

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, JUNE 16, 2003 - 6:30 P.M.**

**A G E N D A**

- I. Roll Call
- II. Consent Agenda
  - A. Minutes of the June 2, 2003, Regular Meeting (#1-19)
  - B. Bills and Payroll
  - C. Receipts
  - D. Communications (#69-74)
- III. Public Forum
  - A. Rick Vidmar
  - B. Mountain Iron First Responders
- IV. Committee and Staff Reports
  - A. Mayor's Report
  - B. City Administrator's Report
    - 1. 2002 Audit
  - C. Director of Public Work's Report
    - 1. Crack Sealing Quotes
    - 2. Backwash Storage Tank
    - 3. Westgate Lift Station Quotes
    - 4. Water Treatment Plant
    - 5. Transmission Repair
  - D. Director Parks and Recreation Report
    - 1. Trophy Case
  - E. Sheriff's Department
    - 1. Activity Report
- V. Unfinished Business
  - A. Grant Writer RFP (#53-59)
  - B. YMCA Request
  - C. Street Improvement Assessments – Park Ridge Development
  - D. Utility Hook-up Fees – Park Ridge Development
  - E. Unity Drive and County Road 7 Intersection
  - F. YMCA Street Parking on Unity Drive
- VI. New Business
  - A. Resolution 20-03 Ordering Report
  - B. Resolution 21-03 Accepting Plans and Ordering Quotes
  - C. Zoning Administrator Position (#67)
  - D. Agenda Additions
  - E. City Logo Stickers on City Vehicles
  - F. Locomotive Parks Area Sweeping
  - G. Communications (#69-74)
- VII. Open Discussion
- VIII. Announcements
- IX. Adjourn

# Denotes page number in packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
JUNE 2, 2003

Mayor Skalko called the City Council meeting to order at 6:28 p.m. with the following members present: Joe Prebeg, Jr., Allen Nelson, Dale Irish, Ed Roskoski and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Judy Seurer, Accounting Technician; Larry Nanti, Director of Parks and Recreation and Rod Flannigan, City Engineer.

It was moved by Prebeg and supported by Nelson that the consent agenda be approved as follows:

1. Add the following items to the agenda:
  - VI. New Business
    - D. Parkville Street and Utility Abandonment
  - V. Unfinished Business
    - E. Closed Meeting Request
2. Approve the minutes of the May 5, 2003 City Council Meeting as submitted.
3. Approve the minutes of the May 19, 2003 City Council Meeting as submitted.
4. That the communications be accepted, placed on file, and those requiring further action by the Council be acted upon during their proper sequence on the agenda.
5. To acknowledge the receipts for the period May 16-31, 2003, totaling \$72,481.70, (a list is attached and made a part of these minutes).
6. To authorize the payment of the bills and payroll for the period May 16-31, 2003, totaling \$348,811.34, (a list is attached and made a part of these minutes).

The motion carried on a roll call vote, with Roskoski voting no.

Willie Johnson was present at the public forum to complain about the blight problem with his neighbor at 5619 Nichols Avenue and stated that his neighbor is running a business out of his home. He would like the zoning administrator to investigate. He has his business materials sitting on his lot and used building materials lying around. The Director of Parks and Recreation stated that procedures have been followed and this is on the agenda for this meeting.

Mr. Johnson also complained about a dog problem next door to him. He stated that there is excessive barking. Prebeg stated that there is an ordinance about public disturbances and he should go to the Sheriffs Department or the Mesabi Humane Society with a complaint.

Mayor Skalko reported that after talking to State Representative Tom Rukavina, Local Government Aid and Taconite Tax Aid is looking worse than he previously thought. Starting in 2004, Taconite Tax Aid will slowly be eliminated over the next eight years. The Council asked the City Administrator if there was any word on the amount of the reduction in Local Government Aid. He stated that it would be approximately \$110,000, less than expected.

Roskoski asked if anyone had asked the Mayor about sharing assessor responsibilities with Virginia. The Mayor reported he had no word yet.

Roskoski asked the City Administrator about the League of Minnesota Cities FridayFax from May 26, 2003. He stated that it said cities with over 2500 population are to have a limitation on their amount of taxes levied. The City Administrator reported that in 2004, the City would only be able to levy 60% of the lost Local Government Aid.

It was moved by Nelson and supported by Prebeg to grant the pay request from Leadcon in the amount of \$163,827.50. The motion carried unanimously on a roll call vote.

It was moved by Nelson and supported by Prebeg to accept the changes requested by Mr. Tom Nikolanci concerning the unity drive easements, including the City Council's motion identifying the acquisition terms, changing the word "desire" to "consent" and update the signature page to reflect the current Mayor and dates, with the City Attorney's recommendation. The motion carried with Roskoski voting no.

Roskoski asked if anyone was aware of the parking situation at the YMCA last weekend. Cars were parked on both sides of the street. He stated that this is a bad situation. It was the consensus of the Council to ask the YMCA to let the City know when they have a large event planned, so law enforcement can be notified along with the street department. The Council suggested that the Public Works Director monitor the situation.

Prebeg stated that the Mesabi Family YMCA would like to use the City's aerator and staff for their soccer field maintenance. The Parks and Recreation Board referred the request to the Director of Public Works and then the City Council. The City Administrator stated that a limited policy is in place, however, the City would rather individuals went to businesses for equipment rental.

It was moved by Prebeg and supported by Irish to table the request from the YMCA to use the aerator, dependent on input from the Director of Public Works and more information on the request from the YMCA. The motion carried unanimously.

The Director of Parks and Recreation reported that the Boy Scouts would like to use the West II Rivers Campground for a “camporee” on Sept. 26-28, 2003. This was recommended for approval by the Parks and Recreation Board.

It was moved by Prebeg and supported by Nelson to approve the Boy Scout request to use the campground on September 26-28, 2003. The Director of Parks and Recreation reported that the Boy Scouts might make picnic tables as a thank you. The motion carried.

The Director of Parks and Recreation reported that the blight action procedure set up by ordinance has been followed in regards to the blighted condition at 5619 Nichols Avenue.

It was moved by Skalko and supported by Irish to grant permission to the Director of Parks and Recreation to contact the City Attorney to turn over the matter of the blighted conditions at 5619 Nichols Avenue for legal action. The motion carried.

It was moved by Prebeg and supported by Roskoski to send the matter of alleged business operations at 5619 Nichols Avenue to the Planning and Zoning Commission and the Zoning Administrator for a recommendation on action to be taken. Comments were made by Willie Johnson. Steve Giorgi, Planning and Zoning Commission member, suggested checking to see if he has a permit on file to operate a home business on the property. The motion carried.

The Parks and Recreation Director reported that a contractor will be up at the end of the week for a quote on the repairs needed for the South Grove tennis courts.

Roskoski asked if the trophy case has been found yet. The Parks and Recreation Director reported that it has been located, but may need refinishing. Also, the pictures will be put up in the City Hall/Community Center now that summer staff has started working. He also reported that the Housing and Redevelopment Authority would be holding a meeting with the residents at Mountain Manor about the proposed skating rink/hill at the Mountain Manor park site.

The Parks and Recreation Director was asked if any Sentence To Serve work has been scheduled. He stated that Carl Wohlberg would contact the City when he has time.

Irish asked if the ownership of the park at Mountain Manor has been determined. The Parks and Recreation Director reported that no information was available yet. Roskoski stated that a grant for the pavilion in the area was received and it was designated as a park to get the grant. The City Administrator stated that the City, Housing and Redevelopment Authority or US Steel is the owner of property. Benchmark Engineering is doing research to determine who is.

Roskoski reported that the Street Committee met and looked at the possibility of an intersection of Highway 169 and Streetcar Road and Benchmark Engineering came up with an estimate of \$200,000 in costs. The costs to pave all the roads in the area were discussed. Roskoski stated that he wants an estimate from Benchmark on this. Skalko talked to residents in the area about the road. They told him if it costs too much, don't do it.

It was moved by Skalko and supported by Roskoski to have Benchmark Engineering look at the loop between Brown and Giorgi's Roads and talk to David Buria about the proposed intersection and come up with an estimate on the cost to pave the loop. The motion carried unanimously on a roll call vote.

Roskoski reported that it was the consensus of the Street Committee to ask for an opinion from the Mountain Iron-Buhl School District on the parking changes requested by Jerry Kujala.

Roskoski stated his opinions on the proposed 2003 Street Overlay projects.

Prebeg asked for clarification on the street committee recommendation. Roskoski stated that he wants to wait for estimates on the Kinross roads. Prebeg asked if all the cost estimates can be included together. He stated that the Council should start procedures for the project completion.

It was moved by Prebeg and supported by Nelson to allow staff to make the proper resolution calling for a report on the proposed overlays on the roads in the top section of the street committee report and including the Brown/Giorgi's Roads overlays. Prebeg questioned the possible overlay of Heather Avenue. He amended his motion with support from Nelson, to add Marion Lane and Niska Road (Heather Avenue) to the list of overlay projects to include in the engineer's report. Nelson stated he is relying on the Street Committee for information on the condition of the streets. The motion carried with Roskoski voting no.

Bob Manzoline was present to discuss the Mesabi Trail and present a route prepared by Benchmark Engineering for the portion of the trail that goes through downtown. The recommended route comes off of Main Street and goes up an alleyway where a sidewalk will need to be removed and then be paved as a trail. The land is owned by the State of Minnesota. The Rail Authority is asking the City to amend their lease with the State to allow the trail. The trail will travel East on Locomotive Street to Marble Avenue and then go through the woods on edge of the mine pit and wind out to Highway 102 near the corner of Highway 169. The Street committee approved this route, along with the City Engineer. The residents contacted had no opposition. US Steel has not been contacted

yet. The Trail Authority will do so. Prebeg asked if the original plan was to run the trail down Main Street why was the route changed. Mr. Manzoline explained that Mesabi Trail and Historic trail markers will be put up to allow a choice for bikers to use Main Street or the normal trail, depending on whether or not they wish to view historic sites. He also stated that if US Steel does not want this route, then Marble Avenue could be looked at for a backup version. If the State is not in favor of this route, then the Mesabi Trail will use Mesabi Avenue for a backup version. City Engineer, Rod Flannigan asked if the Council preferred paved trail behind the existing sidewalk or if the trail will use the street surface. Prebeg asked if where the trail comes in and crosses Highway 169 is okay for traffic, or is this a blind spot. Mr. Manzoline stated that the best visibility is on the corner that's why the spot was chosen.

It was moved by Nelson and supported by Prebeg to approve the route on the map presented to the Council and have the City do what is necessary to get permission from the State and talk to US Steel on the project and proceed with the project. Prebeg asked if Sgt. Stewart, St. Louis County Sheriffs Department, has given an opinion on the route. It was reported that he attended the meeting with the Street Committee. The motion carried unanimously.

Mr. Richard Grabko, Short Elliot Hendrickson Inc., was present to discuss his firm's proposal for grant writing services.

At 7:40 p.m. Councilor Roskoski left the meeting.

Skalko asked if he has specifically looked for ADA compliance grants. Mr. Grabko stated that he has. He stated that his firm is currently working with Royalton on renovating their library and securing federal funding. Skalko asked what would be a realistic timetable for securing funding. Mr. Grabko reported that a 12-18 month period would be a good estimate.

At 7:52 p.m. Councilor Roskoski returned to the meeting.

Prebeg asked if the City has to wait for funding to be approved before a project is started. Mr. Grabko stated that it is rare for a funding source to reimburse after a project is started or completed. Prebeg asked if the firm's payment coincides with the amount of money brought in. Mr. Grabko stated that his firm would not structure a contract like that. Skalko asked if money could be available by January 1, 2004. Mr. Grabko stated that the soonest the City could apply for funds is October 1, 2003, but he would have to work with the U. S. Senators for that. It depends on when the federal budget is approved. Irish asked if the City called for plans and specifications for library renovations, could some of the projects be started and then fund others later. Mr. Grabko said yes. Prebeg asked if

getting one grant affects getting a grant from other sources. Mr. Grabko said no. Prebeg asked if housing studies were part of his services. Mr. Grabko stated that his firm does studies, but not market analysis; other firms would need to be consulted for that. The City could apply for funding to pay for analysis. Irish asked what would be the best payment method for an ADA grant. The second option under his proposal would be appropriate, a lump sum/not to exceed cost basis.

Mr. Brian Hayden from Wenck Associates was present to discuss his firm's proposal for grant writing services. He stated that he was just proposing to meet with the Council/subcommittee/City Administrator and assess the City's needs for grant writing services. His firm would communicate with agencies and provide documentation describing potential grant possibilities. Skalko asked if anyone on his firm's staff has experience on ADA grants. Mr. Hayden said yes, Diane Spector. If the Council wishes, it would be possible to meet with her, as she is based in Duluth. Irish asked is the \$2000 retainer fee required before a meeting is scheduled. Mr. Hayden stated yes, he would have a product based on that meeting request to present to the Council. Prebeg asked Mr. Hayden to explain what happens on an application process, is there an application generically filled out, or is something different done by each grant writer? Mr. Hayden stated that most applications are standard, what goes into the answers to the questions determines the success of getting a grant as well as background work with the grant agency. Irish asked if it is possible for Diane Spector to send references on what ADA grants she has worked on. Mr. Hayden said yes.

It was the consensus of the council to wait until the next meeting to decide on using any grant writing services.

The City Attorney reported in a memo that all procedures with regards to the May 5, 2003 City Council meeting minutes were done in order.

Irish had a question pertaining to the clarification of a motion concerning information on the IRRRA matching grant at the April 21, 2003 City Council meeting. The City Attorney stated he was not aware of a request to report to the Council until the meeting packet was received. Irish wanted to know why the City Attorney is not getting instructions on what the Council wants.

The City Attorney reported in a memo that it is up to the City Council to decide on the Library renovations, since it is controlling the funds to be utilized in the remodeling process.

The City Attorney reported in a memo that the AFSCME and Management Employment Contracts are legal.

The Mayor reported that he had checked with the Minton law firm and was told that the Council may have one or more preliminary closed meetings. Nelson stated that he wouldn't vote for a closed meeting unless what was discussed at the last one is done.

It was moved by Skalko and supported by Irish to have a preliminary closed meeting with our attorney for allegation or charges of behavior of a city employee on Tuesday, June 10, 2003 at 6:30 p.m. The motion carried on a roll call vote with Nelson voting no.

Skalko asked when the cleanup of the Bon-Air site would proceed. The Director of Parks and Recreation reported that it should start later this week or early next week. The City Administrator suggested starting the process of getting reimbursement for cleanup costs through the City Attorney.

It was moved by Roskoski and supported by Irish to have the City Administrator contact the City Attorney to start legal action to recover any potential costs caused by the cleanup of the Bon-Air. The motion carried on a roll call vote.

The Mayor requested the City Administrator to schedule a meeting with the school officials for discussion of the unity land exchange. Irish asked if the land would join Tom Schlotec's land. The City Administrator stated it would not. Mr. Hellyer owns 40 acres in between. Roskoski stated that there is no problem with dialogue. There is a problem with actual costs because of the depressed economy. He advised caution with how much money is spent. Skalko stated that the City might have to use a private developer.

Roskoski stated that the City has a lot of property in the North part of Parkville. It still has streets, sanitary/storm sewers and a water system. He requested having the engineering firm develop an estimate of what the streets and utilities are worth and approaching US Steel to ask what their plans for the area are and maybe secure funding/trade for them.

It was moved by Roskoski and supported by Irish to have Benchmark Engineering look at the public infrastructure in the North part of the Parkville area and determine what the value of each part of it would be. Prebeg stated that instead of spending money and having the engineer develop an estimate, maybe the City should get an attorney to see if US Steel is liable for any of the infrastructure. Roskoski amended his motion with support from Irish, to include seeking a legal opinion from the City Attorney as to US Steel's liability for the infrastructure. The motion carried with Nelson voting no.

The Mayor asked if it has been advertised that a grant may be available to people in need for the sump pump ordinance compliance. The City Administrator stated it is not known if the grant is available yet. Staff is waiting to advertise until the grant is verified.



Roskoski asked the Parks and Recreation Director to give the Director of Public Works a message that on the corner of Marigold Street and Highway 7, the street signs should be put back up. He also stated that on the corner of Locomotive Street and Marble Avenue there are huge piles of sweeping sand that look bad and should be hauled down to Locomotive Park to fill in the basement foundation area.

Irish asked if the Foreman fills in for the Director of Public Works when he is not available. Discussion took place concerning the job title. Skalko said to ask the Foreman to come to meetings if the Director of Public Works is not available. This subject will be put on the next City Council meeting agenda.

It was moved by Nelson and supported by Roskoski to adjourn the meeting at 9:03 p.m. The motion carried.

Respectfully submitted,

Judy Seurer  
Accounting

#### COMMUNICATIONS

1. League of Minnesota Cities, FridayFax dated May 23, 2003.
2. League of Minnesota Cities, FridayFax dated May 26, 2003

## Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	62,433.58
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	308.53
FINES	CRIMINAL	1,458.16
BUILDING RENTALS	COMMUNITY CENTER	275.00
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	675.00
PERMITS	BUILDING	310.75
METER DEPOSITS	ELECTRIC	550.00
CAMPGROUND RECEIPTS	FEES	2,555.00
MISCELLANEOUS	ASSESSMENT SEARCHES	80.00
BUILDING RENTALS	SENIOR CENTER	25.00
BUILDING RENTALS	NICHOLS HALL	10.00
CAMPGROUND RECEIPTS	ICE	42.00
MISCELLANEOUS	REIMBURSEMENTS	1,788.00
METER DEPOSITS	WATER	15.00
LICENSES	ANIMAL	5.00
CD INTEREST	CD INTEREST 101	292.60
CD INTEREST	CD INTEREST 103	214.57
CD INTEREST	CD INTEREST 104	1,014.35
CD INTEREST	CD INTEREST 301	39.02
CD INTEREST	CD INTEREST601	78.03
CD INTEREST	CD INTEREST 603	312.11
Summary Totals:		<u>72,481.70</u>

Check Issue Date(s): 06/02/2003 - 06/02/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/02/2003	28420	40037	3D SPECIALTIES INC.	002-20200	377.30
06/03	06/02/2003	28421	501	ACCESS COMPUTERS	002-20200	621.34
06/03	06/02/2003	28422	10008	AIRGAS NORTH CENTRAL	002-20200	68.00
06/03	06/02/2003	28423	10021	ARROWHEAD LIBRARY SYSTEM	002-20200	260.00
06/03	06/02/2003	28424	20001	BAKER FIRE EQUIPMENT	002-20200	512.98
06/03	06/02/2003	28425	30017	CARQUEST (MOUNTAIN IRON)	002-20200	203.62
06/03	06/02/2003	28426	30001	CHRISTENSEN PARTS SERVICE INC	002-20200	251.33
06/03	06/02/2003	28427	30054	CIVIC SYSTEMS LLC	002-20200	2,675.00
06/03	06/02/2003	28428	30052	COLUMBIA HOUSE-CUSTOMER SER	002-20200	59.38
06/03	06/02/2003	28429	40034	DAMBERG SCOTT GERZINA WAGNE	002-20200	6,594.25
06/03	06/02/2003	28430	40009	DEPARTMENT OF COMMERCE	002-20200	8.54
06/03	06/02/2003	28431	50005	EXACT EYE CARE	002-20200	259.85
06/03	06/02/2003	28432	60029	FERGUSON ENTERPRISES INC	002-20200	8.63
06/03	06/02/2003	28433	60006	FISHER PRINTING	002-20200	1,635.84
06/03	06/02/2003	28434	60003	FIVE SEASONS SPORTS CENTER	002-20200	14.19
06/03	06/02/2003	28435	5007	FORTIS BENEFITS	002-20200	458.39
06/03	06/02/2003	28436	60031	FOX VALLEY SYSTEMS, INC.	002-20200	110.38
06/03	06/02/2003	28437	70004	GRANDE ACE HARDWARE	002-20200	23.83
06/03	06/02/2003	28438	230009	H W WILSON COMPANY	002-20200	453.00
06/03	06/02/2003	28439	80022	HAWKINS INC	002-20200	1,071.76
06/03	06/02/2003	28440	80002	HILLYARD	002-20200	77.41
06/03	06/02/2003	28441	80023	HOUSE OF WHITE BIRCHES	002-20200	57.84
06/03	06/02/2003	28442	90002	INGRAM BOOK COMPANY	002-20200	262.45
06/03	06/02/2003	28443	90003	INTERSTATE COMPANIES INC	002-20200	73.03
06/03	06/02/2003	28444	190025	JUDY SEURER	002-20200	49.49
06/03	06/02/2003	28445	120032	LAKE COUNTRY POWER	002-20200	134.31
06/03	06/02/2003	28446	120002	LAWSON PRODUCTS INC	002-20200	459.02
06/03	06/02/2003	28447	120044	LEADCON INC.	002-20200	163,827.50
06/03	06/02/2003	28448	120039	LEEF SERVICES	002-20200	47.53
06/03	06/02/2003	28449	120008	LEHMAN FABRICATING INC	002-20200	223.65
06/03	06/02/2003	28450	120012	LIBRARY STORE	002-20200	53.90
06/03	06/02/2003	28451	120004	LITERARY GUILD	002-20200	41.98
06/03	06/02/2003	28452	130030	MACQUEEN EQUIPMENT	002-20200	1,535.17
06/03	06/02/2003	28453	130106	MEDIACOM - MIDWEST	002-20200	111.90
06/03	06/02/2003	28454	130006	MESABI HUMANE SOCIETY	002-20200	854.87
06/03	06/02/2003	28455	130040	MIDWEST SPORTSWEAR	002-20200	1,364.54
06/03	06/02/2003	28456	130044	MINNESOTA DEPT OF HEALTH	002-20200	803.00
06/03	06/02/2003	28457	130009	MINNESOTA POWER	002-20200	41,685.75
06/03	06/02/2003	28458	130024	MN POLLUTION CONTROL AGENCY	002-20200	270.00
06/03	06/02/2003	28459	130038	MOUNTAIN IRON-BUHL HIGH SCHOC	002-20200	30.00
06/03	06/02/2003	28461	130015	MT IRON WATER AND LIGHT DEPT	002-20200	12,134.68
06/03	06/02/2003	28462	140012	NATIONAL GEOGRAPHIC SOCIETY	002-20200	15.90
06/03	06/02/2003	28463	140011	NORTHEAST TECHNICAL SERVICE	002-20200	158.96
06/03	06/02/2003	28464	150011	OLD DOMINION BRUSH	002-20200	565.93
06/03	06/02/2003	28465	160030	PRECISION MACHINE	002-20200	20.00
06/03	06/02/2003	28466	170005	QUALITY FLOW SYSTEMS INC	002-20200	264.56
06/03	06/02/2003	28467	170007	QUILL CORPORATION	002-20200	188.96
06/03	06/02/2003	28468	170001	QWEST	002-20200	100.05
06/03	06/02/2003	28469	180001	RANGE PAPER	002-20200	141.60
06/03	06/02/2003	28470	180032	RANGE PORTABLES	002-20200	215.66
06/03	06/02/2003	28471	180045	RESERVE ACCOUNT	002-20200	500.00
06/03	06/02/2003	28472	180046	RETROFIT RECYCLING INC	002-20200	493.92
06/03	06/02/2003	28473	190003	SARANEN AUTO	002-20200	52.78
06/03	06/02/2003	28474	190049	SCHOLASTIC LIBRARY PUBLISHING	002-20200	191.80
06/03	06/02/2003	28475	190045	SERVICE SOLUTIONS	002-20200	211.94
06/03	06/02/2003	28476	190002	ST LOUIS COUNTY AUDITOR	002-20200	7,012.36
06/03	06/02/2003	28477	200003	TACONITE TIRE SERVICE	002-20200	1,222.85

M = Manual Check, V = Void Check

Check Issue Date(s): 06/02/2003 - 06/02/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/02/2003	28478	200006	TRIMARK INDUSTRIAL	002-20200	63.64
06/03	06/02/2003	28479	210010	ULLAND BROTHERS INC	002-20200	264.11
06/03	06/02/2003	28480	220025	VERIZON WIRELESS, BELLEVUE	002-20200	55.96
06/03	06/02/2003	28481	220009	VERNS GREENHOUSE	002-20200	25.02
06/03	06/02/2003	28482	220001	VIDMAR IRON WORKS	002-20200	29.82
06/03	06/02/2003	28483	220014	VIKING INDUSTRIAL NORTH	002-20200	677.96
06/03	06/02/2003	28484	220004	VIRGINIA DEPARTMENT OF PUBLIC	002-20200	90.74
06/03	06/02/2003	28485	220008	VIRGINIA REGIONAL MEDICAL CTR	002-20200	2,500.00
06/03	06/02/2003	28486	230022	WELLS FARGO REMITTANCE CENTE	002-20200	335.56
06/03	06/02/2003	28487	230010	WILBUR BALL	002-20200	1,785.72
06/03	06/02/2003	28488	260003	ZEE SERVICE COMPANY	002-20200	198.50
06/03	06/02/2003	28489	260002	ZIEBART	002-20200	287.10
06/03	06/02/2003	28490	260001	ZIEGLER INC	002-20200	47.20

Totals:

257,484.23

Payroll for the PP Ending 5/23/03	76,878.31
Electronic Transfer - BC/BS	6,726.74
Electronic Transfer - Sales Tax	<u>7,722.06</u>
TOTAL EXPENDITURES	\$348,811.34

**COUNCIL LETTER 061603-VIC1**

**PUBLIC WOKS**

**CRACK SEALING QUOTES**

**DATE:** June 16, 2003

**FROM:** Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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Sealed quotes were received for the purchase of Asphaltic Crack Sealing services. The quotes were opened on Tuesday, June 10, 2003 at 10:00 a.m. The quotes are as follows:

Northwest Asphalt Maintenance Inc.	\$00.527 per pound installed
Bergman Companies	\$01.10 per pound installed
Interstate Sealant	\$01.86 per pound installed

Staff recommends award of the crack sealing services to Northwest Asphalt Maintenance Inc. based on their low quote of \$00.527 per pound installed.

Specifications called for the amount of work not to exceed \$20,000.00 and to be funded from the 2003 Street Capital Improvement Fund.

**COUNCIL LETTER 061603-IVC2**

**PUBLIC WORKS**

**BACKWASH STORAGE DETENTION RESERVOIR**

DATE: June 16, 2003

FROM: Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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The MPCA is requesting that the City of Mountain Iron install a backwash retention reservoir at the water treatment facility to receive backwash water from the facility. The storage reservoir would discharge into the sanitary sewer. Presently, the backwash water is discharged into the storm sewer system. Staff is recommending Council approval for Benchmark Engineering to prepare plans and specifications for a backwash storage reservoir.

**COUNCIL LETTER 061603-IVC3**

**PUBLIC WORKS**

**WESTGATE LIFT STATION UPGRADE**

**DATE:** June 16, 2003

**FROM:** Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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Quotes were opened on the West Gate Lift Station Upgrade on Tuesday, June 10, 2003 at 10:00 a.m. The following quote was received:

Quality Flow Systems	\$24,346.00
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Staff is recommending the award of the Westgate Lift Station Upgrade to Quality Flow Systems based on their low quote of \$24,346.00.

Funding for this project will come from the Wastewater Treatment Capital Outlay Fund. It should be noted that the Westgate Lift Station has had numerous failures since this was first discussed. Repairs should be made as soon as possible.

**COUNCIL LETTER 061603-IVC4**

**PUBLIC WORKS**

**WATER TREATMENT PLANT**

**DATE:** June 16, 2003

**FROM:** Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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The contractor that is painting the water towers, LeadCon, has given the city an approximate cost to paint the water treatment plant of \$1,500.00. The City would supply the paint.

It is recommended that City Council authorize a change order to the current contract to allow for the painting of the water treatment facility to match the paint color of the towers.



**COUNCIL LETTER 061603-IVC5**

**PUBLIC WORKS**

**ENGINE REPAIR**

**DATE:** June 16, 2003

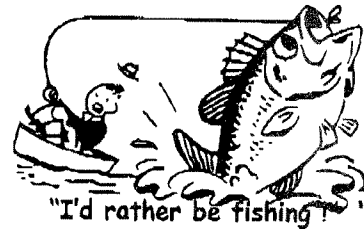
**FROM:** Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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The transmission on the sanitation truck failed and needs to be rebuilt. A cost estimate of \$7,150.00 from Interstate Detroit Diesel to repair the transmission is attached. Faced with a few options, Staff has authorized the repair awaiting City Council approval. The repair cost would be funded from the Waste Collection Enterprise Fund.

# INTERSTATE DETROIT DIESEL



1921 16<sup>th</sup> Ave W., Virginia, MN 55792 Phone: 218-749-4484 Fax: 218-749-6521

*fax*

**From the Desk of Marty Flash**

**Date: June 2, 2003**

**To: Rick**

**Fax: 735-1138**

**Company: City of Mt. Iron**

**No. of pages** (including cover page): 1

**Subject: Overhaul MD3560 Allison Transmission in Int'l Garbage Truck**

**After having inspected the above transmission, we find it has failed and needs to be rebuilt. The cost to remove the tranny from the unit, overhaul it completely, reinstall it in the unit and flush the system would be \$7150 exclusive of Minnesota sales tax.**

**Please call with any questions you might have. Thank you for the opportunity to serve your transmission needs and I look forward to hearing from you soon as to how you wish us to proceed.**

**COUNCIL LETTER 061603-VID1**

**PARKS & RECREATION**

**TROPHY CASE**

DATE: June 16, 2003

FROM: Larry Nanti  
Director of Parks & Recreation

Craig J. Wainio  
City Administrator

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The Trophy Case that was brought to the City Hall does not have safety glass doors. The cost to replace the doors with safety glass would be \$368.00

Staff recommends that the doors have safety glass, so we are seeking authorization to purchase the needed glass.

**COUNCIL LETTER 061603-VA**

**CITY COUNCIL**

**GRANT WRITER RFP**

**DATE:** June 12, 2003

**FROM:** City Council

Craig J. Wainio  
City Administrator

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As previously requested by the City Council, the Grant Writer RFP is being placed upon the agenda.

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

Hire one of the grant writers who spoke at our last meeting. My "personal preference" would be to hire the Wenck for \$2000 and meet with them to really see what is available, etc.

**Craig J. Wainio**

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**From:** Brian Hayden [bhayden@wenck.com]  
**Sent:** Tuesday, June 03, 2003 4:33 PM  
**To:** Craig Wainio  
**Subject:** Grant Writing RFP

Craig as requested at last nights council meeting, I spoke with Ms. Spector about her experience with ADA grants. She has been involved with very large and very small ADA projects in the past. The smaller projects were not funded by grants, and the larger projects were folded into much larger funded projects. She has specific knowledge of ADA library accessibility grant funding money that was available through other agencies in addition to several other general ADA grant programs.

Therefore, in response to the councils question, Ms. Spector has successfully received many grants, however not any solely ADA specific grants. She is aware of various resources for ADA projects with one library ADA specific funding source. She is also positive about the opportunities available for funding for the City of Mt. Iron.

Thank you again for the opportunity to meet the council and should they have any additional questions regarding this matter please feel free to contact me. We are looking forward to continuing to work with you, the city council and the mayor to provide the City of Mt. Iron with honest and up-front professional services.

Yours Truly,

Brian Hayden, PG  
Wenck Associates  
31 W. Superior St.  
Duluth, MN 55802  
(218) 727-2021  
(218) 727-4901 fax  
www.wenck.com



Mesabi Family YMCA  
8367 South 8th Street  
Virginia, MN 55792  
218-749-8020  
218-749-0921 (FAX)

May 19, 2003

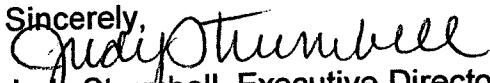
Mt Iron Mayor and City Councilors  
City Hall  
8586 Enterprise Drive  
Mt Iron, MN 55768

Dear Mayor and Members of the City Council,

This letter is being sent to request the use of the aerorater for the soccer fields at the Mesabi Family YMCA. A previous letter had been sent to the Mt Iron Recreation Director and Board. Our previous communication we made a request asking for the use of the aerorater. The YMCA is working with the Recreation Department and its Director providing waterfront education for lifeguards. It is our commitment to the communities to assist you and your programs where we can.

Thank you in advance for this consideration.

Sincerely,

  
Judy Strumbell, Executive Director  
Mesabi Family YMCA



The YMCA is a participating agency  
of the United Way  
of Northeastern Minnesota

**YMCA Mission:**  
To put Christian principles  
into practice through  
programs that build healthy  
spirit, mind and body for all.

**COUNCIL LETTER 061603-VC&VD**

**COUNCILOR ROSKOSKI**

**PARK RIDGE DEVELOPMENT**

**DATE:** June 12, 2003  
**FROM:** Councilor Roskoski  
Craig J. Wainio  
City Administrator

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Councilor Roskoski requested this item be placed upon the agenda.

Background Information Provided by Councilor Roskoski:

These items were left over from the May 19, 2003 meeting agenda

Background Information Previously Provided by Councilor Roskoski:

- A. Street Improvement Assessments. As per past practice and current policy and assessment should be made for street improvements in the 40 acre parcel.
- B. Utility Hook-ups. As per current policy all developers should pay all customary utility hook-up fees.

Staff Note: The procedures required under Minnesota Statute 429 regarding local improvements would determine the ability to assess for the improvements conducted on the property.

**COUNCIL LETTER 061603-VE&F**

**COUNCILOR ROSKOSKI**

**UNITY DRIVE AND COUNTY 7  
INTERSECTION**

**YMCA PARKING ON UNITY DRIVE**

**DATE:** June 12, 2003

**FROM:** Councilor Roskoski

Craig J. Wainio  
City Administrator

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Councilor Roskoski requested this item be placed upon the agenda.

Background Information Provided by Councilor Roskoski:

These two situations should go to the street and alley committee



**COUNCIL LETTER 061603-VIA**

**CITY COUNCIL**

**RESOLUTION NUMBER 20-03**

**DATE:** June 12, 2003

**FROM:** City Council

Craig J. Wainio  
City Administrator

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Based upon the decisions at the previous City Council meeting regard the 2003 Street Overlay Program, a Resolution has been developed as part of the Local Improvement Policy. This Resolution identifies the streets as presented and has the engineer prepare a feasibility report on those improvements. Upon completion of the report, the City Council would adopt the report and order a public hearing.

It is recommended that the City Council adopt Resolution Number 20-03 Ordering a Report.

**RESOLUTION NUMBER 20-03**

**ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

**WHEREAS**, it is proposed to improve those Street identified in Exhibit A by reconstruction and/or overlay and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvement be referred to Benchmark Engineering for study and that they are instructed to report to the City Council with all convenient speed advising the City Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

**DULY ADOPTED BY THE CITY COUNCIL THIS 16<sup>th</sup> DAY OF JUNE, 2003.**

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Mayor Gary Skalko

ATTEST:

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City Administrator

## **EXHIBIT A**

Locomotive Street from Mountain Avenue to Marble Avenue  
Park Drive from Garden Drive to Fairview Lane  
Arbor Lane from Mineral Avenue to Greenwood Lane  
Parkville Road from Nichols Avenue to Old Highway 169  
Spring Park Road from Nichols Avenue to end of current bituminous portion  
Oriole Avenue from Spring Park Road to Cardinal Avenue  
Cardinal Avenue from Oriole Avenue to Nichols Avenue  
Eagle Avenue from Parkville Road to end of current bituminous portion  
Grant Street from Mineral Avenue to end of current bituminous portion  
North Court from Tamarack Drive to radius of cul-de-sac  
South Court from Balsam Drive to radius of cul-de-sac  
Heather Avenue from Unity Drive to end of Road  
Marion Drive from Unity Drive to radius of cul-de-sac  
Brown's Road from Old Highway 169 to Street Car Road  
Streetcar Road from Brown's Road to Giorgi's Road  
Giorgi's Road from Street Car Road to Old Highway 169

**COUNCIL LETTER 061603-VIB**

**PUBLIC WORKS**

**RESOLUTION NUMBER 21-03**

DATE: June 16, 2003

FROM: Don Kleinschmidt  
Director of Public Works

Craig J. Wainio  
City Administrator

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For your review and approval, attached is the Plan and Probable Cost for the Unity Drive gravel road extension. Based upon these plan, it is recommended that the City Council adopt Resolution Number 21-03 Accepting Plans and Ordering Quotes.

**RESOLUTION NUMBER 21-03**

**APPROVING PLANS AND SPECIFICATIONS**

**WHEREAS**, pursuant to a Resolution passed by the City Council on May 19, 2003, the City Engineer has prepared plans and specifications for the improvement of Unity Drive between the center line of Park Drive and approximately 1400 feet east of the centerline of Park Drive by the construction of a gravel surfaced road, and has presented such plans and specifications to the City Council for approval:

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 quotes 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 quotes will be received by the City Administrator until 10:00 a.m. on July 1, 2003, at which time they will be publicly opened in the Mountain Iron Room of the Community Center by the City Administrator, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on July 7, 2003, in the Mountain Iron Room. Any quoter whose responsibility is questioned during consideration of the quote will be given an opportunity to address the City Council on the issue of responsibility.

**DULY ADOPTED BY THE CITY COUNCIL THIS 16<sup>TH</sup> DAY OF JUNE, 2003.**

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Mayor Gary Skalko

ATTEST:

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City Administrator

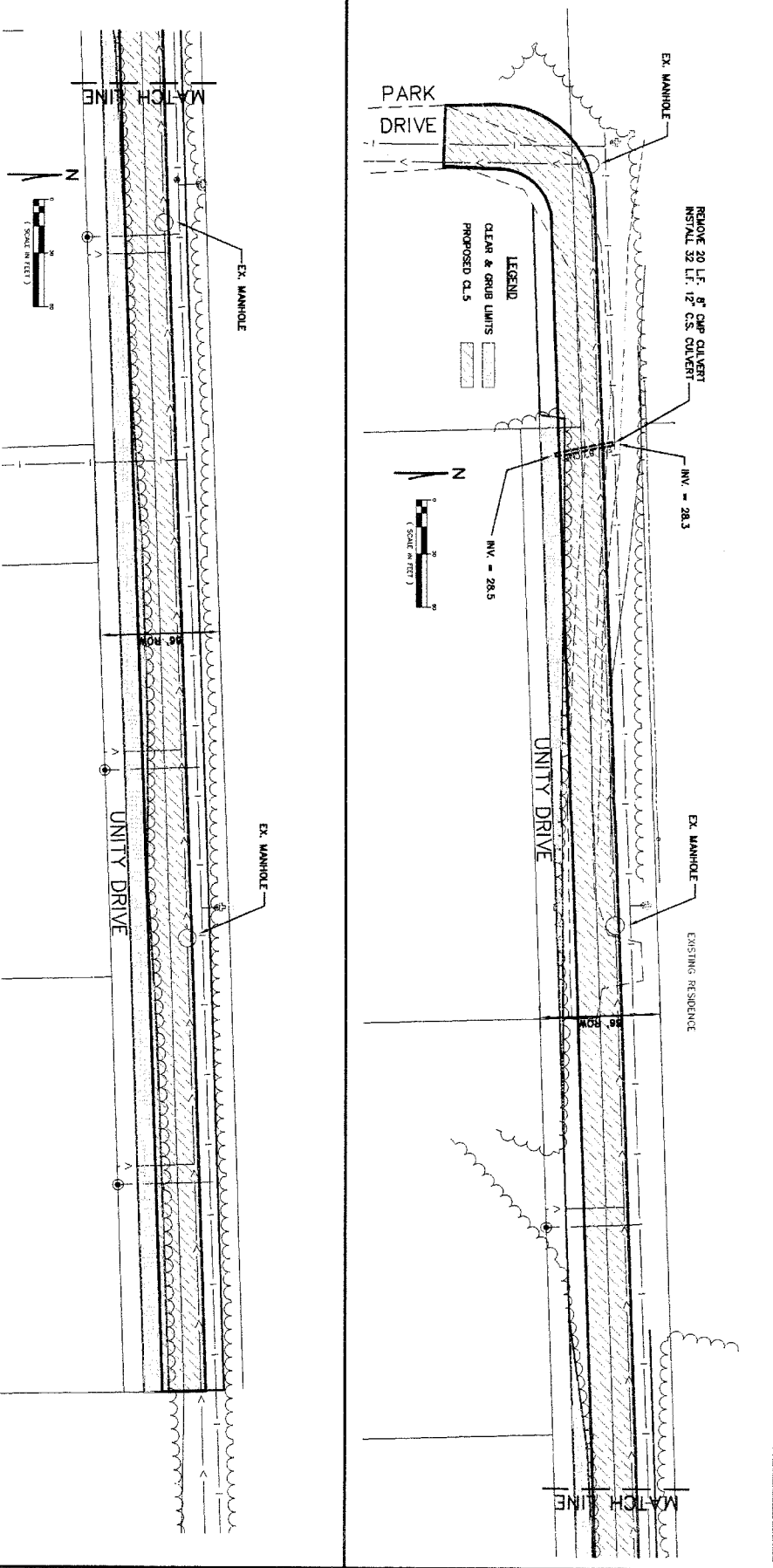


**BENCHMARK**  
ENGINEERING, INC.

ENGINEER'S ESTIMATE OF QUANTITIES AND OPINION OF COST  
 UNITY DRIVE GRAVEL ROAD EXTENSION  
 MOUNTAIN IRON, MINNESOTA  
 PROJECT NO: MI03-7

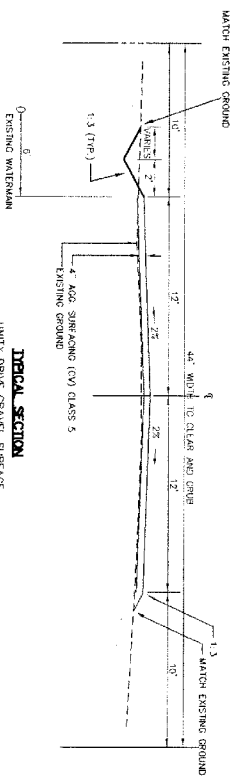
ITEM NO.	ITEM	UNITS	ITEM COST	PROJECT QUANTITIES	TOTAL AMOUNT
2101.502	CLEARING & GRUBBING	LUMP SUM	\$1,000.00	1.0	\$1,000.00
2104.501	REMOVE PIPE CULVERT	LIN. FT.	\$5.00	20.0	\$100.00
2105.501	COMMON EXCAVATION	CU. YD.	\$6.00	635.0	\$3,810.00
2218.502	AGG. SURFACING (CV) CL. 5	CU. YD.	\$12.00	460.0	\$5,520.00
2501.511	12" C.S. PIPE CULVERT	LIN. FT.	\$20.00	32.0	\$640.00
2506.522	ADJUST FRAME AND RING CASTINGS	EACH	\$200.00	4.0	\$800.00
2575.501	SEEDING	ACRE	\$1,500.00	1.0	\$1,500.00
				<b>SUBTOTAL:</b>	\$13,370.00


BENCHMARK ENGINEERING, INC.



STATEMENT OF ESTIMATED QUANTITIES				
NOTE SPEC. NO.	ITEM	UNIT	TOTAL QUANTITY	
1	2101.502 CULIVING & GRUBBING	LUMP SUM	1.0	
2	2104.501 REMOVE PIPE CULVERT	LN. FT.	20.0	
3	2105.501 COMMON EXCAVATION	CU. YD.	632.0	
4	2318.502 ASB. SURFACING (CV) CL. 5	CU. YD.	480.0	
5	2301.501 12\"/>			

- NOTES**
- 1 TO BE LAWFULLY DISPOSED OF BY THE CONTRACTOR OUTSIDE OF THE PROJECT LIMITS. (0.27 ACRES)
  - 2 INCLUDES SEEDING, MULCHING, AND FERTILIZER. SEED MIXTURE SHALL BE 50 B APPLIED @ 150#/A/AC. UPON REMOVAL, THIS ITEM SHALL BE USED FOR ON-SITE BORROW MATERIAL.



<p><b>UNITY DRIVE GRAVEL ROAD EXTENSION CITY OF MOUNTAIN IRON, MINNESOTA</b></p> <p><b>PLAN VIEW &amp; EST. QUANTITIES</b></p>	<table border="1"> <thead> <tr> <th>DATE</th> <th>REVISIONS</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	DATE	REVISIONS	DESCRIPTION										<p>I hereby certify that this plan, specification or report was prepared by me or under my supervision and that I am a duly licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA.</p> <p>Printed name: <u>ERIC J. EDLSTROM</u> Date: _____ Lic. No. <u>40321</u></p>
DATE	REVISIONS	DESCRIPTION												
<p>SHEET NO. <u>1</u> OF <u>1</u></p>	 <p><b>Benchmark ENGINEERING, INC.</b> CIVIL &amp; ENVIRONMENTAL PROFESSIONAL LAND SURVEYORS 16000 E. STATE AVE. SUITE 200, MOUNTAIN IRON, MN 55120 8876 Main Street, P.O. Box 261 Mountain Iron, Minnesota 55120 Phone 218/732-8314 http://www.bem-inc.com</p>													

**COUNCIL LETTER 061603-VIC**

**CITY COUNCIL**

**ZONING ADMINISTRATOR**

**DATE:** June 12, 2003

**FROM:** City Council

Craig J. Wainio  
City Administrator

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As requested, an advertisement for the position of Zoning Administrator/Building Inspector was developed, posted and published. Enclosed are copies of the applications the City received.



## **CITY OF MOUNTAIN IRON**

### **JOB POSTING**

#### **BUILDING INSPECTOR/ZONING ADMINISTRATOR**

The City of Mountain Iron anticipates an opening for the position of Building Inspector/Zoning Administrator. This position reports to the City Administrator and the Planning and Zoning Commission.

Responsibilities of this position are described in the Building Inspector and Zoning Administrator Position Analysis as well as Chapter 2 and Chapter 3 of the Mountain Iron City Code.

Please submit your requested form of and amount of compensation along with your application.

Applications will be accepted until 10:00 a.m., June 11, 2003. Submit your application and/or resume to Craig J. Wainio, City Administrator, 8586 Enterprise Drive South, Mountain Iron, MN 55768.

If there are any questions, please contact Craig J. Wainio at 218-478-7570 or email [cityadm@mtniron.com](mailto:cityadm@mtniron.com).

**COUNCIL LETTER 061603-VID**

**COUNCILOR NELSON**

**AGENDA ADDITIONS**

**DATE:** June 12, 2003  
**FROM:** Councilor Nelson  
Craig J. Wainio  
City Administrator

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Councilor Nelson requested this item be placed upon the agenda.

Background Information Provided by Councilor Nelson:

The City Council should adopt a policy concerning the addition of items onto the agenda at the City Council meeting. In order to be completely open and fair to the public about the items to be discussed at the City Council meeting, only emergency items that require the immediate attention of the City Council should be added to the agenda the night of the meeting.

**COUNCIL LETTER 061603-VIE**  
**COUNCILOR ROSKOSKI**  
**CITY LOGO ON CITY VEHICLES**

**DATE:** June 12, 2003  
**FROM:** Councilor Roskoski  
Craig J. Wainio  
City Administrator

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Councilor Roskoski requested this item be placed upon the agenda.

Background Information Provided by Councilor Roskoski:

City logo stickers on City vehicles – some vehicles appear not to have the logo.

**COUNCIL LETTER 061603-VIF**

**COUNCILOR ROSKOSKI**

**LOCOMOTIVE PARK AREA SWEEPING**

**DATE:** June 12, 2003  
**FROM:** Councilor Roskoski  
Craig J. Wainio  
City Administrator

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Councilor Roskoski requested this item be placed upon the agenda.

Background Information Provided by Councilor Roskoski:

Sweep Locomotive Park stub street area – City winter sand has made the area by the big tire and shovel bucket filthy. It should be swept up.

Staff Note: Items, such as presented here, could easily be resolved through direct contact through City staff and the completion of an ICR. These issues could easily be resolved without requiring the attention of the entire City Council.