

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, APRIL 19, 2010 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Consent Agenda
  - A. Minutes of the April 5, 2010, Regular Meeting (#1-13)
  - B. Receipts
  - C. Bills and Payroll
  - D. Communications (#34-51)
- III. Public Forum
- IV. Committee and Staff Reports
  - A. Mayor's Report
  - B. City Administrator's Report
  - C. Director of Public Works Report
  - D. Sheriff's Department Report (#14)
  - E. City Attorney's Report
  - F. Fire Department Report
    - 1. Hire Firefighters (#15)
    - 2. Appoint Officers
  - G. City Engineer's Report
    - 1. Award Bid – Mountain Iron Baseball Fields Reconstruction (#16-17)
  - H. Planning and Zoning Commission
    - 1. Jeremy and Tara Lamourea Conditional Use Permit (#18-20)
    - 2. Timothy Peterson and Dorothy Grigg Conditional Use Permit (#21-23)
  - I. Street Committee
    - 1. Crack Sealing (#24)
    - 2. Street Light Installation (#25)
    - 3. Adopt A Roadway Program (#26)
  - J. Liaison Reports
- V. Unfinished Business
  - A. Marquette Catholic School Request (#27)
  - B. Assistant Librarian Position
- VI. New Business
  - A. Ordinance Number 02-10 Setting Up a Special Zoning District (#28-29)
  - B. Resolution Number 02-10 Authorizing the Advertisement for Bids(#30-32)
  - C. Request to Service Alcohol at Community Center (#33)
  - D. Communications (#34-51)
- 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  
APRIL 5, 2010

Mayor Skalko called the City Council meeting to order at 6:30 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; Rod Flannigan, City Engineer; and John Backman, Sergeant.

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

1. Add the following item to the agenda:
  - IV. F. 2. Assistant Fire Chief/First Responder Director
2. Approve the minutes of the March 10, 2010, special meeting as submitted.
3. Approve the minutes of the March 15, 2010, regular meeting as submitted.
4. Approve the minutes of the March 17, 2010, special meeting as submitted.
5. Approve the minutes of the March 26, 2010, special meeting as submitted.
6. 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.
7. To acknowledge the receipts for the period March 16-31, 2010, totaling \$224,612.76, (a list is attached and made a part of these minutes).
8. To authorize the payments of the bills and payroll for the period March 16-31, 2010, totaling \$369,954.62, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

During the public forum, Keith Altobelli, 8366 Marigold Street, spoke regarding an article in the March 24, 2010, Mesabi Daily News about the City receiving two grants, one for Park Ridge and another for the Renewable Energy Park. He questioned the Council regarding a request to apply for a grant for the West Virginia Storm Sewer Project. The City Administrator stated that the grant listed for Park Ridge is actually for the Nichol Industrial Park to move the storm water pond. The Mayor stressed that the Renewable Energy Park grant was applied for through the Economic Development Authority and not the City. Mr. Altobelli asked if the Council was still looking at the West Virginia Storm Sewer Project. The Director of Public Works said that a feasibility study had been completed on the West Virginia Storm Sewer Project and it was currently with the Street and Alley Committee.

The Mayor updated the Council on the following:

- Lakehead Construction. He said that an Open House was held at Lakehead Construction on April 1, 2010. He said that they advised City Staff that they would have 12 full-time jobs in their Mountain Iron office.
- Laurentian Clinic. He announced that a Grand Opening would be held at the Laurentian Clinic on Wednesday, April 14, 2010 from 4:30 to 6:30 p.m.
- Perkins Restaurant. He advised the Council that they are tentatively planning to opening the restaurant on May 8, 2010.
- Convention Center. He had spoken with the developer and he stated that they were currently meeting with the contractors on the project.
- Mountain Iron Fire Department. He advised the Council that the Fire Department is moving forward in a positive manner. He said that there have been five more applicants that have applied to be on the department and three are women. He said that of the five applicants, three have already been trained and ready to go if they pass their background checks and physical. He said that this would bring the total to on the Department to 19, which is one more than the City previously had.
- Eagle Scout. He said that he attended the Eagle Scout Court of Honor for Ben Curry on March 20, 2010.

It was moved by Skalko and seconded by Zupancich to direct City Staff to publish a full page advertisement in the Mesabi Daily News for Unity Second and South Forest Grove housing additions. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Roskoski to adopt the general authorization release form for the City of Mountain Iron, (a copy is attached and made a part of these minutes). The motion carried.

The Director of Public Works updated the Council on the repaving of County Road 7 by Saint Louis County, with the project set for 2013.

It was moved by Prebeg and seconded by Stanaway to direct City Staff to call for quotes on interpretative signage at Locomotive Park as required by the grant. It was moved by Roskoski to amend the motion to include, that a Locomotive Park Sign Subcommittee be formed, possibly composed of Harry Lampa, Marvin Lampa, Ray Saari, Tom Nikolanci, Mark Kailanen, Ted Newberg, Bill Buria, Bill Riccio, Roger Koski, Marvin Saari, Cary Satrang, Cary Johnson, and others, if needed, to review the text of all Locomotive Park signs for historic accuracy before the signs are ordered and made. The **amendment to the motion failed** for lack of a second. The motion carried with Roskoski voting no.

It was moved by Zupancich and seconded by Stanaway to advertise for bids for the Mountain Iron Energy Park Utility Extension and Site Grading Project (Phase Two). The motion carried with Roskoski voting no.

It was moved by Stanaway and seconded by Skalko to accept the recommendation of the Public Health and Safety Board and appoint the following as Mountain Iron First Responders:

Anthony Yeley  
Keith Nyman

Contingent on passing back ground checks and proof of certification. The motion carried.

It was moved by Skalko and seconded by Zupancich to post for the Assistant Emergency Medical Services Director position until 4:00 p.m. on Friday, April 16, 2010. The motion carried.

It was moved by Zupancich and seconded by Prebeg to adopt the position analysis for the Fire Chief and Assistant Emergency Medical Services Director. After further discussion, it was moved by Zupancich and seconded by Prebeg to amended the motion to include a minimum of four years minimum fire fighting experience and two years prior experience as an officer within a Fire Department for the Fire Chief position; and, a minimum of two years prior work experience in Emergency Medical Service for the Assistant Emergency Medical Services Director, (copies are attached and made a part of these minutes). The amended motion carried unanimously.

It was moved by Prebeg and seconded by Roskoski to accept the recommendation of the Personal Committee and appoint Joseph Buria as the Mountain Iron Fire Chief. The motion carried.

It was moved by Zupancich and seconded by Stanaway to accept the recommendation of the Personal Committee and appoint Robert Brown as the Commercial Building Inspector. The motion carried.

The Council took no action on the Assistant Librarian position, the Personal Committee will have a recommendation for the April 19, 2010, City Council meeting.

It was moved by Stanaway and seconded by Zupancich to accept the recommendation of the Building and Grounds Committee and approve the updated Hold Harmless Agreement for the City Buildings (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Stanaway and seconded by Zupancich to direct City Staff to seek information from the Marquette Catholic School regarding their status as a non-profit, for consideration regarding their request for the building rental fees being waived. The motion carried.

It was moved by Prebeg and seconded by Zupancich to accept the recommendation of the Personal Committee and adopt the Labor Agreement between the City of Mountain Iron and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local Union Number 453, (a copy is attached and made a part of these minutes), contingent on the Union signing the agreement. It was moved by Roskoski to amend the motion and that this proposed contract not be approved, as is, and that negotiations continue to remove the following information from the contract: Page 3, remove the Assistant Administrator and the Assistant Director of Public Works titles be removed; Page 19, the Library Substitute/Cleaner, Job Class 4, be removed; Page 20, the Library Sub/Cleaner and salary reference be removed. The **amendment to the motion failed** for lack of a second. The motion carried with Roskoski voting no.

It was moved by Zupancich and seconded by Prebeg to authorize B.G.'s Bar and Grill to serve alcohol at the Community Center on April 29, 2010, for the United Way and on April 30, 2010, for the Marquette Catholic School to hold their events. The motion carried.

It was moved by Skalko and seconded by Prebeg to waive the building rental fees for the Summer Work Outreach Project Fundraiser Dinner on Thursday, April 15, 2010. The motion carried.

It was moved by Zupancich and seconded by Stanaway to waive the building rental fees for the Iron Range Earth Fest on April 17, 2010. The motion carried.

The Council reviewed the list of communications. Councilor Roskoski commented on the communication received from the Virginia Public Access Studios regarding the broadcast of City Council meetings. Mr. Darwin Alar, Mountain Iron City Council meeting cameraman, addressed Councilor Roskoski's concerns.

The Mayor thanked the volunteers that assisted with the Mountain Iron Easter Egg Hunt.

At 7:49 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/MMCA  
Municipal Services Secretary

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

## COMMUNICATIONS

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.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	168,186.52
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	-
LICENSES	ANIMAL	20.00
MISCELLANEOUS	SEPTIC APPLICATIONS	300.00
FINES	PARKING VIOLATIONS	195.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	47.99
CD INTEREST	CD INTEREST 101	271.22
CD INTEREST	CD INTEREST 378	159.07
CD INTEREST	CD INTEREST 603	271.21
PERMITS	BUILDING	189.25
CAMPGROUND RECEIPTS	FEES	550.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	34,249.46
METER DEPOSITS	ELECTRIC	2,400.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,000.00
BUILDING RENTALS	SENIOR CENTER	125.00
SALE OF PROPERTY	SALE OF PROPERTY	14,708.02
BUILDING RENTALS	NICHOLS HALL	75.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
PERMITS	CONDITIONAL USE	150.00
MISCELLANEOUS	REIMBURSEMENTS	275.00
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	95.00
CD INTEREST	CD INTEREST 378	654.58
MISCELLANEOUS	MISC. - GENERAL	35.00
METER DEPOSITS	WATER	40.00
COPIES	COPIES	91.70
MISCELLANEOUS	FAX CHARGES	1.00
CD INTEREST	CD INTEREST 301	402.74
BUILDING RENTALS	COMMUNITY CENTER	100.00
Summary Totals:		<u>224,612.76</u>

## Report Criteria:

Check Check No = 139248-139338

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
04/10	04/09/2010	139248	401	ALAN MATTILA	101-20200	190.00
04/10	04/09/2010	139249	4047	ALAN STANAWAY	101-20200	200.00
04/10	04/09/2010	139250	5046	AMY GROSS	101-20200	15.00
04/10	04/09/2010	139251	1045	AMY KLIMA	101-20200	200.00
04/10	04/09/2010	139252	10009	ARCHITECTURAL RESOURCES	301-20200	9,800.00
04/10	04/09/2010	139253	10001	ARROWHEAD ECONOMIC OPPORTUNI	604-20200	229.05
04/10	04/09/2010	139254	5007	ASSURANT EMPLOYEE BENEFITS	101-20200	630.05
04/10	04/09/2010	139255	10031	AYERS DISTRIBUTING	101-20200	408.00
04/10	04/09/2010	139256	20053	BANC OF AMERICA PUB CAPTL CORP	301-20200	51,495.55
04/10	04/09/2010	139257	20055	BARNES & NOBLE BOOKSELLERS	101-20200	963.10
04/10	04/09/2010	139258	20022	BENCHMARK ENGINEERING INC	301-20200	22,257.68
04/10	04/09/2010	139259	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	73.13
04/10	04/09/2010	139260	30017	CARQUEST (MOUNTAIN IRON)	604-20200	296.65
04/10	04/09/2010	139261	30068	CHAD, GREG	101-20200	70.00
04/10	04/09/2010	139262	30020	CLAREY'S SAFETY EQUIPMENT INC	101-20200	276.92
04/10	04/09/2010	139263	30026	COMO LUBE & SUPPLIES INC	101-20200	102.60
04/10	04/09/2010	139264	30032	COURT ADMIN.-CONCILIATION	604-20200	225.00
04/10	04/09/2010	139265	30072	CW TECHNOLOGY	301-20200	1,340.40
04/10	04/09/2010	139266	110005	DON KLEINSCHMIDT	602-20200	319.50
04/10	04/09/2010	139267	40027	DULUTH/SUPERIOR COMMUNICATION:	101-20200	3,416.20
04/10	04/09/2010	139268	50038	ELY ECHO	101-20200	236.37
04/10	04/09/2010	139269	500012	ERA LABORATORIES INC	602-20200	667.90
04/10	04/09/2010	139270	60026	FASTENAL COMPANY	101-20200	171.32
04/10	04/09/2010	139271	60006	FISHER PRINTING	101-20200	1,075.70
04/10	04/09/2010	139272	70016	GOPHER STATE ONE CALL INC	604-20200	20.30
04/10	04/09/2010	139273	70004	GRANDE ACE HARDWARE	604-20200	100.41
04/10	04/09/2010	139274	70028	GREATER MINNESOTA AGENCY INC	101-20200	192.00
04/10	04/09/2010	139275	70029	GUARDIAN PEST CONTROL INC	101-20200	141.40
04/10	04/09/2010	139276	80022	HAWKINS INC	601-20200	849.65
04/10	04/09/2010	139277	80017	HENRY'S WATERWORKS INC	601-20200	346.23
04/10	04/09/2010	139278	80001	HILLYARD/HUTCHINSON	101-20200	1,966.23
04/10	04/09/2010	139279	5053	JARLIN ERCHUL	101-20200	15.00
04/10	04/09/2010	139280	60018	JILL M ANDERSON	101-20200	580.56
04/10	01/00/2010	139201	4049	JUDY KREBSBACH	101-20200	300.00
04/10	04/09/2010	139282	4038	KATHY BUKOVAC SANDNAS	101-20200	200.00
04/10	04/09/2010	139283	110022	KOHLER FUEL COMPANY	602-20200	426.82
04/10	04/09/2010	139284	120032	LAKE COUNTRY POWER	101-20200	211.34
04/10	04/09/2010	139285	120049	L'ALLIER, DAN	101-20200	180.00
04/10	04/09/2010	139286	120048	L'ALLIER, TABITHA	101-20200	120.00
04/10	04/09/2010	139287	120016	LANYK ELECTRIC	301-20200	10,725.44
04/10	04/09/2010	139288	120035	LENCI ENTERPRISES INC	101-20200	10,979.00
04/10	04/09/2010	139289	4046	LOIS NELSON	101-20200	200.00
04/10	04/09/2010	139290	120014	LUNDGREN MOTORS	101-20200	224.76
04/10	04/09/2010	139291	3039	MARGARET SOYRING	101-20200	100.00
04/10	04/09/2010	139292	130041	MESABI BITUMINOUS	101-20200	549.60
04/10	04/09/2010	139293	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
04/10	04/09/2010	139294	130063	MIB HOOP CLUB	101-20200	200.00
04/10	04/09/2010	139295	130008	MINNESOTA MUNICIPAL UTILITIES	101-20200	2,100.00
04/10	04/09/2010	139296	130009	MINNESOTA POWER	101-20200	1,284.12
04/10	04/09/2010	139297	130154	MN PROFESSIONAL FIREFIGHTERS	101-20200	30.00
04/10	04/09/2010	139298	120007	MOTION INDUSTRIES INC	101-20200	218.47
04/10	04/09/2010	139299	130013	MOUNTAIN IRON FIREMEN'S RELIEF	101-20200	5,400.00
04/10	04/09/2010	139300	130015	MOUNTAIN IRON PUBLIC UTILITIES	601-20200	17,182.69
04/10	04/09/2010	139301	130128	MTI DISTRIBUTING	101-20200	3,168.97

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
04/10	04/09/2010	139302	140047	NARDINI FIRE EQUIPMENT CO INC	101-20200	129.06
04/10	04/09/2010	139303	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	46,219.13
04/10	04/09/2010	139304	1227	NORTHERN MN BUILDERS ASSOC	101-20200	300.00
04/10	04/09/2010	139305	140055	NORTHERN VISUAL SERVICES	101-20200	78.00
04/10	04/09/2010	139306	40032	OFFICE OF ENTERPRISE TECHNOLOG	603-20200	465.15
04/10	04/09/2010	139307	150011	OLD DOMINION BRUSH	101-20200	619.99
04/10	04/09/2010	139308	160003	PERPICH TV & MUSIC INC	101-20200	212.07
04/10	04/09/2010	139309	160002	PETTY CASH FUND	604-20200	22.38
04/10	04/09/2010	139310	160057	PHIL'S GARAGE DOOR SERVICE	101-20200	220.50
04/10	04/09/2010	139311	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	363.20
04/10	04/09/2010	139312	160023	POHAKI LUMBER	101-20200	141.30
04/10	04/09/2010	139313	170007	QUILL CORPORATION	101-20200	148.51
04/10	04/09/2010	139314	180008	RADKO IRON & SUPPLY INC	604-20200	4.26
04/10	04/09/2010	139315	180004	RANGE COOPERATIVES	604-20200	63.56
04/10	04/09/2010	139316	180052	REED BUSINESS INFORMATION	301-20200	383.76
04/10	04/09/2010	139317	180045	RESERVE ACCOUNT	101-20200	1,000.00
04/10	04/09/2010	139318	180046	RETROFIT RECYCLING INC	603-20200	354.65
04/10	04/09/2010	139319	4045	ROBERT E WALLIS	604-20200	124.81
04/10	04/09/2010	139320	180065	ROCKY MEADOWS TRAVELIN PETS	101-20200	350.00
04/10	04/09/2010	139321	190067	SAINT LOUIS COUNTY	101-20200	35.00
04/10	04/09/2010	139322	4041	SARAH MARTURANO	101-20200	200.00
04/10	04/09/2010	139323	190010	SEPPI BROTHERS	101-20200	270.00
04/10	04/09/2010	139324	190045	SERVICE SOLUTIONS	101-20200	22.34
04/10	04/09/2010	139325	190004	SKUBIC BROS INC	603-20200	174.52
04/10	04/09/2010	139326	190013	ST LOUIS COUNTY	301-20200	3,739.22
04/10	04/09/2010	139327	190039	ST LOUIS COUNTY RECORDERS OFFC	101-20200	92.00
04/10	04/09/2010	139328	190078	STACK BROS.	101-20200	2,582.74
04/10	04/09/2010	139329	190061	SULLIVAN CANDY & SUPPLY	101-20200	136.66
04/10	04/09/2010	139330	200020	THE TRENTI LAW FIRM	101-20200	4,613.07
04/10	04/09/2010	139331	200036	TRITEC OF MINNESOTA INC	604-20200	20.31
04/10	04/09/2010	139332	220025	VERIZON WIRELESS	101-20200	17.46
04/10	04/09/2010	139333	220014	VIKING INDUSTRIAL NORTH	101-20200	453.91
04/10	04/09/2010	139334	4048	VIRGINIA BLUE DEVILS SKI TEAM	101-20200	200.00
04/10	04/09/2010	139335	220026	VIRGINIA HOME CENTER	101-20200	28.05
04/10	04/09/2010	139336	230028	WISCONSIN ENERGY CONSERVATION	604-20200	387.25
04/10	04/09/2010	139337	240001	XEROX CORPORATION	604-20200	582.85
04/10	04/09/2010	139338	260002	Z/TECII	101-20200	1,162.80

Totals:

	220,071.62
Payroll-PP Ending 3/19/10	89,415.10
Payroll-PP Ending 4/2/10	60,467.90
<b>TOTAL EXPENDITURES</b>	<b><u>\$369,954.62</u></b>

**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 #



# 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

## 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 Emergency Medical Service activities including directing the operation and coordination of all Fire Department and Emergency Medical Service activities.

### **RESPONSIBILITIES:**

- ◆ Assists in the development and implementation of policies and procedures for the Fire Department and Emergency Medical Services and advises members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs the Fire Department and Emergency Medical Service operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Knowledge of the duties of a Firefighter and Emergency Medical Service member.
- ◆ Preparation of an annual budget for the Fire Department and Emergency Medical Services; 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 Emergency Medical Services 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.
- ◆ Four (4) years prior experience in fire fighting and prevention.
- ◆ Two (2) years prior experience as an officers within a Fire Department
- ◆ Emergency Medical Service training preferred.



# CITY OF MOUNTAIN IRON

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8586 ENTERPRISE DRIVE SOUTH ■ MOUNTAIN IRON, MN ■ 55768-8260

## CITY OF MOUNTAIN IRON POSITION ANALYSIS

**POSITION TITLE:** Assistant Emergency Medical Services Director

**SUPERVISOR:** Fire Chief

### PRIMARY OBJECTIVE OF POSITION:

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

### RESPONSIBILITIES:

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

### KNOWLEDGE, SKILLS AND ABILITIES:

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

### TRAINING AND EXPERIENCE:

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

## 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)

**DUE TO THE LENGTH  
OF THE  
LABOR AGREEMENT  
BETWEEN THE CITY OF MOUNTAIN IRON  
AND  
THE AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES,  
AFL-CIO  
LOCAL UNION NO. 453**

**IT WILL NOT BE  
COPIED  
FOR THE APPROVAL OF THE MINUTES.**

**COPIES ARE AVAILABLE UPON  
REQUEST.**



# Saint Louis County

Office of the Sheriff 8586 Enterprise Dr. S., Mt. Iron 55768  
(218) 748-7578

Ross Litman  
Sheriff

**To:** Mountain Iron Mayor and City Council  
**From:** Sgt. John Backman   
**Re:** March 2010 Statistics  
**Date:** April 14, 2010

The Mountain Iron Office of the St. Louis County Sheriff reports the below activity for the month of March 2010:

- 24 Disturbances (arguments, threats, unwanted persons, 911 hangup)
- 7 Public assists (roadside assistance/checks, patrol requests, vehicle unlocks)
- 11 Suspicious persons/vehicles/circumstances
- 5 Motor vehicle crashes
- 2 Welfare checks, suicide threats, neglect/abandoned persons, runaway/lost/missing
- 3 Fire & medical
- 5 Drug related calls
- 1 Alarms
- 3 Assaults
- 1 Damage to Property
- 4 Thefts
- 3 Burglary (or attempted)
- 17 Miscellaneous calls (civil/custody/property disputes, animal & traffic complaints, warrant/paper service)
- 81 Traffic Stops
- 18 Traffic Citations
- 1 DUI
- 18 Assists: 7 Sheriffs, 4 Virginia PD, 3 Other PD's, 1 MSP, 3 inside Mt. Iron
- 22 Parking Citations

This activity resulted in 3 custodial arrests.

**COUNCIL LETTER 041910-IVF1&2**

**FIRE DEPARTMENT**

**HIRING RECOMMENDATIONS**

**DATE:** April 14, 2010

**FROM:** Joe Buria  
Fire Chief

---

The Fire Department interviews have been conducted for the following positions and the Hiring Committee recommendation is to hire Tabitha L'Allier, Aaron Buller, Tiffany Wolfe, Brook Marden and William Copeland to position of firefighters.

The recommendation for internal postings:

Assistant Fire Chief is Jeremy Waldron, position ending December 31, 2013.

Captain-Secretary is Dustin Rabideaux, position ending December 31, 2012.

Captain – Training Officer is Greg Chad, position ending December 31, 2012.

Captain Justin Kochar, position ending December 31, 2013.



**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

April 13, 2010

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

Re: Mountain Iron Baseball Fields Reconstruction  
City of Mountain Iron  
Project No. MIPR09-01 & MIPR09-02

Dear Mr. Wainio,

Bids were received on April 13, 2010 for the above referenced project. A total of four (4) bids were received and upon tabulation the low bidder for the project is Mesabi Bituminous, Inc. A copy of the bid tabulation is enclosed.

If the City of Mountain Iron intends to award at its April 19, 2010 City Council meeting, it is recommended that you award the bid to Mesabi Bituminous, Inc. in the amount of **\$126,526.50**.

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

Sincerely,  
**Benchmark Engineering, Inc.**

Eric E. Fallstrom, P.E.

Enclosures



BID TABULATION  
MOUNTAIN IRON BASEBALL FIELDS RECONSTRUCTION  
CITY OF MOUNTAIN IRON, MINNESOTA

PROJECT NO: MIPR09-01 & MIPR09-02

ITEM NO.	ITEM	UNITS	EST. QTY.	ENGINEER'S ESTIMATE		MESABI BITUMINOUS		VEIT & COMPANY		C & C WINGER		BOUGALIS CONST.	
				ITEM COST	TOTAL COST	ITEM COST	TOTAL COST	ITEM COST	TOTAL COST	ITEM COST	TOTAL COST	ITEM COST	TOTAL COST
2101.511	CLEARING AND GRUBBING	LUMP SUM	1.0	\$1,000.00	\$1,000.00	\$5,200.00	\$5,200.00	\$1,000.00	\$1,000.00	\$6,700.00	\$6,700.00	\$3,500.00	\$3,500.00
2104.503	REMOVE CONCRETE SLAB	SQ. FT.	240.0	\$2.00	\$480.00	\$1.00	\$240.00	\$0.60	\$144.00	\$1.30	\$312.00	\$2.00	\$480.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	1,031.0	\$1.00	\$1,031.00	\$0.50	\$515.50	\$0.40	\$412.40	\$1.00	\$1,031.00	\$1.80	\$1,855.80
2104.509	REMOVE MISCELLANEOUS STRUCTURES	LUMP SUM	1.0	\$500.00	\$500.00	\$250.00	\$250.00	\$585.00	\$585.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	1,492.0	\$8.00	\$11,936.00	\$6.00	\$8,952.00	\$7.15	\$10,667.80	\$10.00	\$14,920.00	\$14.00	\$20,888.00
2105.522	SELECT GRANULAR BORROW (CV)	CU. YD.	1,024.0	\$12.00	\$12,288.00	\$9.00	\$9,216.00	\$14.15	\$14,489.60	\$0.00	\$0.00	\$17.00	\$17,408.00
2105.525	TOPSOIL BORROW (LV)	CU. YD.	1,000.0	\$15.00	\$15,000.00	\$10.80	\$10,800.00	\$18.90	\$18,900.00	\$20.00	\$20,000.00	\$19.00	\$19,000.00
2105.535	SALVAGED TOPSOIL (PV)	CU. YD.	628.0	\$5.00	\$3,140.00	\$5.00	\$3,140.00	\$9.00	\$5,652.00	\$20.00	\$12,560.00	\$6.00	\$3,768.00
2105.602	GRAVEL ENTRANCE RESTORATION	EACH	1.0	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,835.00	\$1,835.00	\$750.00	\$750.00	\$1,200.00	\$1,200.00
2211.604	AGGREGATE BASE SPECIAL (CV)	CU. YD.	380.0	\$75.00	\$28,500.00	\$82.00	\$31,160.00	\$90.50	\$34,390.00	\$81.00	\$30,780.00	\$95.00	\$36,100.00
2502.501	4" PRECAST HEADWALL	EACH	1.0	\$500.00	\$500.00	\$50.00	\$50.00	\$275.00	\$275.00	\$300.00	\$300.00	\$2,200.00	\$2,200.00
2502.541	4" PERFORATED TP PIPE DRAIN W/ GEOTEXTILE SO	LIN. FT.	585.0	\$10.00	\$5,850.00	\$8.00	\$4,680.00	\$8.00	\$4,680.00	\$7.00	\$4,095.00	\$4.00	\$2,340.00
2502.541	4" PVC - SDR 35	LIN. FT.	123.0	\$15.00	\$1,845.00	\$6.00	\$738.00	\$9.00	\$1,107.00	\$5.00	\$615.00	\$13.00	\$1,599.00
2503.602	CONNECT TO EXISTING CATCH BASIN	EACH	1.0	\$500.00	\$500.00	\$250.00	\$250.00	\$350.00	\$350.00	\$400.00	\$400.00	\$400.00	\$400.00
2521.501	4" CONCRETE SIDEWALK	SQ. FT.	80.0	\$10.00	\$800.00	\$8.00	\$640.00	\$9.50	\$760.00	\$9.25	\$740.00	\$9.00	\$720.00
2540.602	BASES, PLATES, & ANCHORS	LUMP SUM	2.0	\$1,200.00	\$2,400.00	\$2,500.00	\$5,000.00	\$2,225.00	\$4,450.00	\$2,200.00	\$4,400.00	\$1,800.00	\$3,600.00
2557.501	WIRE FENCE DESIGN 72-9322	LIN. FT.	1,580.0	\$20.00	\$31,600.00	\$16.05	\$25,359.00	\$17.95	\$28,361.00	\$19.00	\$30,020.00	\$17.00	\$26,860.00
2557.501	WIRE FENCE DESIGN SPECIAL	LIN. FT.	135.0	\$75.00	\$10,125.00	\$95.00	\$12,825.00	\$106.00	\$14,310.00	\$100.00	\$13,500.00	\$98.00	\$13,230.00
2557.517	VEHICULAR GATE - DOUBLE	EACH	1.0	\$4,000.00	\$4,000.00	\$725.00	\$725.00	\$810.00	\$810.00	\$600.00	\$600.00	\$1,100.00	\$1,100.00
2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN. FT.	1,423.0	\$4.00	\$5,692.00	\$2.00	\$2,846.00	\$2.15	\$3,059.45	\$1.50	\$2,134.50	\$2.20	\$3,130.60
2573.512	TEMPORARY DITCH CHECK TYPE 3	LIN. FT.	20.0	\$10.00	\$200.00	\$10.00	\$200.00	\$11.20	\$224.00	\$6.00	\$120.00	\$12.00	\$240.00
2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2.0	\$500.00	\$1,000.00	\$300.00	\$600.00	\$1,265.00	\$2,530.00	\$500.00	\$1,000.00	\$800.00	\$1,600.00
2575.505	SODDING LAWN TYPE	SQ. YD.	360.0	\$5.00	\$1,800.00	\$4.00	\$1,440.00	\$4.50	\$1,620.00	\$11.00	\$3,960.00	\$5.00	\$1,800.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,342.00	\$1,342.00	\$2,000.00	\$2,000.00	\$1,300.00	\$1,300.00

BID TOTALS: \$143,187.00      \$126,526.50      \$151,934.25      \$152,937.50      \$165,519.40

*Ken Gou*  
BENCHMARK ENGINEERING, INC.



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 ■ FAX: 218-748-7573 ■ [www.mtniron.com](http://www.mtniron.com)  
8586 ENTERPRISE DRIVE SOUTH ■ MOUNTAIN IRON, MN ■ 55768-8260

## NOTICE OF PUBLIC HEARING

The Planning and Zoning Commission of the City of Mountain Iron will hold a public hearing on Monday, April 12, 2010 at 6:10 p.m. in the Mountain Iron Room of the Mountain Iron Community Center.

The purpose of the public hearing is to consider a request made by Jeremy and Tara Lamourea, 8804 Grant Avenue, Mountain Iron for a Conditional Use Permit as required by the Zoning Ordinance to construct an accessory building that is 1,440 square feet; it would exceed the 900 square feet as allowed by the Zoning Ordinance. The property is legally described as follows:

Section 15, Township 58 North, Range 18 West  
Northerly 200 feet of the Easterly 300 feet of the Southeast Quarter (SE 1/4 ) of the Northwest Quarter (NW 1/4) except the Easterly 133 feet.

And, Westerly 50 feet of the East 350 feet of the North 200 feet of the Southeast Quarter (SE 1/4) of the Northwest Quarter (NW 1/4)

Parcel Code: 175-0070-01576  
175-0070-01572

The public can present its opinions at the public hearing or by letter addressed to the Zoning Administrator, City of Mountain Iron, City Hall, 8586 Enterprise Drive South, Mountain Iron, Minnesota 55768-8260.

By Order of the Planning and Zoning Commission  
Jerry D. Kujala  
Zoning Administrator

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

**CITY OF MOUNTAIN IRON  
CONDITIONAL USE PERMIT APPLICATION \***

Name of Applicant JEREMY LAMGUREN Signature of Applicant [Signature] Date of Applications 3-24-10  
8804 Grant Drive, Mountain Iron

Legal Description:  
 Sec/Lot 15 Twp/Block 58 Rge/Subd 18 Parcel Code # 175-0070-1576  
175-6070-1576

Description of Proposed Use 30x48x12 garage, personal storage

Statement as to why proposed use will not cause injury to value of adjoining property. similar size to building in neighborhood. store many things that are outside in building

Statement as to how proposed use is to be designed, arranged and operated in order to permit development and use of neighboring property. maintain proper setbacks from property lines door will face street, not property line.

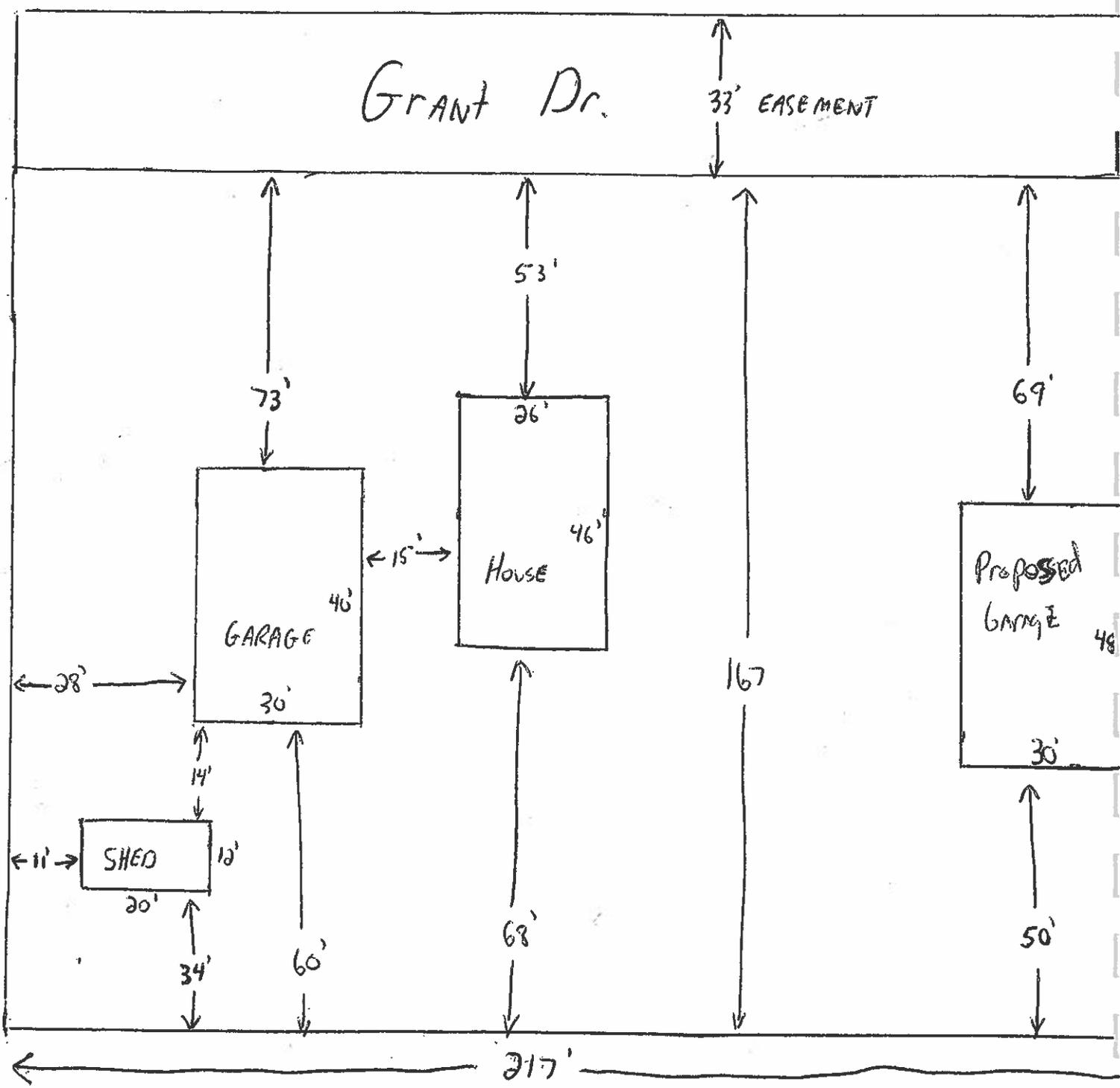
\* Applicant is required to submit documentation required in Section 22.24, Subd 4 of the Zoning Ordinance along with this application for a Conditional Use Permit. Applicant is also required to submit a Vicinity Map, drawn to scale, showing applicant's and adjoining property including existing and proposed buildings or uses. Use reverse side of this form.

Pd \$150.00  
3/25/10 Receipt 1.036962

OFFICE USE ONLY

ITEM	ACTION	DATE	INITIAL
Zoning Administrator Review	Sent to Jdk	3-26-10	Gma
Public Hearing Set	Set for 4/12/10 @ 6:10 pm	3-29-10	Gma
Hearing Notice Published	Mesabi Daily News	3-31-10	Gma
Planning & Zoning Recommendation	P&Z Rec Approval	4-12-10	Gma
Council Action			
Filed with County Recorder			

Conditions Attached \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 ▪ FAX: 218-748-7573 ▪ [www.mtniron.com](http://www.mtniron.com)  
8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

## NOTICE OF PUBLIC HEARING

The Planning and Zoning Commission of the City of Mountain Iron will hold a public hearing on Monday, April 12, 2010 at 6:05 p.m. in the Mountain Iron Room of the Mountain Iron Community Center.

The purpose of the public hearing is to consider a request made by Timothy Peterson and Dorothy Grigg, 5624 Falcon Avenue, Mountain Iron for a Conditional Use Permit as required by the Zoning Ordinance to construct an addition of 144 square feet to an accessory building, that is currently 864 square feet, that would exceed the 900 square feet as allowed by the Zoning Ordinance. The property is legally described as follows:

The South 105.78 feet of the West 250 feet of Lot 7, Block 3  
Parkville Addition to Mountain Iron

Parcel Code: 175-0051-00620

The public can present its opinions at the public hearing or by letter addressed to the Zoning Administrator, City of Mountain Iron, City Hall, 8586 Enterprise Drive South, Mountain Iron, Minnesota 55768-8260.

By Order of the Planning and Zoning Commission  
Jerry D. Kujala  
Zoning Administrator

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

CITY OF MOUNTAIN IRON  
CONDITIONAL USE PERMIT APPLICATION \*

Name of Applicant: Timothy Peterson Signature of Applicant: Tim Peterson Date of Applications: 3-11-10  
Dorothy Grigg Dorothy Grigg

Legal Description:  
 Sec Lot 0007 Twp Block 003 Rge Subd Parkville Parcel Code # 175-0051-006  
Parkville Mountain Iron \$105.78 FT of W 250 FT

Description of Proposed Use: garage (Addition of 144 sq. ft. to a 864 sq. ft. accessory building)

Statement as to why proposed use will not cause injury to value of adjoining property:  
6 FT extension on back of existing garage. We own the adjacent property south of the garage

Statement as to how proposed use is to be designed, arranged and operated in order to permit development and use of neighboring property:  
Adding 6 FT extension on back of existing garage for personal use for storage

\* Applicant is required to submit documentation required in Section 22.24, Subd 4 of the Zoning Ordinance along with this application for a Conditional Use Permit. Applicant is also required to submit a Vicinity Map, drawn to scale, showing applicant's and adjoining property including existing and proposed buildings or uses. Use reverse side of this form.

pd \$150.00 3/15/10  
 Rec # 2.113074

OFFICE USE ONLY

ITEM	ACTION	DATE	INITIAL
Zoning Administrator Review	Mailed to Jdk	3/15/10	Qma
Public Hearing Set	Set for 4/12/10 @ 6:05 pm	3/23/10	Qma
Hearing Notice Published	Mesabi Daily News	3/21/10	Qma
Planning & Zoning Recommendation	P+Z Rec Approval	4/12/10	Qma
Council Action			
Filed with County Recorder			

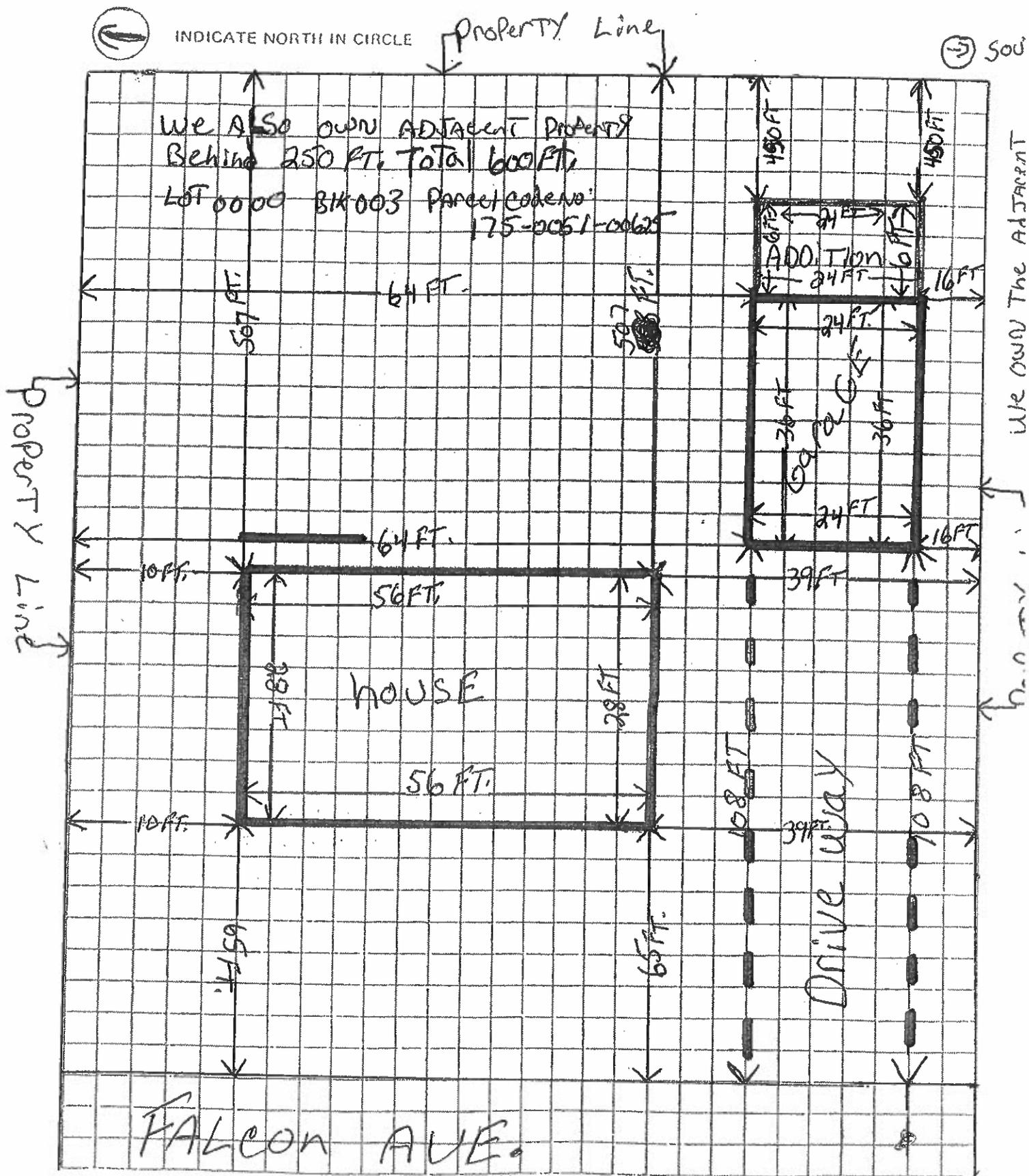
Conditions Attached \_\_\_\_\_

VEGETATION TO SCALE - SHOW DIMENSIONS OF LOT AND ALL EXISTING AND PROPOSED STRUCTURES OF DISTANCES FROM FRONT, SIDE AND REAR LOT LINE SETBACKS TO ALL EXISTING AND PROPOSED STRUCTURE SHOW ALLEY AND STREET NAMES ABUTTING LOT.

I/We certify that the proposed construction will conform to the dimensions and uses shown that no changes will be made without first obtaining approval.

Signature Tim Peterson

Date 3-11-10



**COUNCIL LETTER 041910-IVII**  
**STREET & ALLEY COMMITTEE**  
**CRACK SEALING**

**DATE:** April 14, 2010  
**FROM:** Street Committee  
Don Kleinschmidt  
Director of Public Works

---

The Street and Alley Committee is requesting City Council approval to call for Quotes for roadway crack sealing in the amount of \$20,000.00.

Funding sources will be available prior to award of quotes.

**COUNCIL LETTER 041910-IVI2**  
**STREET COMMITTEE**  
**STREET LIGHT INSTALLATION**

**DATE:** April 14, 2010  
**FROM:** Street Committee  
Don Kleinschmidt  
Director of Public Works

---

The Street Committee is recommending installation of an additional street light on the southeast corner of Mesabi and Main Street.

This will balance out and complete the downtown street project.

**COUNCIL LETTER 041910-IVI3**  
**STREET COMMITTEE**  
**ADOPT A ROADWAY PROGRAM**

**DATE:** April 14, 2010  
**FROM:** Street Committee  
Don Kleinschmidt  
Director of Public Works

---

The Street Committee is recommending City Council approval to have Staff develop and advertise an informal Adopt a Road Program. This will be similar to our current Adopt a Fire Hydrant Program.

3/1/10 cc tabled gmc  
4/5/10 cc Req. add'l info g



February 1, 2010

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

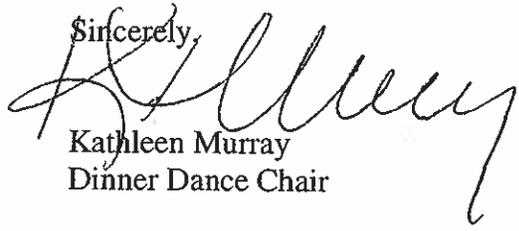
Dear Mayor and Council Members:

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

4/13/10  
KATHLEEN MURRAY  
SOI cc (3) non-profit

311 Third Street South, Virginia Minnesota 55792

**COUNCIL LETTER 041910-VIA**

**ADMINISTRATION**

**ORDINANCE NUMBER 02-10**

**DATE:** April 14, 2010

**FROM:** Planning and Zoning Commission

Economic Development Authority

Craig J. Wainio  
City Administrator

---

Ordinance number 02-10 sets up Special Zoning District Number 3 for South Forest Grove. The stipulations presented will also be included as covenants on the deeds that are issued for the sale of the lots. The Economic Development Authority and the Planning and Zoning Commission recommend the adoption of Ordinance Number 02-10 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

## ORDINANCE NUMBER 02-10

### ESTABLISHING SPECIAL ZONING DISTRICT NUMBER THREE WITHIN THE CITY OF MOUNTAIN IRON

#### THE CITY OF MOUNTAIN IRON ORDAINS:

**Section 1. Creation.** A special Zoning District Number 3 is hereby created and described as the South Half of the Northwest Quarter of the Southeast Quarter of Section 15, Township 58N, Range 18 West of the 4<sup>th</sup> Principal Meridian.

**Section 2. Other Provisions.** All other applicable provisions of Chapter 154 of the Mountain Iron City Code must be complied with in Special Zoning District Number 3.

**Section 3. Special Provisions.** The following special provisions must be complied within Special Zoning District Number 3:

- a) new construction with earth tone natural or muted colors.
- b) minimum 1200 square feet living space (not garage) foot print.
- c) up to 3 stall attached garage not exceeding 900 square feet.
- d) accessory buildings of same style and appearance as house, no larger than a total of 600 square feet.
- e) fencing must be wood/simulated wood and left natural or stained earth tones or chain link.
- f) no double lots.
- g) 30 months from purchase of lot to substantial completion of structure.
- h) no commercial or home businesses.
- i) solid surface (asphalt, concrete, brick pavers) driveways.

**Section 4. Incorporation.** Section 154.034 of the Mountain Iron City Code is hereby titled Special Zoning District Number Three. This ordinance shall be incorporated into the Mountain Iron City Code as Section 154.034, Special Zoning District 3.

**Section 5. Effective Date.** This ordinance shall become effective 30 days after publication in the City's official newspaper.

**DULY ADOPTED BY THE CITY COUNCIL THIS 19<sup>th</sup> DAY OF APRIL, 2010.**

ATTEST:

\_\_\_\_\_  
Mayor Gary Skalko

\_\_\_\_\_  
City Administrator



# CITY OF MOUNTAIN IRON

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8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

## RESOLUTION NUMBER 02-10

### APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

**WHEREAS**, pursuant to a Resolution Number 01-10 passed by the City Council January 20, 2010, the city engineer has prepared plans and specifications the improvement of Old Highway 169 from approximately 0.7 miles east of the western City Limits to the western city limits and has presented such plans and specifications to the City Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for two days, shall specify the work to be done, shall state that bids will be received by the City Administrator until 10:00 a.m. on May 25, 2010, at which time they will be publicly opened in the City Council chambers of the City Hall by the City Administrator and engineer, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on June 7, 2010, in the City Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the City Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Mountain Iron for ten (10%) percent of the amount of such bid.

**DULY ADOPTED BY THE CITY COUNCIL THIS 19<sup>th</sup> DAY OF APRIL, 2010.**

ATTEST:

\_\_\_\_\_  
Mayor Gary Skalko

\_\_\_\_\_  
City Administrator



# 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

April 14, 2010

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

Re: 2010 Street Improvements  
City of Mountain Iron  
Project No.: MI10-01

Dear Mr. Wainio;

Benchmark Engineering, Inc. is nearing the completion of the construction plans and specifications for the 2010 Street Improvements project, which consists of the final phase of the Old Highway 169 overlay.

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 25, 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 first meeting in June.

An engineer's estimate has also been included for your reference. A draft set of construction plans will be available for review at City Hall by the end of this week.

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.

Enclosure



ENGINEER'S PRELIMINARY ESTIMATE OF COST  
 2010 STREET IMPROVEMENTS  
 PHASE III: OLD HIGHWAY 169 - OVERLAY  
 MOUNTAIN IRON, MINNESOTA  
 PROJECT NO.: MI10-01

OVERLAY - 1 1/2" WEAR & 1/2" LEVELER, SHOULDERING 4" - 5' wide

ITEM NO.	ITEM	UNITS	ITEM COST	PROJECT QUANTITIES	TOTAL AMOUNT
2105.525	TOPSOIL BORROW	CU. YD.	\$25.00	35.0	\$875.00
2105.603	CONSTRUCT DRAINAGE DITCH	LIN. FT.	\$50.00	150.0	\$7,500.00
2221.503	AGGREGATE SHOULDERING (CV), CLASS 1	CU. YD.	\$25.00	355.0	\$8,875.00
2350.501	TYPE LV5 WEARING COURSE MIXTURE (B)	TON	\$71.00	1,090.0	\$77,390.00
2350.502	TYPE LV5 NON-WEARING COURSE MIXTURE (B)	TON	\$73.00	350.0	\$25,550.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	\$50.00	5.0	\$250.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$4,000.00	1.0	\$4,000.00
2575.502	SILT FENCE, TYPE PREASSEMBLED	LIN. FT.	\$5.00	80.0	\$400.00
2575.512	TEMPORARY DITCH CHECK TYPE 2	LIN. FT.	\$20.00	10.0	\$200.00
2575.523	EROSION CONTROL BLANKET CATEGORY 3	SQ. YD.	\$15.00	60.0	\$900.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	\$1,500.00	1.0	\$1,500.00
2582.502	4" BROKEN YELLOW LINE - PAINT (TEMPORARY STRIPING)	LIN. FT.	\$0.30	3,950.0	\$1,185.00
2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN. FT.	\$0.50	3,950.0	\$1,975.00
2582.502	4" SOLID LINE WHITE - EPOXY	LIN. FT.	\$0.30	7,910.0	\$2,373.00

ESTIMATED CONSTRUCTION COST : \$132,973.00

BENCHMARK ENGINEERING, INC.

# mac's bar

8881 Main Street, Mtn. Iron, MN

City of Mt. Iron  
Attn: City Council Members  
8586 Enterprise Drive South  
Mountain Iron, MN 55768

RE: Off site liquor license request May 3, 2010

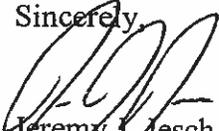
Date: April 13, 2010

Dear Council Members:

On behalf of Mac's Bar, I am respectfully requesting the City of Mt. Iron issue an offsite liquor license for May 3, 2010 at the Mountain Iron Community Center. The event Mac's Bar will be serving is a bowling banquet.

Thank you in advance for your consideration.

Sincerely,



Jeremy J. Jesch  
Mac's Bar

## COMMUNICATIONS

1. Minnesota Department of Health, a letter from Karla Peterson, the Supervisor for the community Public Water Supply Unit informing the Council of its responsibility to distribute a Consumer Confidence Report for the City water supply.
2. St. Louis County Board, a letter from Steve Raukar and Keith Nelson reaffirming the County's continued interest in exploring collaboration and sharing of services and responsibilities with the City.
3. MIB Archery Club, a letter requesting a contribution towards their expenses to attend the National Archery Competition in Louisville, Kentucky on 5/6/10 through 5/9/10.
4. League of Minnesota Cities, a letter on the State legislature's reductions in MVHC and LGA.
5. Northern Natural Gas, information packet on their facilities in the area.



Protecting, maintaining and improving the health of all Minnesotans

**IMPORTANT INFORMATION**

April 2, 2010

PWSID: 1690035

Mountain Iron City Council  
c/o City Administrator  
Mountain Iron City Hall  
8586 Enterprise Drive South  
Mountain Iron, Minnesota 55768

Dear Council Members:

All community water systems must distribute a drinking water report, officially known as a Consumer Confidence Report (CCR), annually, to their customers before July 1.

A packet has been sent to your water superintendent that includes a CCR for your water supply and a Certification Form. The packet also includes instructions on how to distribute the report. Your system may reformat the CCR and/or add additional information about your water system, however, that is not necessary. Using the CCR that we have provided will satisfy the requirements. If you choose to reformat the CCR, all the information in the CCR that was sent to your system must be included in your newly reformatted CCR.

It is your responsibility to ensure that the CCR is distributed to your customers before July 1. A copy of the CCR that you distribute and the completed Certification Form must be returned to the Minnesota Department of Health (MDH) on or before July 1, 2010.

You must keep a copy of the CCR for at least three years. Failure to produce and distribute a CCR as required, as well as failure to return a copy of the CCR to MDH along with the completed Certification Form by July 1, 2010, may result in enforcement actions, including fines, from the U. S. Environmental Protection Agency and/or the MDH.

If you have any questions, please call the message center at 651/201-4650 or 1/800-818-9318.

Sincerely,

Karla R. Peterson, P.E., Supervisor  
Community Public Water Supply Unit  
Environmental Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

KRP:jmc



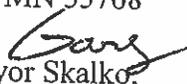
# Saint Louis County

**Seventh District Commissioner** • 1810 12th Avenue East, Room 214, Courthouse  
Hibbing, MN 55746 • Phone: (218) 262-0201 • Fax: (218) 262-0203  
Email: [raukars@co.st-louis.mn.us](mailto:raukars@co.st-louis.mn.us) • Website: [www.co.st-louis.mn.us](http://www.co.st-louis.mn.us)

March 31, 2010

**Steve Raukar**  
County Commissioner

Mayor Gary Skalko  
8586 Enterprise Drive S.  
Mt. Iron, MN 55768

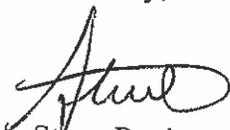
  
Dear Mayor Skalko,

As we look ahead with optimism to the challenges of 2010, we will collectively face the task of re-evaluating our local budgets to adjust for lost LGA and program-specific dollars. In this process, we must never lose sight of the need to pro-actively govern and continue to be diligent in the pursuit of new opportunities to better serve our mutual constituents throughout the region. In doing so, we will be faced with determining how to do less with less and finding ways to sustain service in more cost-effective ways. That being said, as the Chair of the St. Louis County Board of Commissioners, I want to reaffirm the county's continued interest in exploring collaboration and sharing of services and responsibilities, wherever possible, to the benefit of those we serve.

This coming year will undoubtedly present numerous challenges to improve the physical and social infrastructure of both the County and Mt. Iron. In the spirit of intergovernmental cooperation, I, along with the other members of our County Board, have encouraged and supported the efforts of our Administrator to engage in conversations with you and your administration with the hope of identifying opportunities that will achieve our shared goals of improving communications and synergy between the County and Mt. Iron. Once the dust has settled in St. Paul, if not sooner, we will, as local officials, be called upon to face a new fiscal reality and provide policy direction, with the guidance of those we serve, to maintain services without major shifts of cost to the regressive property tax.

In closing, we are hopeful that by working together we can collectively sustain the delivery of the quality services our citizens have come to expect. We look forward to continued dialogue and your willingness to strengthen the working relationship between the County and City.

Sincerely,



Steve Raukar, Chair/St. Louis County Board  
Commissioner - District 7



Keith Nelson, Chair/Finance & Budget  
Commissioner - District 6

SR/pao

**"Working Together, Serving People"**

MIB Archery Club  
PO Box 81  
Buhl, MN 55713  
April 7, 2010

Dear Business Person / Area Organization:

The Mountain Iron / Buhl Archery Team will once again be attending the National Archery Competition in Louisville, KY, on May 6<sup>th</sup> thru May 9th. Though neither of our teams placed in the State competition, we do have a high enough score shot, to attend the National Competition. We have decided to take the High School Team consisting of 24 shooters and 2 coaches. We are respectfully asking for a contribution from your business to assist in our expenses.

Your donation will be highly appreciated and will go directly towards our expenses for this trip. At your request, we will be happy to mail you a receipt for your donation.

Thank you in advance for your support.

Sincerely,

The students of the MIB Archery Club

Donations can be sent to MIB Archery Club in C/O one of the following addresses:

**Niki Erikson**  
**PO Box 81**  
**Buhl, MN 55713**

**Jenny Blake**  
**PO Box 77**  
**Mt. Iron, MN 55768**

April 8, 2010

Dear Mayors and Chief Appointed Officials:

Last week Governor Pawlenty signed into law the first supplemental budget bill, Chapter 215 (HF 1671). This week's *Cities Bulletin* includes an expanded description of this new law. Among other provisions, it will further reduce Market Value Homestead Credit (MVHC) and Local Government Aid (LGA) payments by \$52.5 million in 2010. This is on top of the \$128 million in cuts to those two programs that cities have already taken into account in their adopted 2010 budgets.

While these latest cuts are not welcome news, we know the reductions could have been far worse. You may recall that the Governor initially recommended \$125 million in cuts to MVHC and LGA in his supplemental budget proposal while the House Tax Chair introduced a bill that would have cut cities by \$115 million. By comparison, the cuts as they currently stand are much less than they might have been. Clearly, our collective efforts to explain the impacts of such deep cuts helped to change minds. If you have not already done so, a "thank you" to those legislators who supported this compromise would be appropriate.

However, the signing of Chapter 215 does not eliminate the possibility of additional cuts for cities in 2010. The Legislature and Governor have yet to agree on the second supplemental budget bill which will affect the education and health and human services budgets. Likewise, Chapter 215 was based on the expectation that the state will receive an additional \$400 million in Medicaid assistance from the federal government. If the Governor and Legislature cannot agree on the remaining cuts necessary to balance the budget and/or if the federal Medicaid assistance is not forthcoming, the Legislature will have to revisit its earlier actions and possibly increase budget cuts already included in Chapter 215.

Even cities that no longer receive MVHC and LGA could be affected if the Legislature considers cuts to other aid and credit programs such as PERA pension aid or police and fire aid, programs that all cities currently receive. That, in fact, has already happened this session; \$10.5 million was diverted from the Fire Safety Account, a dedicated source of training dollars for fire departments statewide, as part of Chapter 215.

I am, therefore, taking this unusual step of writing to ask that you convey to your legislators the importance of not further reducing city programs - in any form - during the final weeks of the session. Including the cuts authorized in Chapter 215, cities have lost over \$300 million in aids since the end of 2008. And, as it currently stands, the state faces a \$5.8 billion deficit in the next biennium beginning July 1, 2011 meaning the likelihood of even more cuts to these aid programs

Mayors and Chief Appointed Officers

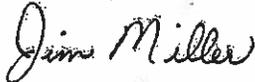
April 8, 2010

Page 2

in the 2011 legislative session. Please remind your legislators of the difficult choices your city councils have already made and the impact these latest cuts will have on your residents and businesses.

The League will continue to make this point in coming weeks, but your advocacy may be the difference between what is now law and even more severe reductions. If you have questions or concerns about the budget bill or the possibility of additional cuts, please feel free to contact us at any time.

Sincerely,



Jim Miller  
Executive Director

	General Fund 2010 TGA	2010 LGA Reduction due to Unallocation	2010 LGA Legislative Reduction	Final 2010 LGA General Reductions	General Fund 2010 MVG	2010 MVG Reduction due to Unallocation	2010 MVG Legislative Reduction	Final 2010 MVG General Reductions	Total 2010 LGA/MVG Legislative Reduction	Total 2010 LGA/MVG Legislative & Unallocation Reductions	Est. 2011 LGA
Hawley	611,844	-73,804	0	538,040	40,971	0	-35,129	5,842	-35,129	-108,933	646,444
Hibbing	8,883,666	-889,350	0	7,994,316	647,047	0	-451,360	195,687	-451,360	-1,340,710	8,722,466
Hinckley	272,376	-54,980	0	217,396	28,815	0	-26,403	2,412	-26,403	-81,383	296,611
Hoyt Lakes	462,234	-101,475	0	360,759	95,916	0	-51,352	44,564	-51,352	-152,827	443,894
Hutchinson	2,412,259	-627,987	0	1,784,272	413,391	0	-294,722	118,669	-294,722	-922,709	2,348,135
International Falls	4,056,559	-345,565	0	3,710,994	250,765	0	-173,012	77,753	-173,012	-518,577	3,994,769
Janesville	836,492	-111,620	0	724,872	82,320	0	-51,043	31,277	-51,043	-162,663	816,507
La Crescent	616,492	-193,645	0	422,847	138,224	0	-87,123	51,101	-87,123	-280,768	567,353
Le Sueur	973,778	-205,856	0	767,922	127,900	0	-92,622	35,278	-92,622	-298,478	4,058
Litchfield	1,897,653	-308,800	0	1,588,853	217,020	0	-141,857	75,163	-141,857	-450,657	1,829,203
Luverne	1,371,690	-177,515	0	1,194,175	165,740	0	-86,256	79,484	-86,256	-263,771	1,325,900
Mankato	7,858,290	-1,548,796	-92,492	6,217,001	628,559	0	-628,559	0	-721,051	-2,269,847	7,981,210
Marshall	2,647,813	-537,205	0	2,110,608	268,219	0	-250,792	17,427	-250,792	-787,997	2,516,403
Melrose	769,209	-154,359	0	614,850	102,597	0	-69,763	32,834	-69,763	-224,122	741,765
Moorhead	7,918,290	-1,127,662	0	6,790,628	564,602	0	-526,804	37,798	-526,804	-1,654,466	7,618,290
Morris	2,389,503	-261,440	-23,575	2,104,488	99,220	0	-99,220	0	-122,795	-384,235	2,313,878
Mountain Iron	1,311,148	-154,880	0	1,156,268	104,954	0	-78,652	26,302	-78,652	-233,532	1,352,187
New Ulm	4,858,002	-746,240	0	4,111,762	495,585	0	-347,127	148,458	-347,127	-1,093,367	4,834,402
North Mankato	1,854,816	-496,709	0	1,358,107	302,860	0	-228,659	74,201	-228,659	-725,368	1,851,802
Olivia	821,424	-125,272	0	696,152	102,129	0	-60,137	41,992	-60,137	-185,409	827,132
Ortonville	806,896	-103,476	0	703,420	70,913	0	-48,367	22,546	-48,367	-151,843	787,566
Owatonna	4,200,573	-1,047,448	0	3,153,124	661,557	0	-467,721	193,836	-467,721	-1,515,169	4,017,178
Park Rapids	486,667	-172,541	0	314,126	116,764	0	-84,682	32,082	-84,682	-257,223	451,727
Perham	583,292	-124,155	0	459,137	91,617	0	-58,059	33,558	-58,059	-182,214	555,792
Plainview	685,955	-141,307	0	544,648	124,202	0	-74,813	49,389	-74,813	-216,120	690,130
Priceton	756,732	-220,800	0	535,932	124,209	0	-100,807	23,402	-100,807	-321,607	721,736
Red Wing	1,518,176	-898,590	0	619,586	480,810	0	-456,400	24,410	-456,400	-1,354,990	1,741,999
Redwood Falls	1,331,400	-256,130	0	1,075,270	186,059	0	-115,282	70,777	-115,282	-371,412	1,297,447
Renville	478,235	-69,630	0	408,605	58,628	0	-35,112	23,516	-35,112	-104,742	468,302
Rochester	8,959,155	-3,857,582	0	5,101,571	2,242,917	0	-1,825,158	417,759	-1,825,158	-5,682,740	8,659,155
Roseau	700,714	-131,637	0	569,076	69,368	0	-60,001	9,367	-60,001	-191,638	672,164
Rushford	656,130	-97,112	0	559,018	83,575	0	-47,616	35,959	-47,616	-144,728	646,366

Source: MN Dept. of Revenue MN House Research Data  
Prepared by Flaherty and Hood, P.A. for the Coalition of Greater Minnesota Cities, 4/5/2010.



January 15, 2010

Northern Natural Gas periodically contacts public officials throughout the area in which it operates. These contacts ensure that public entities remain aware of Northern facilities in their area and have contact numbers to reach Northern Natural Gas personnel. We also discuss how public safety departments and Northern Natural Gas employees would work together to respond to a pipeline-related emergency.

This packet of information contains the following:

- A general map of Northern's pipeline.
- A pamphlet of general pipeline information, information about living near a pipeline, excavator information and public safety official information.
- A business card for the Northern Natural Gas Operations Communication Center, the contact for an emergency concerning our facilities.
- Material Safety Data Sheets on natural gas.

Please take the time to familiarize yourself and your department personnel with this information. Post Northern's emergency contact number in a place highly visible by department members. Sharing the knowledge of how to respond to a pipeline emergency will help ensure the safety of the general public and your department personnel.

Northern Natural Gas personnel are available to meet with your department to discuss Northern's facilities, operations and emergency response. If you would like to schedule a meeting, please call our Operations Communications Center at **1-888-367-6671**. We will make every attempt to make our personnel available to meet at your convenience.

Thank you for your time today, and if you have any questions about Northern Natural Gas operations or facilities, please do not hesitate to call.

**Loren Lilly**  
Carlton Operations  
888-367-6671 Emergencies

Line Locate Call Back #  
402-530-3454

Northern Natural Gas Company  
1995 Northern Natural Gas Road  
Carlton, MN 55718  
402-530-3453 Telephone  
218-384-3231 Fax  
218-348-3461 Cellular  
loren.lilly@nngco.com



**Operations Communication Center**

N64-E  
3-6-01



If you know of or suspect a facility or pipeline emergency,  
please call:

**1-888-367-6671**

This card is for the general public, excavators and  
public officials



1111 South 103rd Street  
 Omaha, NE 68124  
 (888) 367-6671 Telephone  
 www.northernnaturalgas.com

**OPERATOR OVERVIEW**

Northern Natural Gas is based in Omaha, Nebraska, and operates an interstate natural gas pipeline extending from the Permian Basin in Texas to the upper Midwest. The system includes 15,532 miles of natural gas pipeline; 4.9 billion cubic feet (Bcf/d) per day of market area design capacity, plus 2.1 Bcf/d field capacity; 5 natural gas storage facilities with a total firm and operational capacity of 65 Bcf, including 4 Bcf of liquefied natural gas; and employs 947 employees.

Northern Natural Gas provides transportation and storage services to approximately 110 utilities and numerous end-use customers in the upper Midwest. We provide cross-haul and grid transportation between other interstate and intrastate pipelines in the Permian, Anadarko, Hugoton and Midwest areas. Northern Natural Gas also operates three natural gas storage facilities and two LNG peaking units. These storage facilities are fully contracted and are central to meeting customers' peak-day system requirements.

Northern Natural Gas accesses supply from every major Mid-Continent basin, as well as the Rocky Mountain and Western Canadian basins. This supply is ultimately delivered to end-use customers located in Minnesota, Iowa, South Dakota, Wisconsin, Illinois and the Upper Peninsula of Michigan.

**COMMITMENT TO SAFETY, HEALTH & ENVIRONMENT**

Our highest priority at Northern Natural Gas is safety. We strive to operate and maintain our facilities in a manner that provides the highest level of protection to our employees and the public. We believe that an accident-free work environment is an achievable goal. At Northern Natural Gas, we run our business based upon these fundamental concepts: We hold the protection of safety and health as our highest core value.

Safety performance is a key indicator of organizational excellence. Safety will not be compromised for any reason, and we recognize that safe and healthy employees are productive employees. Protecting the safety and health of our employees in the workplace, and promoting a safe and healthful lifestyle outside of the workplace, is good business. Safety is a shared responsibility of everyone in the organization.

Audits are essential to ensure that the safety and health management system is functioning effectively. Audits will be conducted on a routine basis. Executive management will lead the process to continually improve our safety and health management system so that it provides the highest level of protection to our employees from injuries, illness and occupational diseases. Training is essential to the success of our safety and health management system. Employees will be trained to recognize safety and health hazards and the appropriate protective measures to protect them from these haz-

ards. Employees are empowered and obligated to take immediate, corrective action in response to any unsafe work practices and conditions.

Safety and health must be considered in the design and maintenance of our facilities. An accident-free workplace is an achievable goal.

**ENVIRONMENTAL** » Northern Natural Gas, along with all of the MidAmerican Energy companies, believes responsible environmental management is good business; it benefits our customers and improves the quality of the environment in which we live. Our policy establishes the environmental RESPECT principles that guide our corporate commitment to the environment.

**RESPONSIBILITY** » All levels of management are responsible for integrating environmental management programs into business processes in order to measure and improve environmental performance. All employees are responsible and accountable for understanding and incorporating environmental compliance requirements into their daily work activities with the obligation to bring issues and concerns forward for resolution.

**EFFICIENCY** » We will responsibly use natural resources and pursue increased efficiencies that reduce waste and emissions at their source. We will develop sustainable operations and implement environmental projects designed to leave a clean, healthy environment for our children and future generations.

**STEWARDSHIP** » We will respect our natural resources and take care in balancing the needs of customers with our obligation to future generations. We will seek opportunities to preserve, restore, protect and improve our natural surroundings.

**PERFORMANCE** » We will set challenging goals and assess our ability to continually improve our environmental performance. Through the strategic management of our assets, we will improve the environment and contribute to our business success.

**EVALUATION** » We will perform audits to evaluate our environmental compliance and use the results to improve our operations and their impact on the environment.

**COMMUNICATION** » We will foster open dialogue and informed decision making through communication of environmental information with management, employees and the public. We will work with governments and others in creating responsible environmental laws and regulations reflective of sound public policy.

**TRAINING** » We will provide the training necessary for our employees to perform their environmental responsibilities. We will encourage and provide opportunities for employees to learn more about the environment and foster an atmosphere of creating cost effective solutions that go beyond compliance.

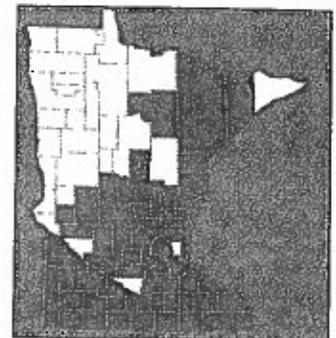
**EMERGENCY GAS CONTROL:**  
 (888) 367-6671

**PRODUCTS/DOT GUIDEBOOK ID#/GUIDE#:**  
 Natural Gas 1971 115

**MINNESOTA COUNTIES OF OPERATION:**

Anoka	Meeker
Benton	Mille Lacs
Blue Earth	Morrison
Brown	Mower
Carlton	Murray
Carver	Nobles
Chisago	Olmsted
Cottonwood	Pine
Crow Wing	Pipestone
Dakota	Pope
Dodge	Redwood
Douglas	Renville
Faribault	Rice
Fillmore	Rock
Freeborn	Scott
Goodhue	Sherburne
Hennepin	Sibley
Houston	St. Louis
Isanti	Stearns
Itasca	Steele
Jackson	Stevens
Kanabec	Swift
Kandiyohi	Todd
Lac Qui Parle	Wabasha
Lake	Waseca
Le Sueur	Washington
Lincoln	Watonwan
Lyon	Winona
Martin	Wright
McLeod	Yellow Medicine

*Changes may occur. Contact the operator to discuss their pipeline systems and areas of operation.*



Minnesota Pipeline CAER Association 2010

# MATERIAL SAFETY DATA SHEET

## Natural Gas

Northern Natural Gas Company  
1111 S. 103<sup>rd</sup> St.  
Omaha, NE 68124-1000

24 Hr. Company Contact: . . . . . Operations Communication Center - (888) 367-6671

### SECTION #1 - IDENTIFICATION

Product: Natural Gas  
CAS Number: 74-82-8  
Chemical Family: Aliphatic Hydrocarbon, Alkane Series  
Synonyms: Methane, Fuel Gas, Marsh Gas

### SECTION #2 - HAZARDOUS CHEMICAL COMPONENTS

<u>%</u>	<u>Material</u>	<u>CAS#</u>	<u>Exposure Limit</u>
> 90	Methane	74-82-8	Simple asphyxiant (ACGIH)
< 5	Ethane	74-84-0	Simple asphyxiant (ACGIH)
< 1	Propane	74-98-6	1000 ppm PEL (OSHA) Simple asphyxiant (ACGIH)

This product is hazardous according to OSHA, 29 CFR 1910.1200. This product normally contains no hazardous components, other than ethane, as defined in OSHA 29 CFR §1910.1200 (i.e., greater than 1%). This product may contain small amounts of heavier hydrocarbons. This product and/or components present at concentrations greater than 0.1% are not carcinogenic according to OSHA, IARC, or NTP. Components of this product are normally within the ranges listed above, however, depending on the geographical source, gas composition may vary.

### SECTION #3 - PHYSICAL DATA

Boiling Point: -259 F, 162 C  
Vapor Pressure: N/A - Gas  
Gas Density (Air - 1): 0.8  
Specific Gravity: N/A - Gas  
Solubility (H<sub>2</sub>O): Very slightly soluble  
Evaporation Rate: Gas at normal ambient conditions  
Appearance: Colorless gas at normal temperature  
Odor: Natural gas is odorless. Various Northern Natural Gas branch lines are odorized. Odorized gas has a rotten egg or garlic type odor.

**SECTION #4 - FIRE FIGHTING & EXPLOSION DATA**

Flash Point:	306 F, 187.8 C
Autoignition:	1004 F, 540 C
Flammable Limits in Air:	5% (lower) 15% (upper)
Unusual Fire and Explosion Hazards:	This gas is extremely flammable and forms flammable mixtures with air. It will burn in the open or be explosive in confined spaces. Its vapors are lighter than air and will disperse. A hazard of re-ignition or explosion exists if flame is extinguished without stopping the gas flow.
Extinguishing Media:	Stop the flow of gas. Dry chemical, CO <sub>2</sub> , or halon. Water can be used to cool the fire but may not extinguish the fire.
Special Fire Fighting Instructions:	Evacuate area upwind of source. Stop gas flow and extinguish fire. If gas source cannot be shut off immediately, equipment and surfaces exposed to the fire should be cooled with water to prevent overheating and explosions. Control fire until gas supply can be shut off.

**SECTION #5 - HEALTH HAZARD DATA**

Exposure Limits:	See Section # 2.
Effects of Single Overexposure:	
Swallowing:	This product is a gas at normal temperature/pressure. No potential for ingestion expected. Solid and liquefied forms of this material and pressurized gas can cause freeze burns.
Skin Absorption:	This material is not expected to be absorbed through the skin. Solid and liquefied forms of this material and pressurized gas can cause freeze burns.
Inhalation:	Exposure may produce rapid breathing, headache, dizziness, visual disturbances, muscular weakness, tremors, narcosis, unconsciousness, and death, depending on the concentration and duration of exposure.
Skin Contact:	Non-irritating, but solid and liquid forms of this material and pressurized gas can cause frostbite, blisters and redness.
Eye Contact:	This gas is non-irritating; but direct contact with liquefied/pressurized gas or frost particles may produce severe and possible permanent eye damage from freeze burns.
Effects of Repeated Overexposure:	
Medical Conditions Aggravated by Overexposure:	Personnel with pre-existing chronic respiratory diseases should avoid exposure to this material.
Emergency and First Aid Procedures:	
Swallowing:	This product is a gas at normal temperature/pressure and not expected to present a swallowing hazard.
Skin:	Frozen tissues should be flooded or soaked with warm water. DO NOT USE HOT WATER. Cryogenic burns that result in blistering or deeper tissue freezing should be promptly seen by a doctor.
Inhalation:	Immediately move personnel to area of fresh air. For respiratory distress, give air, oxygen, or administer CPR (Cardiopulmonary Resuscitation) if necessary. Obtain medical attention if breathing difficulties continue.
Eyes:	Methane gas is not expected to present an eye irritation hazard. If contacted by liquid/solid, immediately flush the eye(s) gently with warm water for at least 15 minutes. Seek medical attention if pain or redness persists.

**SECTION #6 - REACTIVITY & POLYMERIZATION**

Stability:	Stable
Conditions to Avoid:	High heat, open flames and other sources of ignition. Explosive reactions can occur between natural gas and oxidizing agents. Spontaneous ignition with chlorine dioxide.
Incompatibility (materials to avoid):	Barium peroxide, chlorine dioxide and strong oxidizing agents.
Hazardous Combustion or Decomposition Products:	Combustion may produce carbon monoxide, carbon dioxide and other harmful substances.
Hazardous Polymerization:	None

**SECTION #7 - SPILL, LEAK, & DISPOSAL PROCEDURES**

Steps to be Taken in the Event of Spills, Leaks, or Release:	Eliminate all potential sources of ignition. Handling equipment and tools must be grounded to prevent sparking. Evacuate all non-essential personnel to an area upwind. Equip responders with proper protection equipment (as specified in Section # 8) and advise of hazards. Stop sources of release with non-sparking tools before attempting to put out any fire. Ventilate enclosed areas to prevent formation of flammable or oxygen-deficient atmospheres. Water spray may be used to cool equipment or reduce gas accumulation.
Waste Disposal Procedures:	Waste Natural gas in compressed gas cylinders must be disposed of as a hazardous waste.

**SECTION # 8 - SPECIAL PROTECTION MEASURES**

Ventilation:	Local exhaust and general room ventilation may both be essential in work areas to prevent accumulation of explosive mixtures. If mechanical ventilation is used, electrical equipment must meet National Electric Code requirements.
Eye Protection:	Use chemical-type goggles and face shields when handling liquefied gases. Safety glasses and/or face shields are recommended when handling high-pressure cylinders and piping systems or whenever gases are discharged.
Skin Protection:	If there is a potential for contact with high concentrations of compressed gas, use insulated, impervious plastic or neoprene-coated canvas gloves and protective gear (apron, face shield, etc.) to protect hands and other skin areas.
Respiratory Protection:	For excessive gas concentrations, use only NIOSH/MSHA approved, self-contained breathing apparatus.
Work/Hygiene Practices:	Emergency eye wash fountains and safety showers for first aid treatment of potential freeze burns should be available in the vicinity of any significant exposure from compressed gas release. Personnel should not enter areas where the atmosphere is below 19.5 vol. % oxygen without special procedures/equipment. Respirator use should comply with OSHA 29 CFR 1910.134 or equivalent.

**SECTION #9 - SPECIAL PRECAUTIONS - STORAGE & HANDLING**

**Storage and Handling Conditions:** Store and use cylinders and tanks in well-ventilated areas, away from heat and sources of ignition. No smoking near storage or use. Follow standard procedures for handling cylinders, tanks, and loading/unloading. See NFPA #58 and API 2510. Fixed storage containers must be grounded and bonded during transfer of product.

**Naturally Occurring Radioactive Material (NORM):** This product may contain Naturally Occurring Radioactive Material (NORM) and customers should be aware of the potential for NORM within their processing system. The actual concentration of NORM in the product is dependent on the geographical source of the natural gas and storage time prior to its delivery. Process equipment (e.g., lines, filters, pumps and reaction units) may accumulate radioactive daughters and emit gamma radiation during operation. Equipment emitting gamma radiation may be presumed to be internally contaminated with alpha-emitting decay products that may be a hazard if inhaled or ingested. Consult applicable NORM regulations for worker protection guidelines and handling requirements before initiating maintenance operations that require opening contaminated equipment.

**SECTION #10 - SHIPPING INFORMATION**

Proper Shipping Name:	Methane, Compressed
Hazard Class:	2.1
DOT Identification Number:	UN1971
DOT Shipping Label:	Flammable Gas (red)

**SECTION #11 - REGULATORY INFORMATION**

Any spill or uncontrolled release of this product, including any substantial threat of release, may be subject to state and federal reporting requirements. Consult those regulations applicable to your facility or operation.

**Federal Clean Water Act:**

Any spill or release of liquid oils associated with this product into "navigable waters" (essentially any surface water, including certain wetlands) or adjoining shorelines sufficient to cause a visible sheen or deposit a sludge or emulsion must be reported immediately to the National Response Center (1-800-424-8802). Also contact appropriate state and local regulatory agencies as required.

**CERCLA Section 103:**

The Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) requires notification to the National Response Center of a release of quantities of Hazardous Substances equal to or greater than the reportable quantities in 40 CFR §302.4. The CERCLA definition of hazardous substances contains a "petroleum exclusion" clause which exempts natural gas, natural gas liquids and any indigenous components of such (e.g., benzene) from the CERCLA Section 103 reporting requirements.

**EPCRA Section 304:**

The Emergency Planning and Community Right-to-Know Act (EPCRA) requires emergency planning based on Threshold Planning Quantities and release reporting based on reportable quantities in 40 CFR §355. There are no known components present in this product that would require reporting under this statute.

**EPCRA Sections 311/312:**

The Emergency Planning and Community Right-to-Know Act (EPCRA) requires notification and annual reporting of materials for which maintenance of an MSDS is required. This product is classified under the following hazard categories: Immediate (acute) Health Hazard and Fire Hazard.

**EPCRA Section 313:**

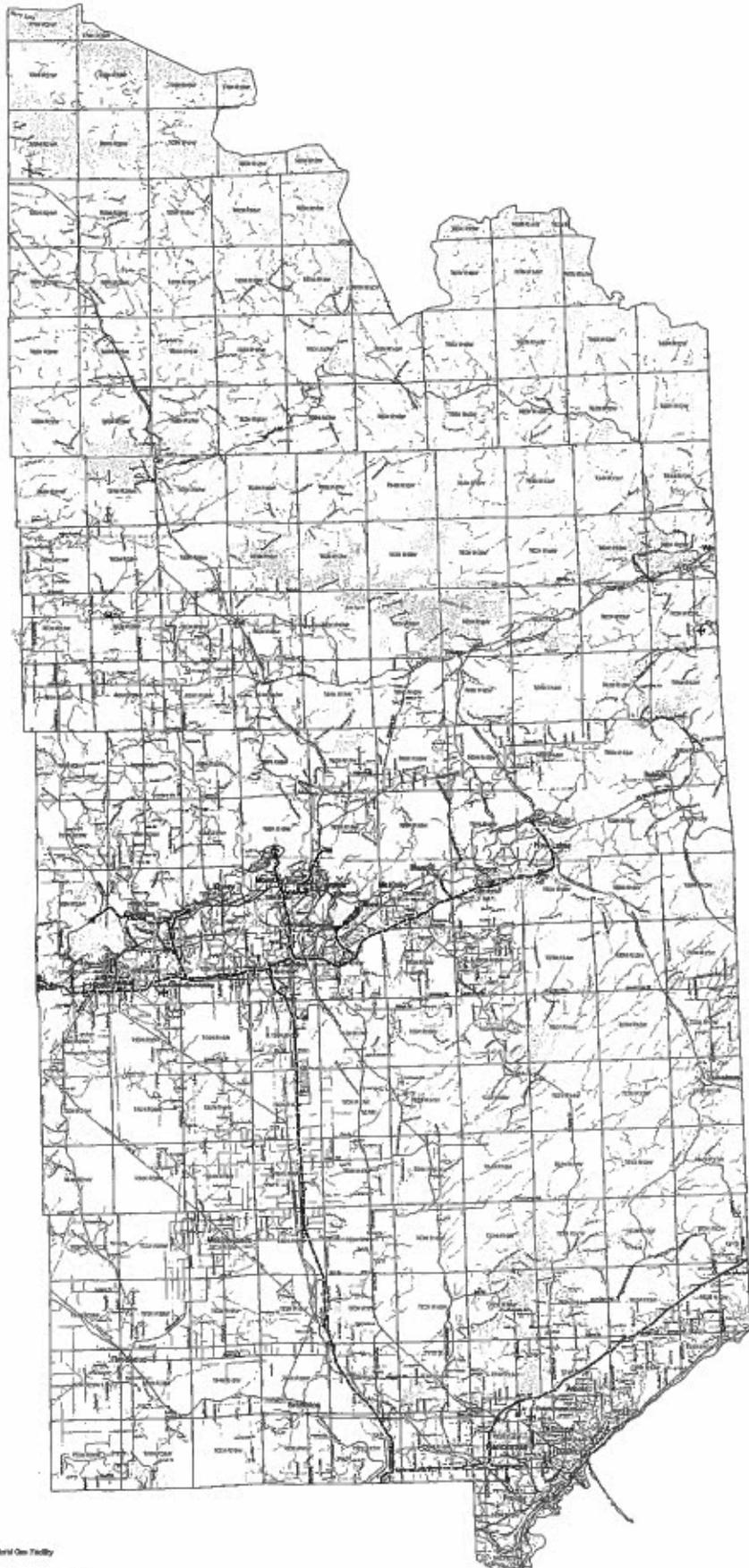
The Emergency Planning and Community Right-to-Know Act (EPCRA) requires submission of annual reports of the release of toxic chemicals that appear in 40 CFR §372. This product contains no chemicals subject to reporting requirements under this statute.

**Toxic Substances Control (TSCA) Status:**

The ingredients of this product are on the TSCA inventory.

**DISCLAIMER OF EXPRESSED AND IMPLIED WARRANTIES**

This information relates only to the material designed and may not be valid for such material used in combination with other materials or in any process. Such information is to the best of this Company's knowledge believed accurate and reliable as of the date indicated. However, no representation, warranty or guarantee is made as to its accuracy, reliability or completeness. It is the user's responsibility to satisfy himself as to the suitability and completeness of such information for his own particular use.



 Natural Gas Facility  
 Natural Gas Pipeline



Source: Confidential data, other data map data provided courtesy of Geographics Data Technology, Inc.  
 8/20/2007

**Northern Natural Gas Facilities**  
**St. Louis County, Minnesota**



Know what's below.  
 Call before you dig.

**Minnesota One-Call Center:**  
 800-252-1168

To report a natural gas emergency  
 call 911 and 1-888-367-6671

This map is provided as a public service. It is not intended to be used for legal purposes. The information is provided as is, without warranty. Northern Natural Gas Company is not responsible for any errors or omissions.



IN THE EVENT OF  
AN EMERGENCY,  
CALL 911!



**AND**

IF YOU KNOW OR  
SUSPECT AN EMERGENCY  
INVOLVING NORTHERN  
NATURAL GAS PIPELINES  
OR FACILITIES, CALL THE  
FOLLOWING EMERGENCY  
TELEPHONE NUMBER:

OPERATIONS COMMUNICATION CENTER  
**EMERGENCY NUMBER**

**1-888-367-6671**

For more information  
Visit our web site at:  
<http://www.northernaturalgas.com/html/publiceducation.asp>

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Northern Natural Gas  
Public Awareness Manager OMA 230  
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Omaha, Nebraska 68124-1000

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Natural Gas**  
A RESERVE NORTH ENERGY SERVICES COMPANY

Si usted necesita una versión en  
español de este folleto, llame al  
**888-367-6671**



# SIGNS OF A NATURAL GAS PIPELINE LEAK

Leaks from a natural gas pipeline are extremely rare. Year after year the National Transportation Safety Board statistics support the industry's safety record. However, it is important to know how to recognize the signs of a leak if one were to occur in your area.

## CALL RIGHT AWAY IF YOU:

### SEE

Vegetation over or near the pipeline which appears to be dead or dying for no apparent reason.

Water bubbling at a creek, pond, river or any wet area.

Dirt being blown or appearing thrown into the air.

Fire or explosion near or involving the pipeline.

Exposed pipeline, which may have been caused by a natural disaster, such as flood or earthquake.

### HEAR

A hissing, whistling or roaring sound.

### SMELL

Natural gas is usually colorless and odorless, but may have a petroleum smell at times. Occasionally, our pipelines contain odorized gas. In that case, the gas will have a slight "rotten egg" smell.

## STEPS YOU SHOULD TAKE IF YOU SUSPECT A GAS LEAK

If you suspect a leaking or damaged pipeline, leave the area immediately and warn others to stay away.

If you suspect your excavation equipment has struck a pipeline, do not attempt to move the equipment. Shut the equipment off and leave the area.

Once away from the pipeline, call our 24-hour Operations Communication Center Emergency number at 1-888-367-6671, as well as your local fire or police department.

# CAUTION

## GAS PIPELINE

In an emergency, call toll free:

**1-888-367-6671**

Before excavating call:

**YOUR STATE ONE CALL CENTER**

Line No. \_\_\_\_\_

MP \_\_\_\_\_

Operated by:



CALL OUR 24-HOUR OPERATIONS  
COMMUNICATION CENTER'S TOLL-FREE  
EMERGENCY TELEPHONE NUMBER

**1-888-367-6671**

DO NOT OPERATE ANYTHING THAT MAY  
IGNITE A GAS LEAK (CELLULAR TELEPHONES,  
LIGHTERS, FLASHLIGHTS, VEHICLE IGNITION,  
TWO-WAY RADIOS, ETC.)

GO NEAR THE AREA. KEEP OTHERS  
AWAY FROM THE SITE.

ATTEMPT TO SHUT OFF ANY  
VALVES OR EXTINGUISH ANY FIRES.

**Dig Safely.**

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



# PIPELINE INFORMATION

Northern Natural Gas operates underground natural gas pipelines and compressor stations in your area. We are providing this safety information as part of our pipeline damage prevention program to our neighbors who live and work in the vicinity of our facilities. Please share this information with others.

### WHAT IS NATURAL GAS?

Natural gas is the cleanest burning fossil fuel. It moves silently, safely and efficiently through an extensive network of interstate pipelines in the United States, and Northern's pipeline is a part of that network.

Below are some reassuring facts about natural gas:

- Natural gas is not a poison or toxic.
- Natural gas is colorless and odorless in its natural state.
- Natural gas will not ignite on its own. To burn, gas requires both a precise amount of oxygen and an ignition source.
- Natural gas is lighter than air and will rise and diffuse rapidly.

### ARE PIPELINES SAFE?

Natural gas pipelines are the safest method of transporting energy. They lie underground, virtually unseen as they deliver large volumes of gas to their customers. Although Northern follows strict pipeline safety procedures, it is still important for everyone living and working near gas pipelines to know basic safety information.

Also, pipelines are part of the critical infrastructure of the United States energy grid. While pipeline companies and employees across the nation are on a heightened state of alert, we continue to monitor and patrol the pipelines regularly via aircraft, vehicles, and/or on foot. Please call local law enforcement if you see anything out of the ordinary in your area. Together, we can take precautions that will keep America strong.



## IF YOU ARE AN EXCAVATOR OR PLAN TO DIG

People doing excavating, digging or grading are the most frequent cause of pipeline damage and failures. Whether you are planning to build a major development or landscape your property, you should protect your safety and the safety of those around your work site by notifying your state's One-Call Center before you begin.

When notified in advance by the One-Call Center, Northern Natural Gas personnel will stake the exact location of the pipeline. This free service allows you to begin your project with the assurance that your safety will not be compromised and our pipeline will not be damaged.

### WHAT IF I DIG AND DISTURB A PIPELINE?

If you hit or contact a pipeline in any way, inform Northern Natural Gas immediately. A gouge, scrape, scratch, dent or crease to a pipe or its coating may cause a future safety problem. It is imperative that Northern Natural Gas inspects and repairs any damage to our pipeline, no matter how minor it may seem.

### WHAT SAFETY PROCEDURES SHOULD YOU TAKE?

When it comes to the safety of you or anyone else near a pipeline, it is important to know the procedures you should take when someone has damaged a pipeline or when you suspect a gas leak.

If you or anyone else accidentally damages or suspects a gas leak on a Northern Natural Gas pipeline, follow the procedures below:

1. Leave the area immediately and warn others to stay away.
2. If you suspect your excavation equipment has struck a pipeline, do not attempt to move the equipment. Shut the equipment off and leave the area.
3. Once away from the pipeline, call our 24-hour Operations Communication Center Emergency number at 1-888-367-6671, as well as your local fire or police department.

The Operations Communication Center is made up of a dedicated team trained in emergency situations, who are available 7 days a week, 24-hours a day. They are trained to respond and direct any emergency calls to the proper authorities, gather the most accurate information regarding an incident and dispatch the proper company personnel to the location of the emergency as quickly as possible.



## IF YOU LIVE OR WORK NEAR A PIPELINE

### HOW CAN YOU TELL WHERE A PIPELINE IS LOCATED?

Since natural gas pipelines are built underground, line markers are used to indicate the approximate location of the pipelines. However, these markers do not indicate how deep the pipeline is buried. Also, the route can take twists and turns between markers.

Never assume the pipeline lies in a straight line. Always call your state's One-Call Center before digging. It is a crime for anyone to deliberately damage, destroy or remove any pipeline sign or right-of-way marker.

Pipelines can lose cover by natural erosion or other forces. Certain types of deep farming activities require advanced notification. Some examples are: chisel plowing, waterway work, and drain tiling. If you observe indications that a pipeline is shallow or exposed, contact the Northern Natural Gas 24 hour Operations Communication Center 1-888-367-6671.

### WHAT IS A PIPELINE RIGHT-OF-WAY?

A pipeline right-of-way is the strip of land over a pipeline. A right-of-way agreement between our pipeline company and a property owner is called an easement. Easements provide our pipeline company with permanent, limited access to the land to enable us to operate, test, inspect, maintain and protect our pipeline.

### CAN I BUILD/DIG ON A RIGHT-OF-WAY?

Pipeline right-of-way must be kept free from structures and other obstructions. If a pipeline crosses your property, please do not plant trees or shrubs on or near the right-of-way without first having our Northern Natural Gas personnel mark the pipeline, stake the easement and explain construction guidelines to you.

### WHO SHOULD I CALL IF I DETECT A GAS LEAK IN MY HOME?

If you suspect a natural gas leak inside your home or on your service line, immediately evacuate and contact 911 and your local gas company. Northern Natural Gas operates the pipelines that deliver gas to local gas distribution companies. The distribution companies then deliver the gas to homes and businesses.



## CALL BEFORE YOU DIG

Before you begin any excavation project, call your state One-Call Center. This service is available to you, free of charge, so that you can proceed safely with any digging, trenching, blasting, excavating, drilling, plowing, boring, augering and grading. Never guess where a pipeline is located.

If you ever damage or hit a Northern Natural Gas pipeline, no matter how minor the contact may seem, call Northern Natural Gas immediately so we can assess the damage.

Before excavating, please call your state One Call Center.

Northern's pipeline travels through eleven states:

Iowa .....	800-292-8989
Illinois .....	800-892-0123
Kansas .....	800-344-7233
Michigan .....	800-482-7171
Minnesota .....	800-252-1166
Nebraska .....	800-331-5666
New Mexico.....	800-321-2537
Oklahoma.....	800-522-6543
South Dakota.....	800-781-7474
Texas.....	800-344-8377
Wisconsin .....	800-342-8511



## IF YOU ARE A PUBLIC SAFETY OFFICIAL

A public safety official must take whatever steps are necessary to safeguard the public in the event of a pipeline emergency. The following suggestions are offered as a guide:

- Notify the appropriate pipeline company. Report the type (leak, rupture, fire) and the location of the emergency. If it's a Northern Natural Gas pipeline, call our toll-free 24-hour Operations Communication Center: 1-888-367-6671.
- Establish a safety zone around the emergency site and control access. This may include evacuating people within the safety zone.
- If gas is not burning, avoid doing anything that may ignite it. Be aware of wind direction and potential ignition sources.
- If gas is burning, control secondary fires, but do not attempt to put out pipeline fires. Do not attempt to operate pipeline valves.

While emergency response agencies are doing their part, our pipeline employees will do what needs to be done to protect lives and property.

- They will first protect people from injury by removing all persons from the danger zone. If a fire doesn't already exist, they will remove any sources of ignition.
- They will help people in distress.
- They will eliminate the natural gas source. If it is possible to do so from the location of the emergency, they will. In many cases, the natural gas must be shut off at a remote location. It's important for you to know that our employees are responsible for operating the valves that isolate the affected facilities.
- Is your group or agency interested in a presentation or additional information? Call our emergency number at 1-888-367-6671 and ask to establish a public education liaison. Together we will determine the appropriate Northern Natural Gas field location nearest you and then provide a means to contact their local representative for more details.



## WE NEED YOUR HELP

### ARE YOU AN IDENTIFIED SITE?

As part of its integrity management program for high consequence areas, Northern Natural Gas is actively seeking locations considered to be identified sites.

An identified site is one of the following:

1. Beaches, playgrounds, recreational facilities, campgrounds, outdoor theaters, stadiums, recreational areas near a body of water, areas outside a rural building such as a religious facility, other outside areas or open structures that are occupied by 20 or more people on at least 50 days in a 12-month period (the days need not be consecutive). OR
2. Office buildings, community centers, general stores, 4-H facilities, roller skating rinks or other buildings, that are occupied by 20 or more people on at least five days a week for 10 weeks in a 12-month period (the days and weeks need not be consecutive). OR
3. Schools, day-care facilities, retirement facilities, assisted-living facilities, prisons, other facilities occupied by persons who are confined, are of impaired mobility, or who would be difficult to evacuate. If you believe your facility or location should be considered an identified site, or if you know of any other locations that could be considered an identified site, please send an e-mail to [HCInformation@nngco.com](mailto:HCInformation@nngco.com) or call 1-866-865-0766.

(cut here and save)

Northern will use this information to help prioritize segments of its pipeline system for integrity assessment. Your assistance will help Northern ensure it is making its system safe for the public, its employees, and the environment.