 2012 in Virginia.

Summary By Category And Distribution

Category	Distribution	Amount
FINES	CRIMINAL	1,318.33
UTILITY	UTILITY	167,806.64
SPECIAL ASSESSMENTS	SPECIAL ASSESSMENTS-PRIOR YR	1,413.56
CD INTEREST	CD INTEREST 378	238.89
CD INTEREST	CD INTEREST 602	45.54
CD INTEREST	CD INTEREST 603	98.62
METER DEPOSITS	ELECTRIC	300.00
LICENSES	ANIMAL	25.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	40.08
FINES	PARKING VIOLATIONS	45.00
PERMITS	BUILDING	257.86
CAMPGROUND RECEIPTS	FEES	900.00
CD INTEREST	CD INTEREST 101	41.31
CD INTEREST	CD INTEREST 604	108.45
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	35,443.65
TAXES	TAXES RECEIVABLE-DELINQUENT	575.29
MISCELLANEOUS	REIMBURSEMENTS	188.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	200.00
BUILDING RENTALS	SENIOR CENTER	50.00
COPIES	COPIES	.75
BUILDING RENTALS	COMMUNITY CENTER	100.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
BUILDING RENTALS	NICHOLS HALL	25.00
Summary Totals:		<u>209,241.97</u>

Check Issue Date(s): 03/24/2012 - 04/03/2012

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/12	03/29/2012	140553	119	VOID - THOMAS MAJETICH	604-20200	101.36 -M
03/12	03/29/2012	141341	1152	VOID - ST LOUIS COUNTY PHHS	604-20200	.50 -M
03/12	03/29/2012	141400	8029	VOID - DEVON LIMESAND	604-20200	.90 -M
03/12	03/29/2012	141604	1010	VOID - FRANCINE WILLIAMS	604-20200	7.38 -M
03/12	03/29/2012	141716	1112	VOID - AUTUMN ROGERS	604-20200	216.48 -M
04/12	04/03/2012	142182	5007	ASSURANT EMPLOYEE BENEFITS	801-20200	686.51
04/12	04/03/2012	142183	30086	CARPENTER, JULIE	101-20200	150.00
04/12	04/03/2012	142184	30017	CARQUEST (MOUNTAIN IRON)	603-20200	679.99
04/12	04/03/2012	142185	30068	CHAD, GREG	101-20200	190.00
04/12	04/03/2012	142186	30072	COMPUTER WORLD	101-20200	5,238.76
04/12	04/03/2012	142187	30032	COURT ADMIN.-CONCILIATION	604-20200	15.00
04/12	04/03/2012	142188	40050	DIRECT SCAFFOLD SUPPLY, LP	101-20200	238.60
04/12	04/03/2012	142189	500012	ERA LABORATORIES INC	602-20200	498.50
04/12	04/03/2012	142190	60029	FERGUSON ENTERPRISES INC	101-20200	8.43
04/12	04/03/2012	142191	60003	FIVE SEASONS SPORTS CENTER	101-20200	113.76
04/12	04/03/2012	142192	60009	FRED FAUST	101-20200	32.15
04/12	04/03/2012	142193	70035	G & K SERVICES	101-20200	56.94
04/12	04/03/2012	142194	70040	G & S SUPPLY	101-20200	293.99
04/12	04/03/2012	142195	70004	GRANDE ACE HARDWARE	101-20200	68.36
04/12	04/03/2012	142196	80041	HELLOI BOOKING	101-20200	5,000.00
04/12	04/03/2012	142197	80001	HILLYARD/HUTCHINSON	101-20200	317.04
04/12	04/03/2012	142198	80037	HOMETOWN FOCUS	101-20200	47.25
04/12	04/03/2012	142199	60018	JILL M ANDERSON	101-20200	219.81
04/12	04/03/2012	142200	4013	JOHN KAUPPINEN LAW ENFORCEMEN	230-20200	200.00
04/12	04/03/2012	142201	100021	KNAPPER, JERRY	101-20200	383.45
04/12	04/03/2012	142202	120048	L'ALLIER, TABITHA	101-20200	140.00
04/12	04/03/2012	142203	120002	LAWSON PRODUCTS INC	101-20200	514.22
04/12	04/03/2012	142204	4009	LIVING WITH YOUR EXCH STUDENT	101-20200	15.95
04/12	04/03/2012	142205	120014	LUNDGREN MOTORS	101-20200	10.69
04/12	04/03/2012	142206	130030	MACQUEEN EQUIPMENT	603-20200	330.40
04/12	04/03/2012	142207	4010	MARK & PATTY MORIN	101-20200	200.00
04/12	04/03/2012	142208	130041	MESABI BITUMINOUS	101-20200	743.00
04/12	04/03/2012	142209	130006	MESABI HUMANE SOCIETY	101-20200	1,580.00
04/12	04/03/2012	142210	4012	MINN. DEPT OF TRANSPORTATION	101-20200	200.00
04/12	04/03/2012	142211	130008	MINNESOTA MUNICIPAL UTILITIES	602-20200	8,176.00
04/12	04/03/2012	142212	130009	MINNESOTA POWER (ALLETE INC)	602-20200	1,520.47
04/12	04/03/2012	142213	120007	MOTION INDUSTRIES INC	101-20200	13.34
04/12	04/03/2012	142214	140047	NARDINI FIRE EQUIPMENT CO INC	101-20200	432.55
04/12	04/03/2012	142215	140055	NORTHERN VISUAL SERVICES	101-20200	2,600.00
04/12	04/03/2012	142216	140065	NYMAN, KEITH	101-20200	370.00
04/12	04/03/2012	142217	40032	OFFICE OF ENTERPRISE TECHNOLOG	604-20200	420.15
04/12	04/03/2012	142218	160002	PETTY CASH FUND	101-20200	167.41
04/12	04/03/2012	142219	160047	PONTINEN, RYAN	101-20200	20.00
04/12	04/03/2012	142220	190045	SERVICE SOLUTIONS	101-20200	24.58
04/12	04/03/2012	142221	190004	SKUBIC BROS INC	604-20200	142.43
04/12	04/03/2012	142222	4044	SUMMER WORK OUTREACH PROGRA	101-20200	200.00
04/12	04/03/2012	142223	200003	TACONITE TIRE SERVICE	101-20200	12.50
04/12	04/03/2012	142224	200053	TEAM LABORATORY CHEMICAL CORP	101-20200	211.61
04/12	04/03/2012	142225	200028	TRI CITIES BIOSOLIDS DISPOSAL	602-20200	6,177.00
04/12	04/03/2012	142226	210001	UNITED ELECTRIC COMPANY	604-20200	350.44
04/12	04/03/2012	142227	220025	VERIZON WIRELESS	101-20200	261.98
04/12	04/03/2012	142228	220014	VIKING INDUSTRIAL NORTH	101-20200	139.85
04/12	04/03/2012	142229	230005	WESCO DISTRIBUTION INC	604-20200	2,680.98
04/12	04/03/2012	142230	230028	WISCONSIN ENERGY CONSERVATION	604-20200	379.95
04/12	04/03/2012	142231	260005	ZEP MANUFACTURING COMPANY	101-20200	443.71
04/12	04/03/2012	142232	260008	ZUPANCICH, DANNY J.	101-20200	70.00

Check Issue Date(s): 03/24/2012 - 04/03/2012

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
Totals:						<u>42,661.13</u>
				Payroll-PP Ending 3/30/12		<u>62,030.19</u>
				TOTAL EXPENDITURES		<u><u>\$104,691.32</u></u>



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 06-12

REESTABLISHING PRECINCTS AND POLLING PLACES

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Mountain Iron, County of Saint Louis, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

Precinct 1 (Community Center, 8586 Enterprise Drive South)
The Western part of the City

Precinct 2 (Community Center, 8586 Enterprise Drive South)
The Eastern part of the City

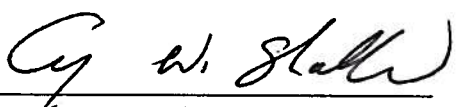
Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

DULY ADOPTED BY THE CITY COUNCIL THIS 2nd DAY OF APRIL, 2012.

ATTEST:

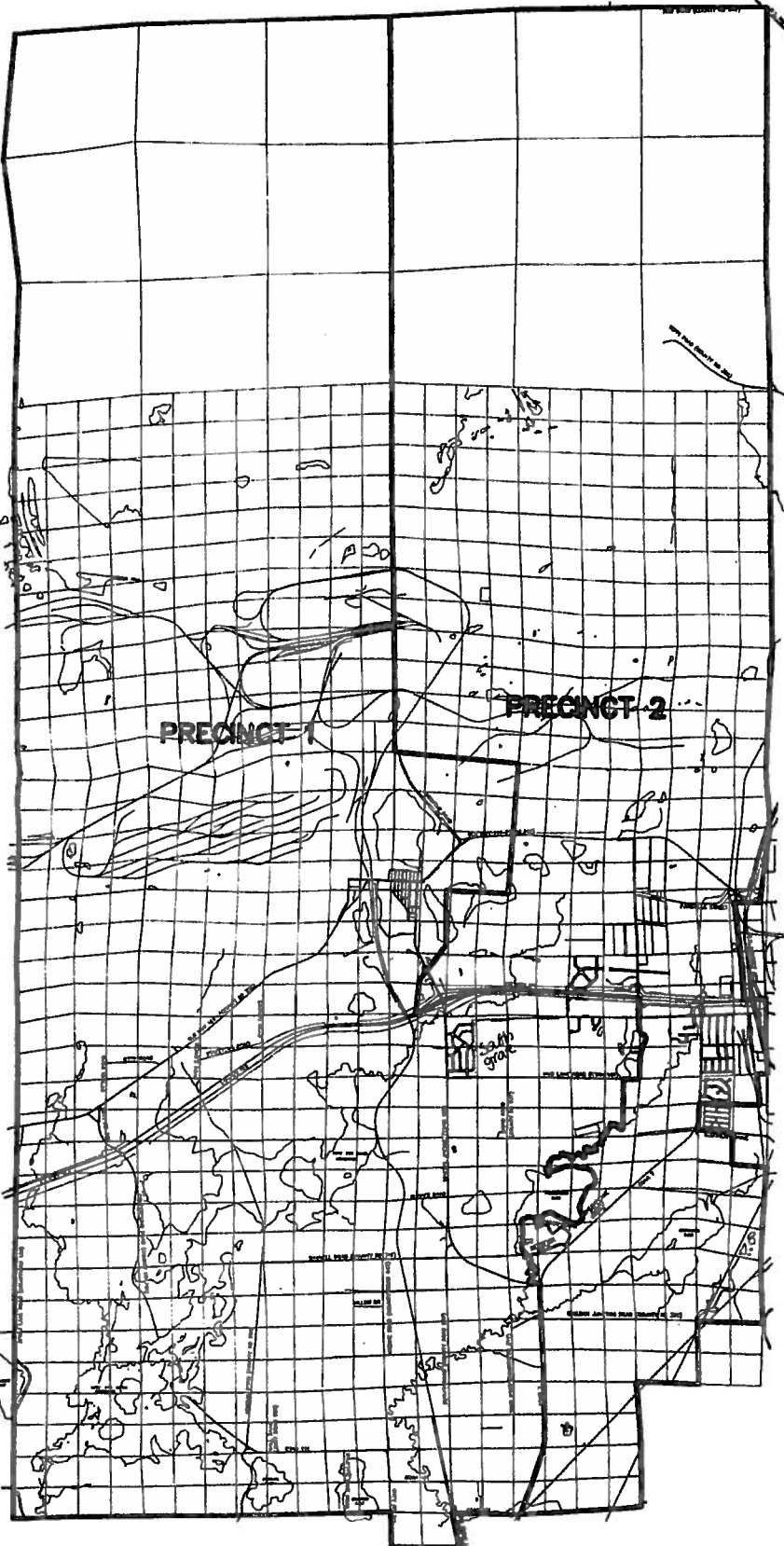


City Administrator



Mayor Gary Skalko

**CITY OF MOUNTAIN IRON, MINNESOTA
PRECINCT MAP**



SHEET NO. 1 OF 1

PRECINCT MAP
CITY OF MOUNTAIN IRON, MINNESOTA

GENERAL LOCATION

DATE	REVISIONS	DESCRIPTION

Benchmark
ENGINEERING, INC.
5878 16th Street, Mount Iron, Minnesota, 55129
Phone: (612) 251-1111
Fax: (612) 251-1112



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RESOLUTION NUMBER 07-12 CHARITABLE GAMBLING

WHEREAS, Chicagami, has applied for a Premise Permit to conduct Charitable Gaming at the Sawmill Saloon and restaurant located at 5437 Mountain Iron Drive, Mountain Iron, MN 55768, and;

WHEREAS, Chicagami, is requesting that a Charitable Gambling Permit be issued.

NOW, THEREFORE, BE IT RESOLVED BY THE MOUNTAIN IRON CITY COUNCIL, that the Mountain Iron City Council hereby approves said premise permit.

DULY ADOPTED BY THE CITY COUNCIL THIS 2nd DAY OF APRIL, 2012.

ATTEST:

City Administrator

Mayor Gary Skalko

Notice of Hearing on Improvement

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Mountain Iron will meet in the Mountain Iron Room of the Community Center at 6:30 p.m. on April 16, 2012, to consider the making of Improvement Number 12-05, an improvement of the Mountain Iron Water System along County Road 7 between Spruce Drive and Southern Drive by installing a water main, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvement is the abutting property. The estimated cost of the improvement is \$200,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

City Administrator

Published in the Hometown Focus on April 6, and April 13, 2012

Parcel Code	Name	Address	City	Front Footage	Total	Assessment Amount	Per Foot
175-0071-01360	RGGS	100 WAUGH DRIVE SUITE 400	HOUSTON TX 77007	730	\$ 200,000.00	\$ 6,873.82	\$ 9.42
175-0071-01365	Calvary Cemetery	P O BOX 188	VIRGINIA MN 55792	286	\$ 26,930.32	\$ 2,693.03	\$ 9.42
175-0071-01395	Calvary Cemetery	P O BOX 188	VIRGINIA MN 55792	573	\$ 53,954.80	\$ 5,395.48	\$ 9.42
175-0071-01390	RGGS	100 WAUGH DRIVE SUITE 400	HOUSTON TX 77007	535	\$ 50,376.65	\$ 5,037.66	\$ 9.42
				2124	\$ 200,000.00	\$ 20,000.00	

COUNCIL LETTER 041612-IVB1

ADMINISTRATION

PLANS AND SPECIFICATIONS

DATE: April 12, 2012

FROM: Craig J. Wainio
City Administrator

Staff is requesting authorization to develop Plans and Specifications for the replacement of the roof, windows and doors at the Wastewater Treatment Plant control building. Currently, the roof has multiple leaks and the windows and doors are less than desirable for heating and weather proofing. Enclosed, please find estimates provided by Architectural Resources. The 2012 Wastewater Enterprise Budget has \$50,000 budgeted for this project.



**A R C H I T E C T U R A L
R E S O U R C E S • I N C.**

ARCHITECTURE • ENGINEERING • LANDSCAPE ARCHITECTURE • INTERIOR DESIGN

MEMO

DATE: October 17, 2011
TO: Craig Wainio, City Administrator
FROM: Mark Wirtanen
SUBJECT: Waste Water Treatment Plant Control Building Re-Roof
Proposed Construction Budget

The following budget was prepared for the replacement of the roof on the existing 32' X 28' and 16' x 8' (1,024 sf) Control Building at the Waste Water Treatment Plant.

The budget includes:

- Removal and disposal of existing roofing and roof insulation.
- New vapor barrier.
- New R-40+ roof insulation.
- EPDM membrane and flashing.
- Pre-finished metal coping and fascia.
- Standard 10-year warranty

Proposed budget:

Re-Roof	\$10,500.00
Design Fees	\$ 2,300.00
Construction Contingency	<u>\$ 2,200.00</u>
Proposed Project Budget	\$15,000.00



**A R C H I T E C T U R A L
R E S O U R C E S • I N C.**

ARCHITECTURE • ENGINEERING • LANDSCAPE ARCHITECTURE • INTERIOR DESIGN

• M E M O •

DATE: April 9, 2012
TO: Craig Wainio (cwainio@ci.mountain-iron.mn.us)
FROM: Mark Wirtanen (mark.wirtanen@arimn.com)
SUBJECT: **CITY OF MOUNTAIN IRON WASTE WATER TREATMENT PLANT
EXTERIOR WINDOW & DOOR REPLACEMENT BUDGET
ARI Project # P11153**

The following is a proposed construction budget for the replacement of the existing windows and doors at the WWTP.

The building currently has three windows and four door openings. One of the door openings is a double leaf door.

Opening Sizes:

Windows:

- 1. (2) 3'0" x 3'4"
- 2. (1) 2'0" x 3'0"

Doors:

- 1. (1) 2'6" x 6'7"
- 2. (2) 3'0" x 6'7"
- 3. (1) 6'0" x 6'7" (double 3'0" leaves)

Proposed Budget:

1. Mobilization/Demobilization	\$ 1,200.00
2. Selective Demolition/Disposal	1,800.00
3. Doors/Frames/Hardware (5)	8,000.00
4. Windows	2,800.00
5. Contractor's General Conditions & OH&P	<u>2,300.00</u>
6. Subtotal.....	\$16,100.00
7. Construction Contingency	2,500.00
8. Design Fees	2,200.00
9. Reimbursables/Site Visits	<u>1,700.00</u>
10. Total Proposed Project Budget.....	\$22,500.00

COUNCIL LETTER 041612-IVB2

ADMINISTRATION

WEST TWO RIVERS

DATE: April 12, 2012
FROM: Craig J. Wainio
City Administrator

The Parks and Recreation Board may be meeting with the proposed caretaker Monday afternoon to go over the West Two Rivers and may have a recommendation as to the enclosed proposed contract.

If the meeting is not scheduled for Monday it is requested that the City Council adopt the proposed contract contingent upon the final approval of the Parks and Recreation Board.



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CITY OF MOUNTAIN IRON WEST TWO RIVERS CARETAKER AGREEMENT

WHEREAS, the City of Mountain Iron, St. Louis County, Minnesota, is the owner of the West Two Rivers Campground facility; and

WHEREAS, William P. Haapala wishes to contract with the City of Mountain Iron to operate the said campground;

NOW, THEREFORE, be it agreed, by and between the parties hereto as follows:

1. William P. Haapala agrees to manage said West Two Rivers Campground for the period of Wednesday, May 9th, 2012 through Tuesday, September 4th, 2012.
2. The City of Mountain Iron agrees to pay William P. Haapala the sum of \$625.00 per week for operation of said facility for said 18-week period. Said compensation shall be paid bi-weekly. **The manager agrees to staff the campground and/or office daily between the hours of 11:00 a.m. to 7:00 p.m., seven days per week** and respond to requests for information or service from campground users at other times of the day. If necessary, the manager must inform the City Administrator or designee of any changes in the schedule. If the manager is to be absent at any time, he must post this information on the Caretaker's Board outside of the building stating his departure and arrival.
3. William P. Haapala agrees to act as manager of the campground facility and to collect the fees for the campground and to transmit the same to the City of Mountain Iron on an as-needed basis, during office hours. The manager is to reside at the campground and must provide his own furnishings for the provided manager's quarters. The City of Mountain Iron will provide electrical service to this site.
4. William P. Haapala consents and agrees that the contractual duties of supervising the West Two Rivers Campground facility include, but are not limited to, those indicated on Exhibit "A" attached hereto and made a part of hereof.
5. William P. Haapala consents and agrees that services and duties of supervising the West Two Rivers Campground facility indicated on Exhibit "A" attached and other duties are required to be performed by him individually. William P. Haapala is prohibited from subcontracting and/or hiring out any of his responsibilities to any other individual or organization, without the express written consent of the City of Mountain Iron.
6. The City of Mountain Iron can terminate this contract at any time.

DATED this 21 day of MARCH, 2012

William P. Haapala 3-21-12
William P. Haapala - Signature & Date

Craig J. Wainio, City Administrator

2012
EXHIBIT "A"
WEST TWO RIVERS CAMPGROUD MAINTENANCE GUIDE

DAILY:

1. Clean bathrooms and fixtures, sweep and mop the control building.
2. Clean up camping areas and all other grounds.
3. Wipe off picnic tabletops at campsites and pavilions.
4. Pick-up litter on bench area, boat landings and fishing dock.
5. Collect fees as needed and turn in fees and receipts daily at the Mountain Iron City Hall.
6. Managers' residence and grounds must be kept clean and in order at all times.
7. Check bathrooms and shower stalls.
8. Perform daily inspections of all campsites each evening to ensure that payments have been made on all occupied sites and make appropriate arrangements for collection of unpaid fees.
9. Take reservations for campsites, and maintain camping and building rental records as required by the Owner.
10. Enforce campground rules and regulations, contact law enforcement when necessary.
11. Provide all campers with a copy of the campground rules and explain rules as necessary.
12. Maintain public information material as provided by the City at the campground office, answer questions and inquiries concerning the information and available services in and around Mountain Iron.
13. Inspect campground for safety-maintenance conditions and necessary repairs, and inform City personnel promptly if any repairs or other corrections are needed.
14. Clean, sweep and mop office, kitchen, dining room, pavilion, water fountain and concession buildings as needed, cleaning supplies to be furnished by Owner.

WEEKLY:

1. Cut the grass and do trimming of the campground.
2. Clean area around woodshed – rake all sticks, etc.
3. Wash windows and screens on all buildings as needed.
4. Pick up litter along County Road 761 (Campground Road) twice a week.
5. Clean/wash shower curtains.
6. Scrub out shower stalls. This includes walls and floors of shower stalls and bathrooms.

AS NEEDED:

1. Clear branches from campground area.
2. Clean and inventory storage area in control building.
3. Empty garbage cans.
4. Clean cabin after being used.
5. Perform duties as assigned by the Public Works Director as to the operation of the campground.
6. Notify portable toilet contractor of problems or additional servicing when required.

COUNCIL LETTER 041612-IVB3

ADMINISTRATION

FINAL SOLAR LAYOUT

DATE: April 12, 2012
FROM: Craig J. Wainio
City Administrator

Enclosed, please find the final proposed layout for the Community Center Solar project.



ARCHITECTURAL
RESOURCES, INC.

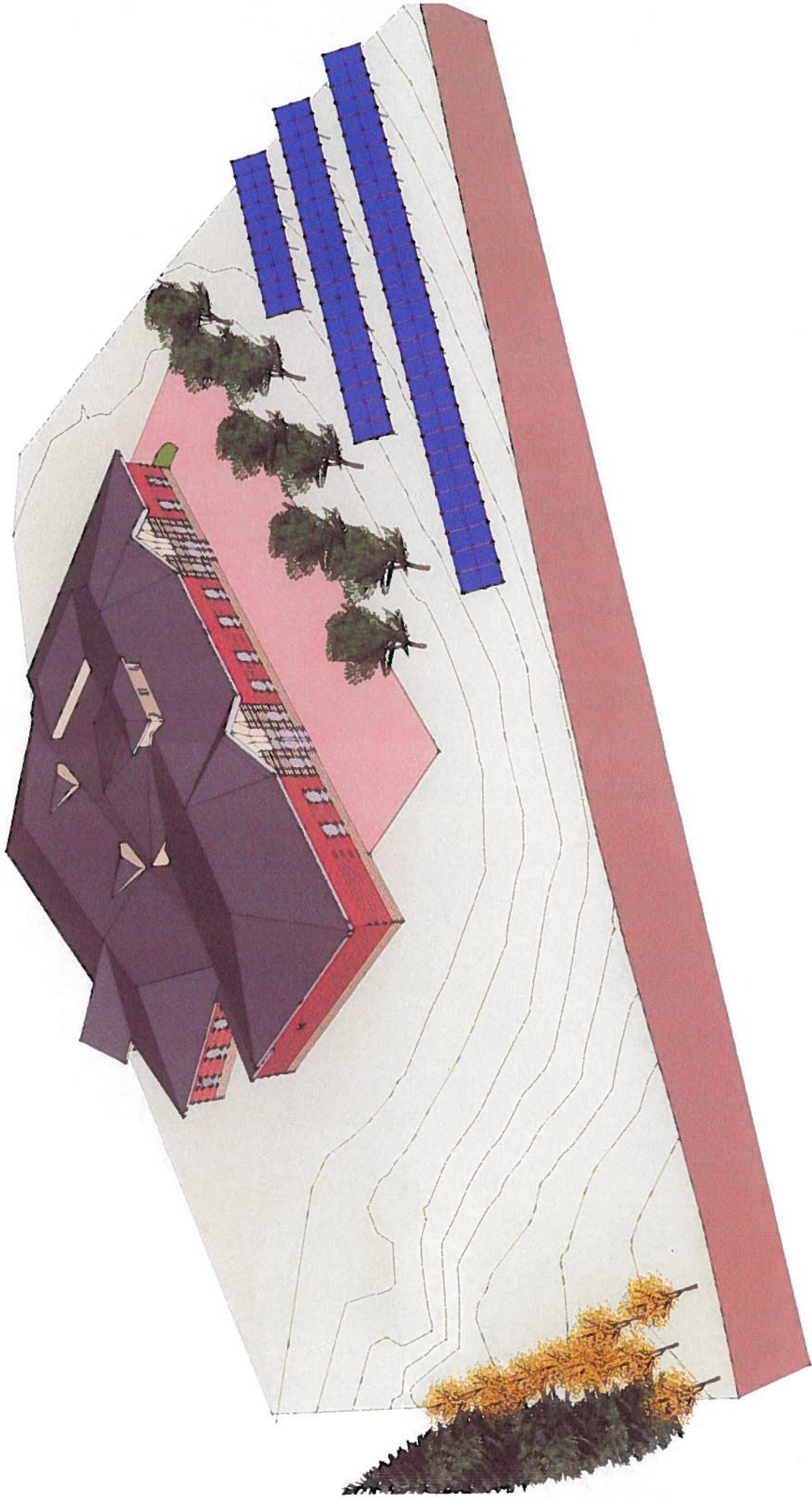
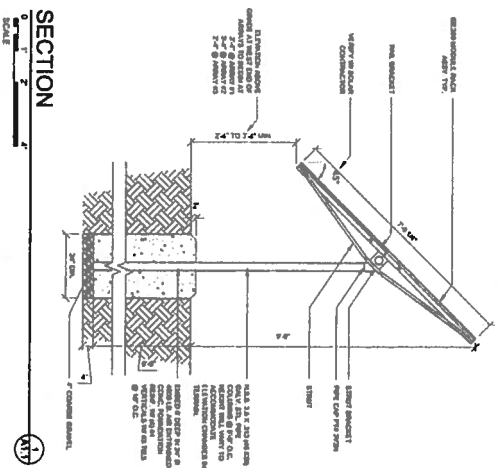
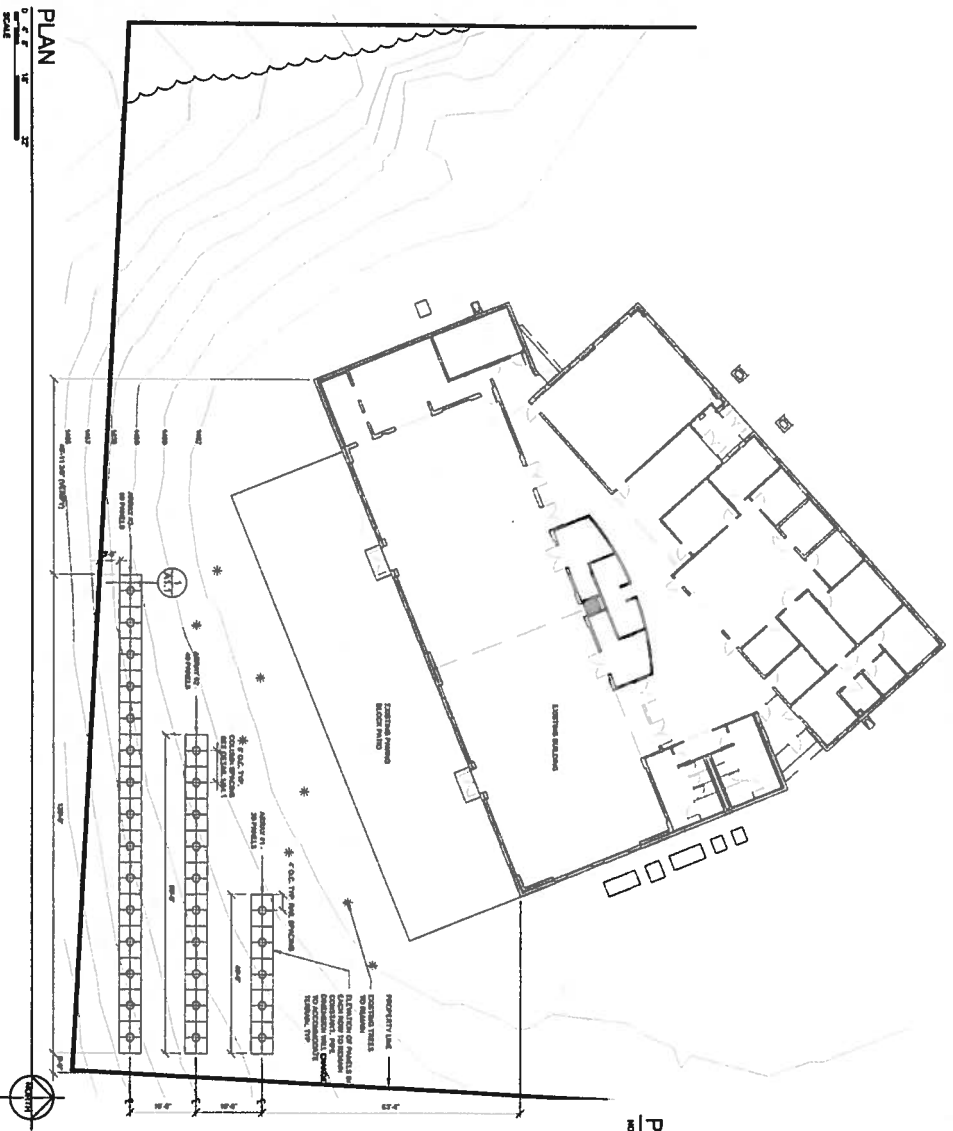


Figure 5 Perspective

Iron Community Center Solar Project

MT. IRON CITY HALL SOLAR PANEL PROJECT

8586 ENTERPRISE DRIVE SOUTH, MT. IRON, MN 56768



PROJECT LOCATION MAP

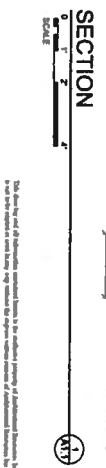


SHEET INDEX	
SHEET	DESCRIPTION
COVER	SHEET INDEX, BUILDING CODE REVIEW, ALL
ELECTRICAL	PHOT PLAN, POWER PANEL, POWER WIRING

APPROXIMATE COVER
2011 NATIONAL ELECTRICAL CODE

PROJECT TEAM

ARCHITECT HART VERTIGEN
COMMITTEE DAVID JOHNSON
ARCHITECTURAL RESPONSES, INC.
 708 EAST WASHINGTON STREET
 HERBING, MINNESOTA 55748
 PH: (763) 783-6888
 FAX: (763) 722-8000
www.hartvertdesign.com
info@hartvertdesign.com



ARCHITECTURAL RESOURCES • INC.

ARCHITECTURE
 ENGINEERING
 LANDSCAPE ARCHITECTURE
 INTERIOR DESIGN

8110 5TH AVE W. HERBING, MN
 55748
 TEL: 612-429-0800
 FAX: 612-429-0803
www.archresources.com

101 EAST WASHINGTON STREET
 HERBING, MINNESOTA 55748
 TEL: 763-727-4941
 FAX: 763-727-4941
www.hartvertdesign.com

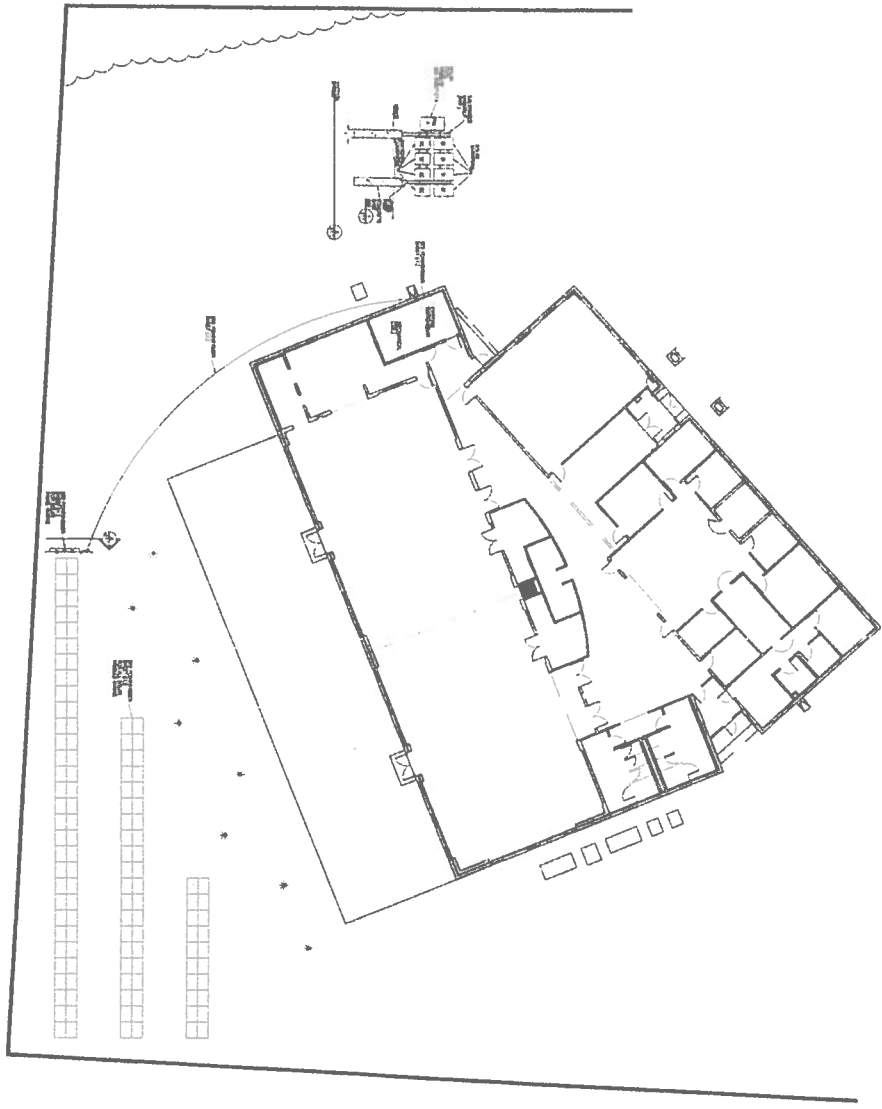
101 EAST WASHINGTON STREET
 HERBING, MINNESOTA 55748
 TEL: 763-727-4941
 FAX: 763-727-4941
www.hartvertdesign.com

MT. IRON MINNESOTA
 PROJECT NO. 11-107
 DATE: 06-APRIL 2012
 DRAWN: LBS
 REVISIONS:

REVISIONS:
 1. REVISIONS TO THE PLAN
 2. REVISIONS TO THE SECTION
 3. REVISIONS TO THE ELECTRICAL
 4. REVISIONS TO THE POWER PANEL
 5. REVISIONS TO THE POWER WIRING
 6. REVISIONS TO THE POWER WIRING
 7. REVISIONS TO THE POWER WIRING
 8. REVISIONS TO THE POWER WIRING
 9. REVISIONS TO THE POWER WIRING
 10. REVISIONS TO THE POWER WIRING

PLAN

11 A



POWER PLAN



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- ARCHITECTURE
- ENGINEERING
- LANDSCAPE ARCHITECTURE
- INTERIOR DESIGN

418 212 994-1100 FAX 418 212 994-1101
 100 EAST 400 500 7TH ST
 HERBERT MINNESOTA 55410
 FAX 518-722-0881
 EMAIL: arresources.com

100 EAST 400 500 7TH ST
 HERBERT MINNESOTA 55410
 PHONE 518-722-0881
 FAX 518-722-0881
 EMAIL: arresources.com

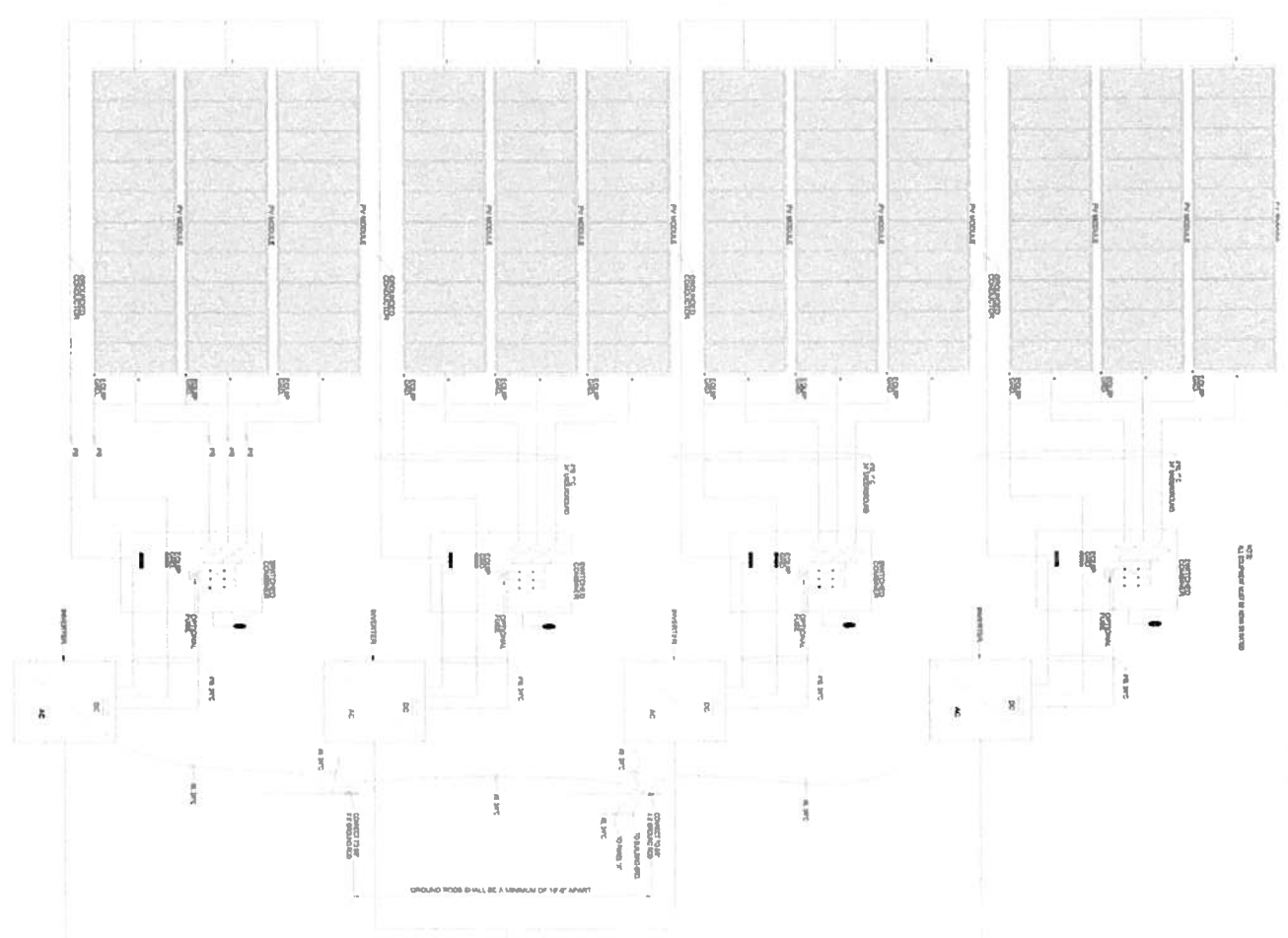
**MT. IRON
CITY HALL
SOLAR
PANEL
PROJECT**
 MT. IRON, MINNESOTA

PROJECT NO 11-107
 DATE 06-APRIL-2012
 DRAWN LJS
 REVISIONS

ARCHITECTURAL RESOURCES, INC.
 100 EAST 400 500 7TH ST
 HERBERT MINNESOTA 55410
 PHONE 518-722-0881
 FAX 518-722-0881
 EMAIL: arresources.com

POWER
PLAN

11



SOLAR EQUIPMENT SCHEDULE
 QUANTITY, DESCRIPTION, MAKE, MODEL, VOLTAGE, AMPERAGE, PHASE, WEIGHT, HEIGHT, NOTES

NO.	DESCRIPTION	MAKE	MODEL	VOLTS	AMPS	PHASE	WT.	HGT.	NOTES
1	SOLAR PANEL	REC	600W	120	10	1	17.5"	60"	1/2" ALUMINUM RAIL
2	SOLAR INVERTER	ENVI	5KW	120	40	1	18"	36"	1/2" ALUMINUM RAIL
3	CONDUIT	GEN	1/2"						1/2" ALUMINUM RAIL
4	TERMINAL BLOCK	GEN	1/2"						1/2" ALUMINUM RAIL
5	WIRE	GEN	12 AWG						1/2" ALUMINUM RAIL
6	WIRE	GEN	10 AWG						1/2" ALUMINUM RAIL
7	WIRE	GEN	8 AWG						1/2" ALUMINUM RAIL
8	WIRE	GEN	6 AWG						1/2" ALUMINUM RAIL
9	WIRE	GEN	4 AWG						1/2" ALUMINUM RAIL
10	WIRE	GEN	2 AWG						1/2" ALUMINUM RAIL

SOLAR FEED PANEL SCHEDULE
 QUANTITY, DESCRIPTION, MAKE, MODEL, VOLTAGE, AMPERAGE, PHASE, WEIGHT, HEIGHT, NOTES

NO.	DESCRIPTION	MAKE	MODEL	VOLTS	AMPS	PHASE	WT.	HGT.	NOTES
1	SOLAR FEED PANEL	GEN	120V	100	1	18"	36"	1/2" ALUMINUM RAIL	
2	CONDUIT	GEN	1/2"					1/2" ALUMINUM RAIL	
3	TERMINAL BLOCK	GEN	1/2"					1/2" ALUMINUM RAIL	
4	WIRE	GEN	12 AWG					1/2" ALUMINUM RAIL	
5	WIRE	GEN	10 AWG					1/2" ALUMINUM RAIL	
6	WIRE	GEN	8 AWG					1/2" ALUMINUM RAIL	
7	WIRE	GEN	6 AWG					1/2" ALUMINUM RAIL	
8	WIRE	GEN	4 AWG					1/2" ALUMINUM RAIL	
9	WIRE	GEN	2 AWG					1/2" ALUMINUM RAIL	

ELECTRICAL CONSTRUCTION SPECIFICATIONS

GENERAL REQUIREMENTS: THE WORK SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL BOARD OF FIRE UNDERWRITERS (NFPA) 70E. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

ARCHITECTURAL RESOURCES • INC.

• ARCHITECTURE
 • ENGINEERING
 • LANDSCAPE ARCHITECTURE
 • INTERIOR DESIGN

110 W. ...

701 EAST ...
 HUNTING ...
 ...
 ...

MT. IRON CITY HALL SOLAR PANEL PROJECT

MT. IRON, MINNESOTA

PROJECT NO. 11-107

DATE: 05-APRIL-2012

DESIGN: LKS

REVISIONS:

POWER RISER

1.2

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COUNCIL LETTER 041612-IVD1

CITY ATTORNEY

SPECIAL PROSECUTOR

DATE: April 12, 2012

FROM: Sam Aluni
City Attorney

Craig J. Wainio
City Administrator

Mr. Edmund Roskoski has recently filed an appeal of the March 7, 2012 judgment. Mr. Bruce Williams is unwilling to serve as special prosecutor for the appeal. Therefore the City needs to appoint a new special prosecutor for the case do to a conflict of interest identifies by the Trenti Law Firm. City Attorney Sam Aluni is recommending that the City Council hire Andy Borland for the Sellman Law Office as Counsel for the case. Enclosed, Please find a letter from Mr. Borland.

SELLMAN LAW OFFICE

Richard K. Sellman
Andy Borland
Jaclyn Corradl Simon

Attorneys at Law

1907 Third Avenue East, Suite 1
P.O. Box 37
Hibbing, Minnesota 55746
Telephone (218) 262-5501

April 3, 2012

VIA E-MAIL TRANSMITTAL AND US MAIL

Mr. Sam Aluni
Attorney at Law
TRENTI LAW FIRM
PO Box 958
Virginia, MN 55792

RE: State of Minnesota vs.
Edmund Charles Roskoski
Appellate Court File A120508
District Court File No. 69VI-CR-11-641

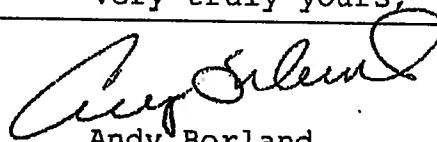
Dear Mr. Aluni:

I am in receipt of your e-mail of April 3, 2012. This is to advise that our office would be willing to act as City of Mountain Iron's attorney with regard to this appeal should the City of Mountain Iron wish for us to do so.

We would bill the City of Mountain Iron at the rate of \$160 per hour for all work performed on said appeal. We would be submitting a bill after the matter is concluded. The City of Mountain Iron would also be responsible for all costs incurred by our office as a result of said appeal.

Please confirm with my office that this fee arrangement is acceptable. If you have any questions, please feel free to contact me.

Very truly yours,



Andy Borland
Attorney at Law

AB:js



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

April 11, 2012

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

Re: City Hall and Senior Center
Sidewalk & Step Replacement
City of Mountain Iron
Project No.: MI12-07

Dear Mr. Wainio;

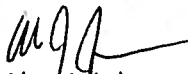
Benchmark Engineering, Inc. is nearing the completion of the construction plans and specifications for the City Hall and Senior Center Sidewalk and Step Replacement project.

At this time, Benchmark Engineering, Inc. is requesting City Council action to call for quotes for the above-referenced project. The quote opening will be set for May 2 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 May 7, 2012 meeting.

The draft plans is available for review at the City Hall and our office. Also, enclosed please find a project construction estimate.

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

Sincerely,
Benchmark Engineering, Inc.


Alan J. Johnson, P.E.
Project Engineer



April 11, 2012

City Hall and Senior Center Sidewalk and Step Replacement
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI12-07

SPEC. NO.	ITEM	UNITS	UNIT COST	City Hall	Senior Center	TOTAL QUANTITY	TOTAL AMOUNT
2104.501	REMOVE CURB AND GUTTER	LIN. FT.	\$5.00	80.0		80.0	\$400.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	\$2.50	220.0	506.0	726.0	\$1,815.00
2104.509	REMOVE CONCRETE STEPS	EACH	\$350.00		2.0	2.0	\$700.00
2104.511	SAWING PAVEMENT (FULL DEPTH)	LIN. FT.	\$5.00	20.0	45.0	65.0	\$325.00
2104.604	REMOVE AND REPLACE BITUMINOUS PAVEMENT	SQ. YD.	\$150.00	20.0	4.0	24.0	\$3,600.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	\$20.00	8.0	10.0	18.0	\$360.00
2105.525	TOPSOIL BORROW	CU. YD.	\$25.00	3.0	5.0	8.0	\$200.00
2211.503	AGGREGATE BASE (CV) CLASS V	CU. YD.	\$20.00	5.0	5.0	10.0	\$200.00
2411.603	CONCRETE STEPS - DESIGN SPECIAL	LUMP SUM	\$1,000.00		1.0	1.0	\$1,000.00
2411.603	CONCRETE RETAINING WALL	LIN. FT.	\$195.00		5.0	5.0	\$975.00
2540.601	INSTALL RAILING - FURNISHED BY OTHERS	LUMP SUM	\$1,000.00		1.0	1.0	\$1,000.00
2503.602	CONNECT TO STORM SEWER	EACH	\$500.00	1.0		1.0	\$500.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	\$500.00	2.0		2.0	\$1,000.00
2521.501	4" CONCRETE WALK	SQ. FT.	\$4.50	220.0	470.0	690.0	\$3,105.00
2531.501	CONCRETE CURB & GUTTER	LIN. FT.	\$20.00	80.0		80.0	\$1,600.00
2575.505	SODDING TYPE LAWN	SQ. YD.	\$12.00	27.0	60.0	87.0	\$1,044.00

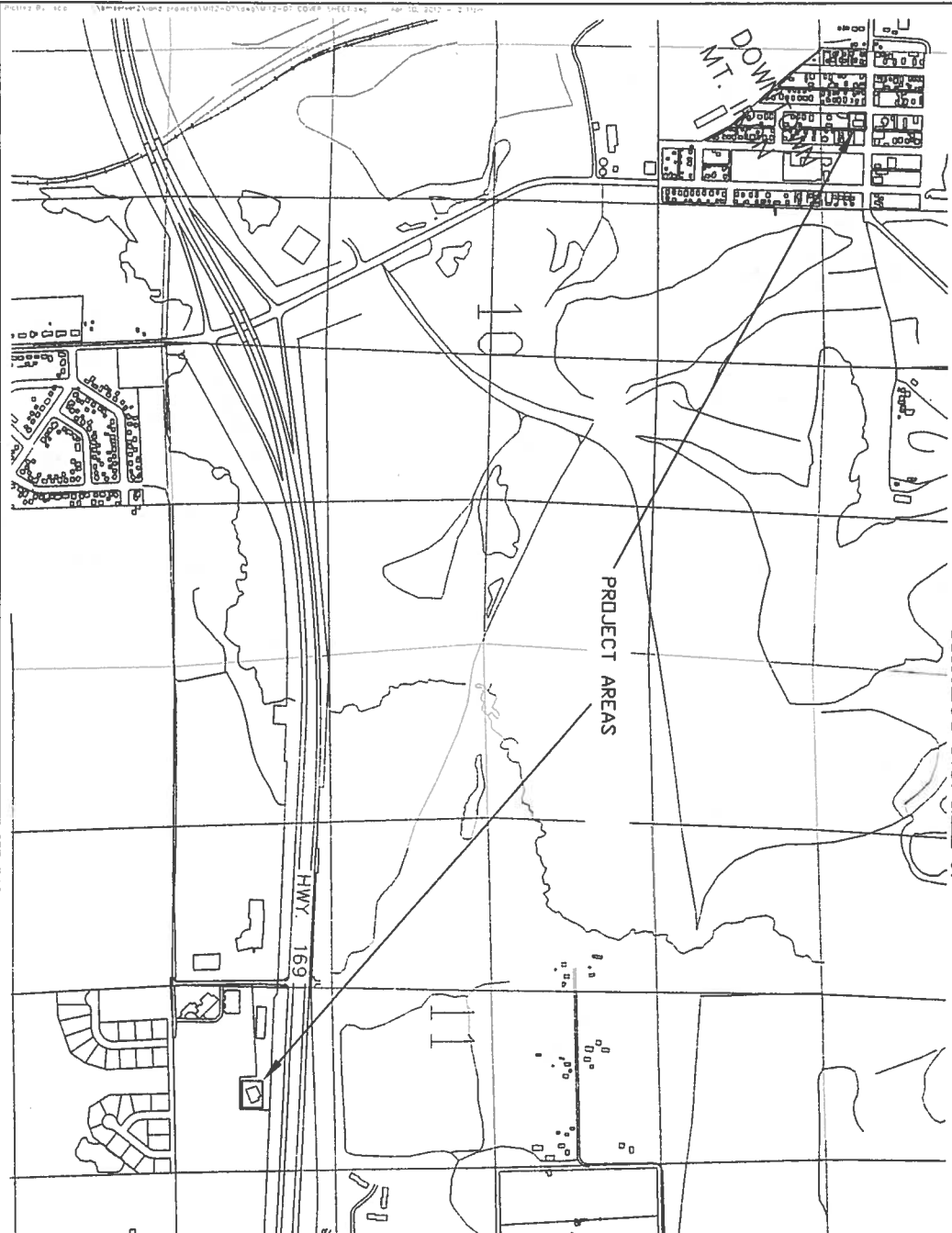
\$8,799.00	\$9,025.00
------------	------------

ESTIMATED CONSTRUCTION COST: \$17,824.00

BENCHMARK ENGINEERING, INC.

CITY HALL AND SENIOR CENTER SIDEWALK, CURB & STEP IMPROVEMENTS

PROJECT NO. MID-07



DESCRIPTION	SHEET NO.
GENERAL LOCATION & INDEX TO PLANS	1
CONSTRUCTION DETAILS	2-3
QUANTITIES	4
DETAILS	5



PRELIMINARY



**BENCHMARK
ENGINEERING, INC.**
8275 Main Street
P.O. Box 261
Mountain Iron, MN 55766
Phone 218-733-8934
Fax 218-733-8933
E-Mail: info@ben-eng.com
Website: www.ben-eng.com

- CIVIL ENGINEERING
- ENVIRONMENTAL ENGINEERING
- LAND SURVEYING
- PLANNING
- LEASING
- LAND DATA BASE SUPPORT

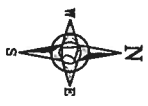
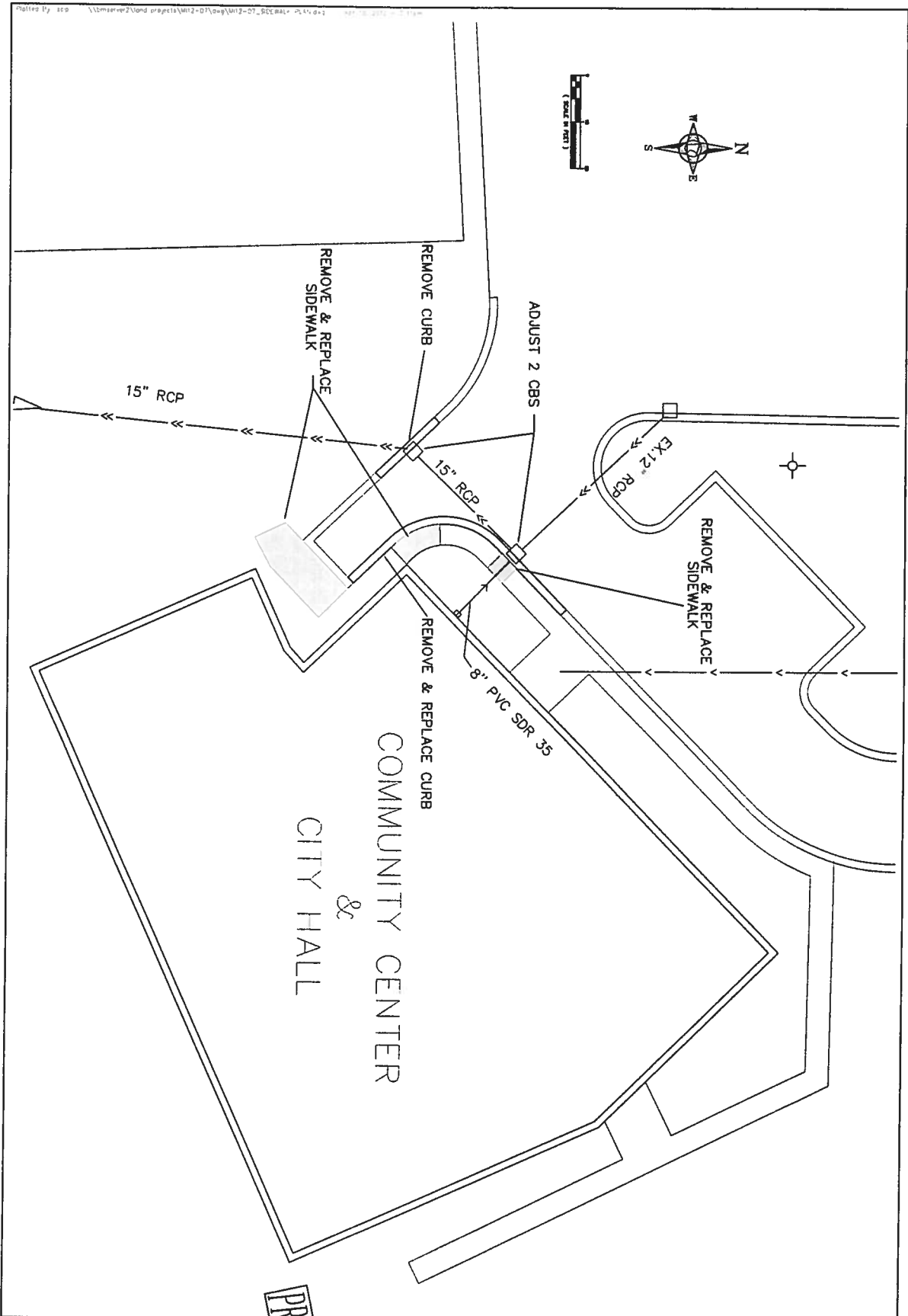
I hereby certify that this plan, specification or report was prepared by me or under my supervision and that I am a duly Licensed Professional Engineer under the laws of the State of MINNESOTA.

Printed name: ALAN JONKSOUL
Date: _____ Lic. No. _____ 48195

PROJECT NO. MID-07
DATE MARCH 2012
DRAWN BY: JF
CHECKED BY: AJ

DATE: _____ REVISIONS: _____ DESCRIPTION: _____

SIDEWALK & STEP REPLACEMENT
MOUNTAIN IRON, MN
GENERAL LOCATION & INDEX TO PLANS
SHEET NO. **1** OF **5**



COMMUNITY CENTER
&
CITY HALL

PRELIMINARY

<p>BENCHMARK ENGINEERING, INC. 8175 Main Street P.O. Box 281 Moorhead, MN 56518 Phone 218-735-8914 Fax 218-735-8923 E-Mail: info@bem-eng.com Website: www.bem-eng.com</p>	<p>Project name: <u>ADULT CENTER</u> Date: _____ Lic. No. 48185</p>
	<p>PROJECT NO: <u>ML12-07</u> DATE: <u>MARCH, 2012</u> DRAWN BY: <u>JF</u> CHECKED BY: <u>AU</u></p>
<p>DATE: _____ REVISION: _____ DESCRIPTION: _____</p>	<p>MT. IRON, MINNESOTA CITY HALL PLAN SHEET SHEET NO. 2 OF 5</p>

- CIVIL ENGINEERING
- ENVIRONMENTAL ENGINEERING
- LAND SURVEYING
- PLANNING
- UTILITY
- LAND DATA BASE MAPPING

I hereby certify that the plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA.

SIDEWALK & STEP REPLACEMENT



BENCHMARK
ENGINEERING, INC.

8878 Main Street

P. O. Box 261

Mountain Iron, MN 55768

Phone: 218 335-8914

Fax: 218-234-8823

E-Mail: info@ben-eng.com

Website: www.ben-eng.com

• CIVIL ENGINEERING

• ENVIRONMENTAL ENGINEERING

• LAND SURVEYING

• PLANNING

• WATER

• LAND DATA BASE MAPPING

I hereby certify that the above specification or report was prepared by me or under my supervision and that I am a duly licensed and in good standing professional engineer under the laws of the State of Minnesota.

Project name: ALUMI JOHNISSE

Date: 12/18/10

Project No.: MT-17-07

Date: MARCH 2012

Drawn by: JL

Checked by: AJJ

Date: REVISIONS

Description:

PRELIMINARY

SIDEWALK & STEP

MT. IRON, MINNESOTA

**SENIOR CENTER
PLAN SHEET**

SHEET NO.

3 OF 5

1+94

14

CHMARK ENG.

SENIOR
CITIZENS

PROTECT

REMOVE & ADD ONE STEP
SAMCUT

REMOVE BIT

REMOVE AND REPLACE
W/ REMAINING
REINFORCING
ADJACENT WALL.

RAILINGS REMOVED
BY OTHERS

REMOVE & REPLACE



BENCHMARK ENG.

SENIOR
CITIZENS

DRILL & GROUT 4-#4 12"
INTO EXISTING CONC. AND DEPTH
36 LONG. (INCIDENTAL TO STEPS)

PROPOSED STEPS

PROPOSED RETAINING
WALL SEE DETAIL

PROPOSED BITUMINOUS

FILL AREA W/ SELECT
GRANULAR BORROW

CONTRACTOR TO REINSTALL
RAILING. PROVIDED BY OTHERS.

RESTORE DISTURBED AREAS
WITH 3" TOP SOIL & SOO

PROPOSED WALK
& STEPS

PROPOSED WALK
& STEPS



STATEMENT OF ESTIMATED QUANTITIES

NOTES	SPEC. NO.	ITEM	UNIT	CITY HALL	SENIOR CENTER	TOTAL QUANTITIES
	1	2104.501 REMOVE CURB AND GUTTER	LN. FT.	80		80
	1	2104.503 REMOVE CONCRETE SIDEWALK	SQ. FT.	220	506	726
	1	2104.509 REMOVE CONCRETE STEPS	EACH		2	2
	1	2104.511 SAWING PAVEMENT (FULL DEPTH)	LN. FT.	20	45	65
	1	2104.604 REMOVE AND REPLACE BITUMINOUS PAVEMENT	SQ. YD.	20	4	4
		2105.501 COMMON EXCAVATION	CU. YD.	8	10	18
		2105.525 TOPSOIL BORROW (LV)	CU. YD.	3	5	8
	4	2211.503 AGG. BASE (CV) CLASS V	CU. YD.	5	5	10
	4	2411.603 CONCRETE STEPS - DESIGN SPECIAL	LN. FT.		5	5
	4,5	2411.603 CONCRETE RETAINING WALL	LN. FT.	16		16
		2503.511 8" PVC PIPE SEWER-SDR35	LN. FT.			
		2503.602 CONNECT TO EXISTING STORM SEWER	EACH	1		1
		2506.522 ADJUST FRAME & RING CASTING	EACH	2		2
		2521.501 4" CONCRETE WALK	SQ. FT.	220	470	690
		2531.501 CONCRETE CURB & GUTTER, DES. B618	LN. FT.	80		18
		2575.505 SODDING TYPE LAWN	SQ. YD.	27	60	87

TOPSOIL BORROW

3" THICK UNDER AREAS TO BE SODDED
 AGGREGATE BASE CL5
 8" THICK UNDER BITUMINOUS ROADWAY PAVEMENT
 4" THICK UNDER CONCRETE WALKS
 6" THICK UNDER CONCRETE DRIVEWAYS
 6" THICK UNDER CONCRETE CURB & GUTTER
 TYPE LV4 WEAR COURSE MIXTURE LWME 450308
 115 LBS. PER SQ. YD. PER INCH OF DEPTH
 PERCENTAGE OF BIT. MATERIAL DETERMINED BY JOB MIX FORMULA
 TYPE LV3 NON-WEAR COURSE MIXTURE LVNW350308
 110 LBS. PER SQ. YD. PER INCH OF DEPTH
 PERCENTAGE OF BIT. MATERIAL DETERMINED BY JOB MIX FORMULA
 BIT. MATERIAL FOR TACK COAT - 0.05 GAL./SQ. YD. (INCIDENTAL)

STANDARD PLATES

THE FOLLOWING STANDARD PLATES, AS APPROVED BY THE FHWA, SHALL APPLY ON THIS PROJECT

PLATE NO.	TITLE
410D H	CONCRETE SHORT CONE & ADJUSTING RING
410E J	MANHOLE OR CATCH BASIN
410F D	RING CASTING FOR MANHOLE OR CATCH BASIN
410G F	ADJUSTING RINGS
410H F	CURB BOX CASTING FOR CATCH BASIN
7100 H	CONC. CURB & GUTTER DES. B
8000 I	STANDARD BARRICADES

ESTIMATED QUANTITY NOTES

- UPON REMOVAL, THESE ITEMS BECOME THE PROPERTY OF THE CONTRACTOR FOR LAWFUL DISPOSAL OUTSIDE OF THE PROJECT LIMITS.
- TOPSOIL 3" THICK UNDER SODDED AND TURF ESTABLISHMENT AREAS.
- INCLUDES TYPE 20-10-20 FERTILIZER APPLIED AT A RATE OF 300 LBS. PER ACRE AND SHALL BE CONSIDERED INCIDENTAL TO THE COST OF SODDING ITEMS.
- SEE DETAIL, SHEET 5
- CONCRETE RETAINING WALL CONSTRUCTION SHALL CONSIST OF ALL EXCAVATING, BACKFILLING, STRUCTURAL CONCRETE, REINFORCING STEEL, AGGREGATES, FORMING MATERIALS AND ALL OPERATIONS NECESSARY TO CONSTRUCT THE WALL. INCLUDED AND PAID FOR UNDER 2411.603 CONCRETE RETAINING WALL, LN. FT.
- ALL TRAFFIC CONTROL SIGNAGE SHALL MEET THE REQUIREMENTS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES - FIELD MANUAL DATED LATEST VERSION INCIDENTAL.



8819 Main Street
 P O Box 261
 Lundan ton, MN 55188
 Phone: 218-735-9914
 Fax: 218-735-9823

- E-MAIL: info@ben-eng.com
- Website: www.ben-eng.com
- CIVIL ENGINEERING
- ENVIRONMENTAL ENGINEERING
- LAND SURVEYING
- PLANNING
- LAND DATA BASE MAPPING

I hereby certify that this plan, specification or report was prepared by me or under my supervision and that I am a duly licensed PROFESSIONAL ENGINEER under the laws of MINNESOTA.

Printed name: AARU J. OBERGON
 License No. 48185

PROJECT NO. 1172-01
 DATE QUOTE: 9/12
 DRAWN BY: JS
 CHECKED BY: AUJ
 DATE: 10/20/01
 INCHES: 1/4"=1'-0"

PRELIMINARY

SIDEWALK & STEP REPLACEMENT

MT. IRON, MINNESOTA

QUANTITIES

SHEET NO. 4 OF 5



8879 Main Street
 P.O. Box 781
 Moorhead, MN, 55716
 Phone: 218-725-8914
 Fax: 218-725-8923
 E-Mail: info@ben-eng.com
 Website: www.ben-eng.com

- CIVIL ENGINEERING
- ENVIRONMENTAL ENGINEERING
- LAND SURVEYING
- PLUMBING
- LAND DATA BASE MAPPING

I hereby certify that the data, information and calculations contained herein were prepared by me or under my supervision and I am a duly licensed PROFESSIONAL ENGINEER in the State of MINNESOTA.

Printed name: AMAL J. JOHNSON
 Date: 11/18/15
 License No.: 48185

PROJECT NO: 1012-01
 DATE: 10/01/2012
 DRAWN BY: JF
 CHECKED BY: AJ

DATE	REVISIONS	DESCRIPTION

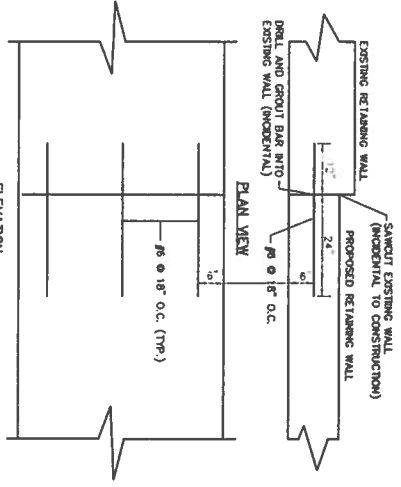
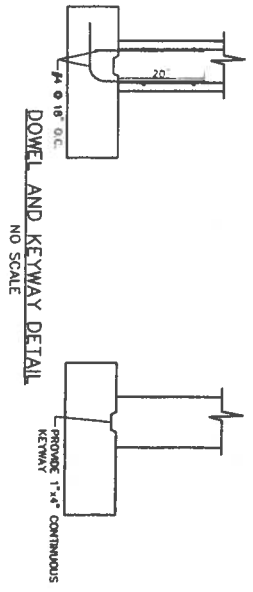
PRELIMINARY

SIDEWALK & STEP REPLACEMENT

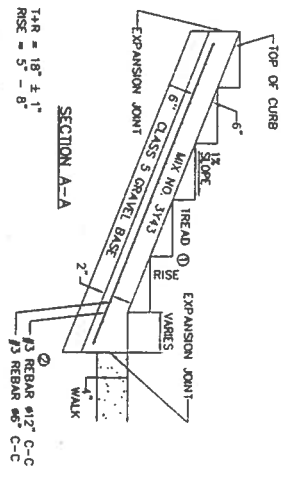
MT. IRON, MINNESOTA

CONSTRUCTION DETAILS

SHEET NO. **5** OF **5**



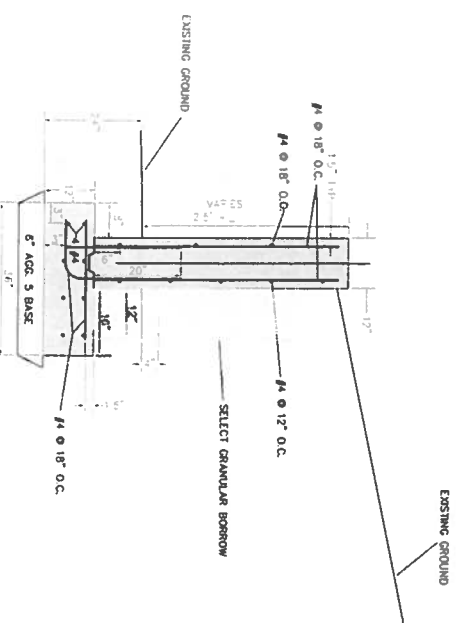
EXISTING WALL TO PROPOSED WALL CONNECTION-SECTION B
 NO SCALE



CONCRETE STEP DETAIL & TABULATION
 NO SCALE

- ① T&R = 18" ± 1"
- ② RISE = 5" - 8"
- ③ TREAD AND RISE DIMENSIONS TO MATCH INPLACE STEPS
- ④ MATCH WIDTH TO EXISTING SIDEWALK
- ⑤ REBAR INCIDENTAL TO CONCRETE STEP CONSTRUCTION.

REINFORCED CONCRETE WALL - SECTION A
 NO SCALE



- NOTES:**
1. CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 2500 PSI.
 2. MATERIAL USED TO PRODUCE CONCRETE SHALL COMPLY WITH ACI 318.
 3. REINFORCING STEEL SHALL COMPLY W/ ASTM A615 AND MIN. YIELD STRENGTH OF 60 KPSI.
 4. STRUCTURAL CONCRETE FOR THE FOOTING SHALL BE MIX DES. 3143. STRUCTURAL CONCRETE FOR THE WALL SHALL BE MIX DES. 3143.
 5. REINFORCING STEEL SHALL OVERLAP 36".
 6. CONCRETE RETAINING WALL CONSTRUCTION SHALL CONSIST OF ALL EXCAVATING, GRADING, BACKFILLING, STRUCTURAL CONCRETE, REINFORCING BARS, AGGREGATES, FORMING MATERIALS, AND ALL OPERATIONS NECESSARY TO CONSTRUCT THE WALL. INCLUDED AND PAID FOR UNDER 2411.003 CONCRETE RETAINING WALL, UNL. FT.

COUNCIL LETTER 041612-VIA

ADMINISTRATION

RESOLUTION NUMBER 08-12

DATE: April 12, 2012
FROM: Craig J. Wainio
City Administrator

Shortly after the first of the year, Staff learned of certain property covered by an EDA development agreement had turned tax forfeit, this property was owned by Mountain Timber. Based upon this information, Staff contacted the attorney that drafted the development agreement and they researched options. Under State Statute the tax forfeited land can be transferred the City/EDA if the City/EDA were entitled to the property prior the forfeiture. Resolution Number 08-12 certifies to St. Louis County that the City/EDA was entitled to the property prior to forfeiture.

It is recommended that the City Council adopt Resolution Number 08-12 Certifying it Entitlement to Land Pursuant to a Development Agreement as presented.



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 08-12

CERTIFYING ITS ENTITLEMENT TO LAND PURSUANT TO A DEVELOPMENT AGREEMENT

**BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON,
MINNESOTA, that:**

Section 1. Recitals.

- 1.01 The City of Mountain Iron (the "City") entered into a Development Agreement dated August 17, 2005, as amended, a copy of which is attached hereto as Attachment A (the "Development Agreement"), by and among the City, the Mt. Iron Economic Development Authority, a public body, corporate and politic, and a political subdivision, duly organized and existing under the laws of the State of Minnesota (the "Authority"), and Mountain Timber Properties, LLC, a limited liability company duly organized and existing under the laws of the State of Minnesota (the "Developer").
- 1.02 Pursuant to the terms of the Development Agreement the Developer agreed to purchase the Development Property, and construct the Minimum Improvements on the Development Property, as both terms are defined in the Development Agreement.
- 1.03 The Development Agreement and the deed transferring the Development Property to the Developer, a copy of which attached hereto as Attachment B, contain a right of reverter stating that ownership of the Development Property reverts back to the City! Authority in the event the Developer does not construct the Minimum Improvements (the "Right of Reverter").
- 1.04 With the permission of the City and the Authority, in the Developer transferred a portion of the Development Property to another entity. The portion of the Development Property remaining after said transfer is legally described on Attachment C attached hereto and is referred to herein as the "Tax-Forfeit Property."
- 1.05 The Minimum Improvements have not been constructed on the Tax-Forfeit Property and Developer is in default of the Development Agreement.
- 1.06 Developer failed to pay the property taxes on the Tax-Forfeit Property, it has gone tax-forfeit, and is now owned by the State of Minnesota.
- 1.07 Pursuant to Minnesota Statutes, Section 282.01 Subdivision 1a.(t), the commissioner of revenue shall convey a parcel of non-conservation tax-forfeited land to a local

government subdivision upon the favorable recommendation of the county board if the governmental subdivision has certified to the board that prior to forfeiture the subdivision was entitled to the parcel under a written development agreement, but the conveyance failed to occur prior to forfeiture.

Section 2. Certification to the Board of Commissioners for St. Louis County. The Council hereby certifies to the Board of Commissioners for St. Louis County that the City is entitled to the Tax-Forfeit Property pursuant to the Development Agreement and the Deed, but the conveyance failed to occur prior to forfeiture.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2012.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 041612-VIB

ADMINISTRATION

RESOLUTION NUMBER 09-12

DATE: April 12, 2012
FROM: Craig J. Wainio
City Administrator

Resolution Number 09-12 Ordering Improvement authorizes Benchmark Engineering to develop plans and specification for the installation of the proposed water main along the west side of County Road 7 as outlined during the public hearing. These Plans and Specification will then be presented to the City Council prior to soliciting bids. Staff is also requesting that the proposed County Road 7 crossings as outlined in the water model and the proposed loop to the Merritt Industrial Park be included in the plans and specifications as add/alternates. The City of Mountain Iron received a \$250,000 grant to assist with this project.

It is recommended that the City Council adopt Resolution Number 09-12 Ordering Improvement and that the plans and specifications include the two County Road 7 crossings and the Merritt Industrial Park loop as add/alternates.



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RESOLUTION NUMBER 09-12

ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a Resolution of the City Council adopted the 12th day of March, 2012, fixed a date for a Council hearing on Improvement Number 11-05, the proposed to improvements to the Mountain Iron Water System along County Road 7 between Spruce Drive and Southern Drive by installing a water main, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 16th day of April, 2012, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted 12th day of March 2012.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Benchmark Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2012.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 041612-VIC

ADMINISTRATION

RESOLUTION NUMBER 10-12

DATE: April 12, 2012
FROM: Craig J. Wainio
City Administrator

Resolution Number 10-12 Approving County Project within Municipal Corporate Limits relates to the proposed 2013 overlay of Count Road 7. As part of the process required by MNDoT, Saint Louis County is requesting the City Council adopt this Resolution. This Resolution is needed in order to keep the project moving along for the 2013 construction season. Plans and Specifications are available at City Hall for review and will also be available at the meeting.

It is recommended that the City Council adopt Resolution Number 10-12 Approving County Project within Municipal Corporate Limits be approved as presented.



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RESOLUTION NUMBER 10-12

APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

WHEREAS, plans for Project Number SP 069-607-045 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway Number CSAH 7 within the limits of the City as a State Aid Project have been prepared and presented to the City.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that said plans be in all things approved.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2012.

Mayor Gary Skalko

ATTEST:

City Administrator

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

To Whom It May Concern,

In behalf of the Flavor of the North April 19, 2012, at the Mt. Iron Community Center, BG'S Bar & Grill respectfully request permission to have a bar, at which to serve alcoholic beverages.

All laws apply for the sale of alcohol to minors and will be enforced.

Thank You,

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

Greg Peterson

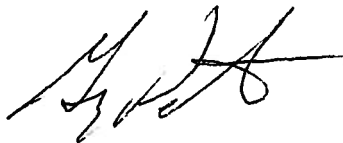
BG'S Bar & Grill
P.O. Box 74
Virginia, MN 55792

To Whom It May Concern,

In behalf of the Marquette Catholic School April 29, 2012, at the Mt. Iron Community Center, BG'S Bar & Grill respectfully request permission to have a bar, at which to serve alcoholic beverages.

All laws apply for the sale of alcohol to minors and will be enforced.

Thank You,

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

Greg Peterson

COUNCIL LETTER 041612-IVE1

COUNCILOR PREBEG

MERRITT DAYS REQUEST

DATE: April 12, 2012
FROM: Councilor Prebeg
Craig J. Wainio
City Administrator

Councilor Prebeg requested that this item be place on the Agenda with the following background information:

Waive the Community Center rental fees for the Merritt Day's Committee Rigatoni Feed Fundraiser.

COMMUNICATIONS

APRIL 16, 2012

1. Benchmark Engineering Inc., a copy of a notice that was mailed to the residents on Bluebell and Daffodil Avenue.
2. Paul Lee, Saint Louis County Emergency Management, a memo advising of Severe Weather Awareness Week in Minnesota, April 16-20, 2012.
3. Range Mental Health Center (RMHC), a thank you for the past support to RMHC.



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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

Notice

To: Residents on Bluebell and Daffodil Avenue

Cc: City of Mountain Iron
Mesabi Bituminous

From: Alan Johnson, P.E.
Benchmark Engineering, Inc

RE: 2011 Street Improvement Project
Project No: MI11-06
Pre construction meeting


Date: April 10, 2012

Mesabi Bituminous has indicated that they will begin work on the streets affected by this project. Project areas are as follows: **Daffodil Avenue** (Starting at Jasmine Street and Ending at Unity Drive)
Bluebell Avenue (Starting at Jasmine Street and Ending at Unity Drive)

Mesabi Bituminous intends to start work on the week of April 16, 2012. The project will take approximately 3 weeks and is intended to be completed by May 11. The week of April 16 work may take place on the culverts located at/or adjacent to your residences. Please note the contractor will remove the flowers, shrubs, trees around this pipe.

If you have special access concerns or questions about the project, please contact our office at 218.735.8914. Benchmark Engineering, Inc. will take the time to discuss your project concerns.

Thanks,


Alan Johnson, PE
Project Engineer



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and Pride

Saint Louis County

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

Ross Litman
Sheriff

MEMORANDUM

To: Municipal Emergency Managers
From: Paul Lee, Coordinator, Emergency Management Division
Date: April 4, 2012
SUB: Severe Weather Awareness Week in Minnesota - April 16th-20th, 2012

The week of **April 16th – 20th, 2012** 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 two Tornado Drills on Thursday, **April 19th, 2012**. The traditional afternoon statewide drill will be conducted at 1:45PM. The National Weather Service will initiate a "simulated tornado warning" beginning at 1:45PM. The statewide drill will conclude at 2:00PM. A second drill will be held at 6:55PM in participating counties including St. Louis. The state of Minnesota is asking that severe weather warning systems statewide be activated as a part of this drill. Siren and warning system 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 1:45PM with the simulated warning message. 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

MN Severe Weather Week
April 4, 2012
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/ have information available.

If you have questions, contact me at 218-625-3960 or leep@stlouiscountymn.gov

Enclosures or Attachment dependent on means of receipt

Severe Weather Tips

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:

www.ready.gov

www.severeweather.state.mn.us

www.crh.noaa.gov/dlh

www.redcross.org



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Ross Litman
Sheriff

Statewide Drill Schedule for April 19th, 2012

All events and times are subject to change or cancellation due to conditions.

Simulated Tornado Warning Period – Afternoon Drill @ 1:45PM

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.)
- Participating facilities should conduct their tornado drill at this time.

End of Test

2:00 P.M.

- The National Weather Service will issue an “End of Test” message using the Severe Weather Statement product.

Simulated Tornado Warning Period – Evening Drill @ 6:55PM

6:55 P.M.

- The National Weather Service will issue a **simulated tornado warning**. The St. Louis County Warning System (civil defense pagers) will be activated.
- Suggested test of family preparedness in the home and for second shift workers to test their preparedness procedures.
- (Community sirens would be activated at this time if they choose to.)

End of Test

Reply to:

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P.O. Box 16187 Duluth, MN 55816
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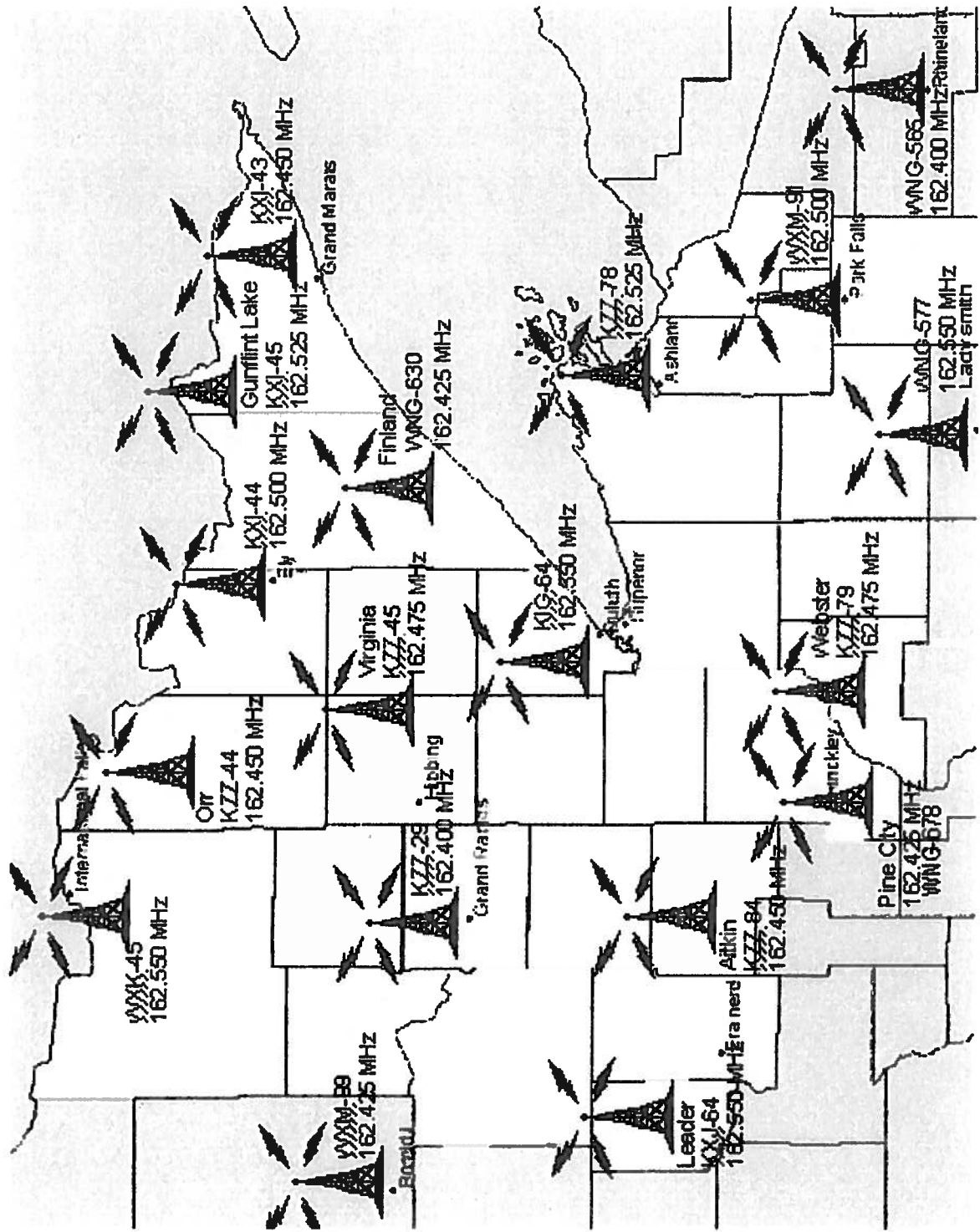
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Hibbing, MN 55746
Phone: (218) 262-0132
Fax: (218) 262-6334





Severe Weather Awareness and Safety Information

MINNESOTA SEVERE WEATHER AWARENESS WEEK - APRIL 16-20, 2012

Minnesota Severe Weather Awareness Week 2012 is April 16-20, with two statewide tornado drills on **Thursday, April 19 at 1:45 p.m. and 6:55 p.m.** This annual public event is designed to remind individuals, families, businesses, schools, and institutions that it's essential to plan ahead for Minnesota's severe spring and summer weather.

An informed, involved community is more resilient to disaster, and being prepared helps reduce the risks and costs of hazardous weather events. An easy way to get prepared is by participating in **Severe Weather Awareness Week (SWAW)**. The statewide **tornado drills on Thursday, April 19** provide an excellent opportunity for citizens to prepare their homes, families, neighborhoods, and communities!

Here are a few simple ideas on how individuals, families, businesses, and schools can participate during Minnesota Severe Weather Awareness Week:

PREPARE YOUR FAMILY

- Create or update emergency plans** with your entire family so everyone knows what to do in case of an emergency. Ensure everyone has up-to-date contact info and knows what to do.
- Practice your family plan during the evening tornado drill on April 19 at 6:55 p.m.** Have everyone build a family emergency kit together.
- Check with places** your family spends time, such as schools, workplaces, churches, markets, or sports facilities to learn what their emergency plans are.
- Share the plans** for these areas with your entire family and talk about what you would do if your family was not together during a disaster.

PREPARE YOUR NEIGHBORHOOD

- Involve your neighbors.** Help prepare your neighborhood by asking, "What's **our** plan?" Talk to your neighbors about their preparedness plans and make sure your plans are compatible. Find out who has special needs and might need help in an emergency.
- Plan with your neighborhood.** Ask your Home Owners Association, your Tenants Group or Neighborhood Civic Association to make emergency preparedness an agenda item during your next meeting. Make sure there is an evacuation plan for your neighborhood, and communicate it to your neighbors.
- Help neighbors get informed.** Host a neighborhood preparedness meeting. Invite your local emergency manager or responders to help lead the discussions.



Severe Weather Awareness and Safety Information

MINNESOTA SEVERE WEATHER AWARENESS WEEK - APRIL 16-20, 2012

Minnesota Severe Weather Awareness Week 2012 is April 16-20, with two statewide tornado drills on Thursday, April 19 at 1:45 p.m. and 6:55 p.m.

PREPARE YOUR COMMUNITY

- [Include preparedness activities at community events.](#) Consider local events already scheduled in your community, such as state or county fairs, festivals, parades, or sporting events.
- [Encourage local governments and civic groups to help.](#) Ask local Scouts, Lions, chambers of commerce, etc. to set up a booth to distribute emergency preparedness information, recruit volunteers, and discuss preparedness plans within your community.
- [Host a Local Preparedness Fair.](#) Reach out to prominent organizations in your community, such as faith-based and community organizations, businesses, and schools to help coordinate a preparedness fair.
- [Find out how to create or participate in a Citizen Corps - Community Emergency Response Team \(CERT\) in your town or neighborhood.](#)

PREPARE YOUR WORKPLACE

- Update and distribute emergency contact information to your employees. Additionally, create and distribute a list of important emergency numbers. [Designate critical function or emergency personnel.](#)
- [Organize an emergency preparedness procedures review](#) with employees to review your company's emergency plans. Ensure everyone understands their roles in a "what if?" scenario.
- Host a [disaster preparedness brown bag lunch for employees.](#) Invite local emergency managers to give a disaster preparedness briefing.
- Get a [NOAA Weather Radio](#) and put it on display in your break room or other high-traffic locations and encourage employees to get their own for their homes as well.
- Put an updated copy of the [facility emergency plan](#) on everyone's desk or in email and have group meetings to review it.
- [Showcase instructional videos or distribute preparedness information.](#) Provide information online about training opportunities.
- [Conduct business continuity training.](#) Contact a local business continuity or emergency management professional and work with company leadership to create or update disaster and continuity plans.
- Conduct office evacuation/shelter-in-place exercises and drills. [Schedule an emergency exercise or drill.](#) Once completed, evaluate and decide if new procedures or training are needed. Consult with local responders or emergency managers to participate, observe or advise.
- Distribute emergency preparedness messages. Include emergency preparedness messages in communication touch points such as e-mails, newsletter articles, bill stuffers, receipts, and social media.



Severe Weather Awareness and Safety Information

MINNESOTA SEVERE WEATHER AWARENESS WEEK - APRIL 16-20, 2012

Minnesota Severe Weather Awareness Week 2012 is April 16-20, with two statewide tornado drills on Thursday, April 19 at 1:45 p.m. and 6:55 p.m.

PREPARE YOUR SCHOOL

The tornado drill on April 19 at 1:45 p.m. is a perfect opportunity for schools to conduct preparedness training, exercises and education. A carefully developed tornado drill should keep students and staff in good practice, and work out any problems before a real event occurs.

- Post signs.** Large and [easy-to-read maps or signs with arrows](#) should be posted throughout the hallways directing people to the safe areas.
- Backup alarms.** If the school's alarm system relies on electricity, have a compressed-air horn or megaphone or other backup device to sound the alert in case of power failure.
- Make special provisions to [evacuate and shelter students](#)** in portable classrooms. Portable classrooms are like mobile homes - exceptionally dangerous in a tornado or high winds.
- Plan and exercise procedures for [any functionally disabled students](#)** to ensure mobility in an evacuation. Work with the families of students with other special needs and specialists assigned to help them.
- Make sure several staff members are [trained in how to turn off electricity and gas](#)** in the event the school is damaged.
- Communicate the [school emergency plan](#)** with parents and families. Explain the policy for keeping children at school beyond regular hours if threatening weather is expected.
- Educate the faculty and students** about [outdoor weather policies and warnings](#) for severe weather.
- Establish and communicate [the severe weather policy](#)** for sports or special events and inform everyone of the policy. Plan for gymnasiums, theaters, and lunch rooms or other large spaces to be evacuated in an emergency.
- Know the county in which your school sits, and keep [a highway map](#)** nearby to follow storm movement from weather bulletins. Online maps and weather sources can be valuable, but if the power is out, it helps to have paper maps.
- Make sure the school's [NOAA Weather Radio](#)** is operating (with battery backup) and can be heard by staff. Know what the different warnings mean. Make sure the radio is properly programmed for the county.
- Establish and [practice the in-school emergency communications plan](#)** to ensure that all teachers, classes, and staff are informed of any emergency -including those on athletic fields or playgrounds.

FOR MORE INFORMATION

Minnesota Severe Weather Awareness Week

<http://weatherawareness.dps.mn.gov>

National Weather Service

<http://www.weather.gov>

FEMA- Ready.gov

<http://www.ready.gov>

RMHC

Range Mental Health Center, Inc.

Celebrating 50 Years of People Helping People

501 First Street North
Virginia, MN 55792
218-741-4714
800-450-4714
Fax 218-741-3080
www.rangementalhealth.org

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United Way

April 4, 2012

City of Mountain Iron
8586 Enterprise Drive S.
Mountain Iron, MN 55768

Dear Sir or Madam,

Thank you so much for your past support of the Range Mental Health Center (RMHC)! We are pleased to announce that RMHC recently went through a review with the Charities Review Council, and RMHC has met all twenty-seven of the Council's Accountability Standards and was awarded the "Meets Standards" seal.

The Charity Review Council reviews nonprofit organizations in four areas: Public Disclosure, Governance, Financial Activity, and Fundraising. The review works to ensure that an organization's operations, structure and policies meet widely accepted standards for accountability and transparency. The awarded "Meets Standards" seal shows our commitment to accountable and ethical practices. RMHC is now listed as a reviewed organization on the Council's Smart Givers Network and the Smart Giver newsletter distributed to households, businesses and nonprofits.

"We are honored that we have received this important recognition from the Charities Review Council. It manifests our commitment to ethical and sound financial management at RMHC. Maintaining good business practices is important to our clients, our donors, and the public," said Mark Muhich, President of the RMHC Board.



Learn more about the Accountability Standards and the Charity Review Council at www.smartgivers.org and review our report by searching for Range Mental Health under "Charity Search"

Again, we cannot thank you enough for your support of our mission of providing comprehensive services to the citizens of northern Minnesota by helping people reach and maintain productive and dignified lives.

Sincerely,

Mark A. Muhich
President of the RMHC Board

Sandy Wallin
Director of Development

