

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
WEDNESDAY, JULY 5, 2006 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the June 19, 2006 Regular Meeting (#1-8)
 - B. Communications (#29-32)
 - C. Receipts
 - D. Bills and Payroll
- III. Public Forum
 - A. Iron Range Tourism Bureau
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. City Garage Parking Lot (#9)
 - B. City Administrator's Report
 - C. Director of Public Works Report
 - 1. Sidewalk Repairs/Replacement (#10)
 - 2. Large Trash Costs (#11)
 - 3. Convection Oven Replacement (#12)
 - D. Director of Parks and Recreations Report
 - 1. Basketball Court Light (#13)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 3 (#14-15)
 - G. Street and Alley Committee
 - 1. Assessment Classification (#16)
 - H. Liaison Reports
- V. Unfinished Business
 - A. L&M Tax Abatement (#17)
- VI. New Business
 - A. Credit Card Policy (#18-21)
 - B. Library Improvement Cost Estimates (#22)
 - C. Street Classification Quote (#23)
 - D. Centennial Drive Sign (#24)
 - E. Locomotive Street Intersection (#25)
 - F. Fill Usage (#26)
 - G. Mineral Avenue Curb Painting (#27)
 - H. Communications (#29-32)
- VII. Open Discussion
- VIII. Announcements
 - A. Notice of Filings for Election (#33)
- IX. Closed Meeting (#28)
- X. Adjourn

Denotes page number in packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
JUNE 19, 2006

Mayor Skalko called the City Council meeting to order at 6:30 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; Jill M. Forseen, Municipal Services Secretary; Don Kleinschmidt, Director of Public Works; Larry Nanti, Recreation Director; Sam Aluni, City Attorney; Wade Rasch, Sergeant; Gary Giroux, City Auditor; and Rod Flannigan, City Engineer (entering at 6:35 p.m.).

The Mayor welcomed the audience and the television viewing audience to the meeting.

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

1. Add the following items to the agenda:
 - IV. A. 2. Letter of retirement from Anthony Scinto
 3. Request to waive rental fee for Nichols Hall
 4. Request for DSL service for the Mountain Iron telephone exchangesMove the following item on the agenda:
 - IV. H. 1. to Before the Mayor's report
2. Approve the minutes of the June 5, 2006, City Council meeting as submitted.
3. That the communications be accepted, placed on file, and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period June 1-15, 2006, totaling \$116,449.75, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period June 1-15, 2006, totaling \$349,171.77, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

During the public forum, Father Doyle was present and requested that the Council install a light at the Downtown Park for playing basketball in the evenings. The Recreation Director said that he would bring the request to the Parks and Recreation Board for a recommendation.

The City Auditor submitted excerpts of the 2005 audit report and reviewed them with the Council.

It was moved by Skalko and supported by Irish to authorize a \$300 contribution to the Summer Work Outreach Project using Charitable Gambling Funds. The motion carried unanimously on a roll call vote.

It was moved by Roskoski and supported by Skalko to accept the retirement of Anthony Scinto effective June 30, 2006. The motion carried.

It was moved by Skalko and supported by Prebeg to waive the rental fees for the Nichols Town Hall fundraiser for August 4, 2006. The motion carried.

It was moved by Skalko and supported by Nelson to make a request to Qwest to bring in DSL service for the 735, 741, and 749 telephone service areas of Mountain Iron. The motion carried.

It was moved by Roskoski and supported by Irish to have a thank you letter sent to Representative Rukavina and Senator Tomassoni for getting the City funds to upgrade 16th Avenue (Hoover Road) in the amount of approximately \$280,000. After further discussion, Councilor Roskoski amended his motion to also thank the City of Virginia and Councilor Irish supported the amendment. The amended motion carried unanimously.

It was moved by Skalko and supported by Nelson to direct City Staff to inquire with the City of Virginia regarding adding some additional routes that the dial-a-ride service could service in Mountain Iron; i.e. Carriage Homes, Senior Center, and Mountain Manor, and inquire how much the service would cost. The motion carried.

The City Administrator updated the Council regarding the concerns of the Library Board regarding the progress of the restoration. The Mayor said that a construction meeting was scheduled for Wednesday, June 21, 2006 at 1:00 p.m.

It was moved by Nelson and supported by Skalko to accept the recommendation of the Planning and Zoning Commission and approve the Conditional Use Permit for Dale Erickson, 5165 Chesapeake Court, Mountain Iron, parcel code 175-0067-00240 to construct an accessory building 24 feet by 40 feet to be used for personal storage. The motion carried.

It was moved by Skalko and supported by Prebeg to accept the recommendation of the Planning and Zoning Commission and approve the Conditional Use Permit for Todd Signs for the United Parcel Services on property owned by Reynold Pettinelli, 818 16th Avenue South, Mountain Iron, parcel code 175-0065-00760, to erect an off site sign. The motion carried.

It was moved by Prebeg and supported by Nelson to accept the high bid of Duncan McGregor for the 1996 Chevrolet one ton with dump body and plow, vehicle identification number 1GBJK34J8TE228701 in the amount of \$8,618.00. The motion carried with Councilor Roskoski voting no.

Councilor Prebeg updated the Council regarding the landscaping project for the Community Center area.

It was moved by Roskoski and supported by Irish to direct City Staff to forward a report to the City Council by the first meeting in July on this Spring's large trash pickup, income coming in versus the expenses of completing it. The motion carried.

It was moved by Prebeg and supported by Skalko to authorize the \$100 advertisement on Mesabi Trail website and on the 13 different kiosks physically on the trail. The motion carried unanimously on a roll call vote.

The Recreation Director announced that the construction work was scheduled to begin at the South Grove Park on June 20, 2006; the 4th of July Celebration schedule was posted; and the Merritt Days Celebration was being finalized.

Councilor Roskoski questioned the Recreation Director regarding the gate/traffic control at the Wolf Park. The Recreation Director said that the fence company had this project on their Summer schedule and the security light should also be taken care of this Summer.

The Council reviewed the Sheriff's Department Activity Report for the month of May, 2006.

Councilor Roskoski questioned the City Engineer regarding the Valvoline sump pump connection. The City Engineer advised the Council that Valvoline would be connecting to the line at their expense.

Councilor Roskoski questioned the City Attorney regarding the P & H MinePro Administrative hearing. The City Attorney said that he would work with the Zoning Administrator regarding the P & H MinePro matter.

It was moved by Irish and supported by Roskoski to refer the weight and load restriction information to the Street and Alley Committee for further discussion and a recommendation. The motion carried.

It was moved by Skalko and supported by Nelson to grant the tax abatement on the new addition of the L & M Supply building for a period of ten years on the City's portion of the taxes. After further discussion, Mayor Skalko withdrew his motion.

Councilor Roskoski updated the Council regarding a meeting held on June 12, 2006 regarding the Quiet Zone. He said that a representative from the Federal Rail Administration advised the group attending the meeting that County Road 657 currently meets the Quiet Zone requirements.

It was moved by Prebeg and supported by Skalko to adopt Ordinance 03-06, amending Section 154.084 of the Mountain Iron City Code, (a copy is attached and made a part of these minutes). The motion carried with Councilors Irish and Roskoski voting no.

It was moved by Skalko and supported by Irish to approve the Library Renovation RFP #13, providing for conduit for a telephone line, in the amount of \$1,370. Mayor Skalko amended

his motion to have the RFP #13 contested and reviewed at the June 21, 2006 construction meeting. The motion carried unanimously on a roll call vote.

It was moved by Skalko and supported by Irish to authorize payment request number nine to Lenci Enterprises for the Library Renovation Project in the amount of \$9,500.00. The motion carried unanimously on a roll call vote.

It was moved by Skalko and supported by Prebeg to re-schedule the July 3, 2006, City Council meeting to Wednesday, July 5, 2006, at 6:30 p.m. The motion carried.

The Council reviewed the list of communications. Councilor Roskoski asked if City Staff would be attending the Minnesota Department of Employment and Economic Development Workshop in Aitkin on June 21, 2006. The City Administrator said that he had attended a workshop previously held in Virginia and he would review the website to see if any of the criteria for the grants had changed.

Councilor Roskoski questioned a page missing in the communications regarding the letter from the State Auditor. The City Administrator said that he would forward the information to the Council.

During the open discussion, Councilor Roskoski commented that the Mesabi Trail is being used frequently by cyclists and walkers.

At 8:27 p.m., it was moved by Nelson and supported by Skalko that the meeting be adjourned. The motion carried.

Respectfully submitted:



Jill M. Forseen, CMC/MMCA
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Small Cities Update, forwarding the June 5, 2006 update.
2. Coalition of Greater Minnesota Cities, forwarding information regarding the 2006 Legislative Session.
3. Patricia Anderson, Minnesota State Auditor, a letter addressing the 2004 City audit.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	103,948.55
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	555.00
METER DEPOSITS	ELECTRIC	1,200.00
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	135.00
MISCELLANEOUS	REIMBURSEMENTS	1,454.80
LICENSES	ANIMAL	20.00
BUILDING RENTALS	COMMUNITY CENTER	700.00
PERMITS	BUILDING	1,063.55
CD INTEREST	CD INTEREST 101	282.76
CD INTEREST	CD INTEREST 301	626.60
CD INTEREST	CD INTEREST 378	442.30
CD INTEREST	CD INTEREST 602	49.14
CD INTEREST	CD INTEREST 603	86.03
CAMPGROUND RECEIPTS	FEES	4,135.50
CD INTEREST	CD INTEREST 103	1,355.52
BUILDING RENTALS	NICHOLS HALL	10.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	100.00
MISCELLANEOUS	SEPTIC APPLICATIONS	275.00
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
Summary Totals:		<u>116,449.75</u>

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Check Issue Date(s): 06/10/2006 - 06/23/2006

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/06	06/19/2006	33370	130044	VOID - MINNESOTA DEPT OF HEALTH	002-20200	1,286.00 -M
06/06	06/16/2006	33408	130011	MOUNTAIN IRON POSTMASTER	002-20200	300.53
06/06	06/21/2006	33409	10013	A T & T INFORMATION SYSTEMS	002-20200	77.20
06/06	06/21/2006	33410	130017	AMERICAN BANK	002-20200	1,792.97
06/06	06/21/2006	33411	10040	ARROWHEAD ABSTRACT & TITLE CO	002-20200	376.25
06/06	06/21/2006	33412	10001	ARROWHEAD ECONOMIC OPPORTUNI	002-20200	122.78
06/06	06/21/2006	33413	10021	ARROWHEAD LIBRARY SYSTEM	002-20200	257.42
06/06	06/21/2006	33414	6083	BARBARA B LANGHOME	002-20200	48.71
06/06	06/21/2006	33415	20022	BENCHMARK ENGINEERING INC	002-20200	3,215.00
06/06	06/21/2006	33416	6079	BETTY M ANDERSON	002-20200	156.36
06/06	06/21/2006	33417	20014	BORDER STATES ELECTRIC SUPPLY	002-20200	907.61
06/06	06/21/2006	33418	6090	BRENDA NYLUND	002-20200	50.00
06/06	06/21/2006	33419	6091	CAROL TECHAR	002-20200	100.00
06/06	06/21/2006	33420	30061	CELLULARONE	002-20200	482.18
06/06	06/21/2006	33421	220003	CITY OF VIRGINIA	002-20200	404.89
06/06	06/21/2006	33422	30053	CONSOLIDATED TRADING COMPANY	002-20200	1,865.01
06/06	06/21/2006	33423	40009	DEPARTMENT OF COMMERCE	002-20200	47.22
06/06	06/21/2006	33424	40017	DISPLAY SALES	002-20200	8,938.54
06/06	06/21/2006	33425	40030	DULUTH CLINIC	002-20200	389.00
06/06	06/21/2006	33426	500012	ERA LABORATORIES INC	002-20200	575.00
06/06	06/21/2006	33427	180042	EVERYDAY WITH RACHAEL RAY	002-20200	18.00
06/06	06/21/2006	33428	60026	FASTENAL COMPANY	002-20200	165.92
06/06	06/21/2006	33429	60006	FISHER PRINTING	002-20200	907.40
06/06	06/21/2006	33430	60003	FIVE SEASONS SPORTS CENTER	002-20200	132.61
06/06	06/21/2006	33431	6080	GABRIEL J LAULUNEN	002-20200	134.60
06/06	06/21/2006	33432	110020	GERALD KNAPPER	002-20200	89.91
06/06	06/21/2006	33433	70028	GREATER MINNESOTA AGENCY INC	002-20200	180.00
06/06	06/21/2006	33434	80019	HIGHWAY 53 TASK FORCE	002-20200	300.00
06/06	06/21/2006	33435	6075	IDEA INC	002-20200	293.87
06/06	06/21/2006	33436	90003	INTERSTATE POWER SYSTEMS	002-20200	487.91
06/06	06/21/2006	33437	6078	JAKKLYNN SHANAHAN	002-20200	276.15
06/06	06/21/2006	33438	6086	JOAN BOND	002-20200	100.00
06/06	06/21/2006	33439	6081	JOHN M DANNIS	002-20200	272.66
06/06	06/21/2006	33440	6092	JULIE BURIA	002-20200	50.00
06/06	06/21/2006	33441	6088	KATHIE IRISH	002-20200	100.00
06/06	06/21/2006	33442	6082	KATIE RICHARDS	002-20200	98.37
06/06	06/21/2006	33443	6085	KEVIN POLLA	002-20200	4.23
06/06	06/21/2006	33444		Information Only Check	002-20200	.00 V
06/06	06/21/2006	33445	120006	L & M SUPPLY	002-20200	4,438.62
06/06	06/21/2006	33446	120021	LAURENTIAN LAWN & LANDSCAPES	002-20200	85.20
06/06	06/21/2006	33447	120035	LENCI ENTERPRISES INC	002-20200	9,500.00
06/06	06/21/2006	33448	120026	LES HARKONEN BAND	002-20200	300.00
06/06	06/21/2006	33449	120004	LITERARY GUILD	002-20200	86.94
06/06	06/21/2006	33450	6084	LOUISE M IRWIN	002-20200	371.08
06/06	06/21/2006	33451	120014	LUNDGREN MOTORS	002-20200	20,686.10
06/06	06/21/2006	33452	6087	MAGGIE BAKKE	002-20200	100.00
06/06	06/21/2006	33453	6089	MARY LYNN GOLOBICH	002-20200	100.00
06/06	06/21/2006	33454	6076	MATTHEW BIRD	002-20200	92.13
06/06	06/21/2006	33455	130004	MESABI DAILY NEWS	002-20200	1,990.78
06/06	06/21/2006	33456	130068	MESABI TRAIL ADVERTISING	002-20200	100.00
06/06	06/21/2006	33457	130040	MIDWEST SPORTSWEAR	002-20200	1,348.06
06/06	06/21/2006	33458	130044	MINNESOTA DEPT OF HEALTH	002-20200	1,228.00
06/06	06/21/2006	33459	130102	MINNESOTA DEPT OF HEALTH	002-20200	23.00
06/06	06/21/2006	33460	6074	MITCHELL BRUNFELT	002-20200	114.26
06/06	06/21/2006	33461	6077	MITCHELL ORSO & ANGELA HOWELL	002-20200	275.23
06/06	06/21/2006	33462	130079	MN ASSOCIATION OF SMALL CITIES	002-20200	1,222.70
06/06	06/21/2006	33463	130084	MN DEPARTMENT OF HEALTH	002-20200	35.00

M = Manual Check, V = Void Check

Check Issue Date(s): 06/10/2006 - 06/23/2006

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/06	06/21/2006	33464	130024	MN POLLUTION CONTROL AGENCY	002-20200	23.00
06/06	06/21/2006	33465	120007	MOTION INDUSTRIES INC	002-20200	8.54
06/06	06/21/2006	33466	6094	MOUNTAIN IRON LION'S CLUB	002-20200	100.00
06/06	06/21/2006	33467	130015	MOUNTAIN IRON PUBLIC UTILITIES	002-20200	15,370.47
06/06	06/21/2006	33468	6073	NATHAN RADOUSH	002-20200	88.57
06/06	06/21/2006	33469	140052	NORTHEAST SERVICE COOPERATIVE	002-20200	36,882.72
06/06	06/21/2006	33470	140043	NORTHERN 2-WAY SERVICE LLC	002-20200	120.00
06/06	06/21/2006	33471	150014	ONE CALL CONCEPTS INC	002-20200	74.95
06/06	06/21/2006	33472	160034	PARADE FLOAT	002-20200	50.00
06/06	06/21/2006	33473	160035	PARADE FLOAT	002-20200	25.00
06/06	06/21/2006	33474	160033	PARADE FLOATS	002-20200	75.00
06/06	06/21/2006	33475	7032	PETERSON CANDY AND SUPPLY	002-20200	225.78
06/06	06/21/2006	33476	160038	PITNEY BOWES	002-20200	265.10
06/06	06/21/2006	33477	170007	QUILL CORPORATION	002-20200	342.32
06/06	06/21/2006	33478	170001	QWEST	002-20200	576.03
06/06	06/21/2006	33479	180017	RELIABLE OFFICE SUPPLIES	002-20200	58.82
06/06	06/21/2006	33480	180031	RRHS UMCM MESABA CLINICS	002-20200	77.00
06/06	06/21/2006	33481	180053	RUSSO CONSULTING	002-20200	525.00
06/06	06/21/2006	33482	6093	SEAN TRELOAR	002-20200	50.00
06/06	06/21/2006	33483	190039	ST LOUIS COUNTY RECORDERS OFFC	002-20200	276.00
06/06	06/21/2006	33484	6095	SUMMER WORK OUTREACH PROJECT	002-20200	300.00
06/06	06/21/2006	33485	200020	THE TRENTI LAW FIRM	002-20200	4,769.69
06/06	06/21/2006	33486	210001	UNITED ELECTRIC COMPANY	002-20200	1,991.39
06/06	06/21/2006	33487	220009	VERNS GREENHOUSE	002-20200	748.54
06/06	06/21/2006	33488	220004	VIRGINIA DEPARTMENT OF PUBLIC	002-20200	28,205.84
06/06	06/21/2006	33489	220020	VISA OR AMERICAN BANK CC PMT	002-20200	6,901.68
06/06	06/21/2006	33490	230027	WELLS FARGO BANK	002-20200	62.50
06/06	06/21/2006	33491	230004	WENCK ASSOCIATES INC	002-20200	10,832.82
06/06	06/21/2006	33492	230010	WILBUR & VIOLET BALL	002-20200	1,100.00
06/06	06/21/2006	33493	230028	WISCONSIN ENERGY CONSERVATION	002-20200	156.50

Totals:

	174,792.66
Payroll-PP Ending 6/2/06	81,028.11
Payroll-PP Ending 6/16/06	83,443.52
Electronic Trans.-Sales Tax	9,907.48
TOTAL EXPENDITURES	<u>\$349,171.77</u>



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 03-06

AMENDING CHAPTER 154 OF THE MOUNTAIN IRON CITY CODE

THE CITY COUNCIL OF MOUNTAIN IRON ORDAINS:

Section 1. Amending Section 154.084. Section 154.084 of the City Code for City of Mountain Iron is hereby repealed and replaces with the following:

Structures larger than 100 square feet, including carports, constructed using a tubular framework covered with fabric or sheet metal or constructed of sheet metal panels are not permitted in the Urban Residential zoning classifications except to serve as temporary storage or protection for construction being performed under the terms of a building permit.

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

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

DULY ADOPTED BY THE CITY COUNCIL THIS 19th DAY OF JUNE, 2006.

Attested:

City Administrator

Mayor Gary Skalko

COUNCIL LETTER 070506-IVA

MAYOR SKALKO

BLACKTOP CITY GARAGE PARKING LOT

DATE: June 28, 2006

FROM: Mayor Skalko

Craig J. Wainio
City Administrator

Mayor Skalko requested this item be placed on the Agenda with the following background information:

Since the City Council has decided just to overlay Unity Drive from Diamond Lane to Mud Lake Road in 2006, I would recommend the City Council approve funding to blacktop the city garage parking lot in 2006.

COUNCIL LETTER 070506-IVC1

PUBLIC WORKS

SIDEWALK REPAIRS/REPLACEMENT

DATE: June 28, 2006

FROM: Don Kleinschmidt
Director of Public Works

Craig J. Wainio
City Administrator

Staff is requesting City Council authorization to repair and replace the sidewalk in front of the Senior Center and old City Hall. Currently there is side walk replacement funding budgeted in the Capital Improvement Budget.

COUNCIL LETTER 070506-IVC2

PUBLIC WORKS

LARGE TRASH COST

DATE: June 28, 2006

FROM: Don Kleinschmidt
Director of Public Works

Craig J. Wainio
City Administrator

Staff was unable to calculate the total cost of the large trash collection due to the timing of invoices from St. Louis County Solid Waste Department. A cost will be available for the July 17, 2006 meeting.

COUNCIL LETTER 070506-IVC3

PUBLIC WORKS

**SENIOR CENTER
DOUBLE CONVECTION
OVEN REPLACEMENT**

DATE: June 28, 2006

FROM: Don Kleinschmidt
Director of Public Works

Craig J. Wainio
City Administrator

The double convection oven in the Senior Center is in need of replacement. Currently, the top oven is in need of repairs exceeding the practical use of the rest of the unit. The unit is 22 plus years old with the repair cost documenting the replacement need.

This oven is used by AEOA in the nutrition site/senior center kitchen.

AEOA will pay half of the new replacement.

The following quotes have been received:

Superior Products – South Bend 72,000 BTU at \$6,376.40
Hockenberg – Blogett 60,000 BTU at \$6,304.67

Staff is recommending purchase of one 72,000 BTU double convection oven from Superior Products at their quoted price of \$6,376.40.

COUNCIL LETTER 070506-IVD1

PARKS & RECREATION

DOWNTOWN PARK

DATE: June 28, 2006

FROM: Larry Nanti
Director of Parks & Recreation

Craig J. Wainio
City Administrator

The Mountain Iron Parks & Recreation Board will meet on Wednesday, June 28th. On their agenda is a request for a light at the Downtown Park. If the Parks and Recreation Board approves this request, the City Council would have to approve contacting the MIB School Board with a request to allow this to be installed.

RECOMMENDATION OF PAYMENT

No. 3

Engineer's Project No. MI05-17

Project: Mountain Iron Drive Storm Drainage Improvements

CONTRACTOR: Hibbing Excavating, Inc., 3402 15th Avenue East, Hibbing, MN 55746

For Period Ending June 26, 2006


To City of Mountain Iron
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated June 27, 2006

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>62,022.00</u>	Work & Materials to Date	\$ <u>53,434.00</u>
Net Change Orders	\$ _____	Amount Retained (5%)	\$ <u>2,671.70</u>
Current Contract Price	\$ <u>62,022.00</u>	Subtotal	\$ <u>50,762.30</u>
		Previous Payments	\$ <u>38,301.15</u>
		Amount Due this Payment	\$ <u>12,461.15</u>



PAY REQUEST NO. 3
MOUNTAIN IRON DRIVE STORM SEWER IMPROVEMENTS
MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI05-17

SPEC. NO.	ITEM	UNITS	PROJECT QUANTITY	ITEM COST	QUANTITY TO DATE	TOTAL AMOUNT
2101.502	CLEARING	TREE	1.0	\$5,000.00	1.0	\$5,000.00
2101.507	GRUBBING	TREE	1.0	\$5,000.00	1.0	\$5,000.00
2104.501	REMOVE CONCRETE CURB & GUTTER	LIN. FT.	265.0	\$4.00	291.0	\$1,164.00
2104.503	REMOVE CONCRETE PAVEMENT	SQ. FT.	82.0	\$1.00	668.0	\$668.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	215.0	\$3.00	246.0	\$738.00
2104.513	SAW PAVEMENT - FULL DEPTH	LIN. FT.	300.0	\$3.00	236.0	\$708.00
2105.535	SALVAGED TOPSOIL	CU. YD.	20.0	\$8.00	15.0	\$120.00
2211.503	AGG. BASE CL. 5 (CV)	CU. YD.	55.0	\$13.00	55.0	\$715.00
2232.501	MILL BITUMINOUS SURFACE	SQ. YD.	290.0	\$3.00	290.0	\$870.00
2350.501	TYPE LV4 WEARING COURSE MIXTURE A	TON	50.0	\$48.00	42.0	\$2,016.00
2350.502	TYPE LV3 NON WEARING COURSE MIXTURE A	TON	105.0	\$48.00	84.5	\$4,056.00
2357.502	BIT. MATERIAL FOR TACK COAT	GAL.	30.0	\$2.00	30.0	\$60.00
2501.602	METALIZED STEEL ORIFICE PLATE	EACH	1.0	\$600.00	1.0	\$600.00
2503.511	6" PVC PIPE SEWER - SDR 35	LIN. FT.	10.0	\$20.00	10.0	\$200.00
2503.541	12" RC PIPE SEWER, CL III	LIN. FT.	365.0	\$30.00	365.0	\$10,950.00
2506.501	CONST. DRAINAGE STRUCTURE DES. G MOD.	LIN. FT.	15.5	\$200.00	15.5	\$3,100.00
2506.502	CONNECT TO EXISTING STORM MANHOLE	EACH	2.0	\$1,000.00	2.0	\$2,000.00
2506.516	CASTING ASSEMBLY	EACH	3.0	\$400.00	3.0	\$1,200.00
2531.501	CONCRETE CURB & GUTTER - DES. D418	LIN. FT.	234.0	\$15.00	238.0	\$3,570.00
2531.501	CONCRETE CURB & GUTTER - DES. B618	LIN. FT.	31.0	\$15.00	53.0	\$795.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$2,000.00	1.0	\$2,000.00
2571.541	TRANSPLANT TREE	TREE	7.0	\$860.00	0.0	\$0.00
2573.508	BITUMINOUS LINED FLUME	SQ. YD.	15.0	\$40.00	15.0	\$600.00
2575.505	SODDING TYPE LAWN	SQ. YD.	200.0	\$4.50	240.0	\$1,080.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$1,200.00	1.0	\$1,200.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	0.0	\$950.00	2.0	\$1,900.00
2504.603	12" WATER MAIN D.I. CLASS 52	LIN. FT.	0.0	\$50.00	11.0	\$550.00
2504.608	WATERMAIN FITTINGS	LBS.	0.0	\$3.00	658.0	\$1,974.00
2105.607	CRUSHED ROCK	CU. YD.	0.0	\$30.00	20.0	\$600.00

ADD ALTERNATE NO. 1

SPEC. NO.	ITEM	UNITS	ADD ALT #1 QUANTS.	ITEM COST	QUANTITY TO DATE	TOTAL AMOUNT
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	33.0	\$5.00		\$0.00
2104.513	SAW PAVEMENT - FULL DEPTH	LIN. FT.	50.0	\$3.00		\$0.00
2211.503	AGG. BASE CL. 5 (CV)	CU. YD.	8.0	\$13.00		\$0.00
2350.501	TYPE LV4 WEARING COURSE MIXTURE A	TON	12.0	\$48.00		\$0.00
2504.602	8" GATE VALVE AND BOX	EACH	1.0	\$1,500.00		\$0.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	2.0	\$950.00		\$0.00
2504.603	8" WATER MAIN D.I. CLASS 52	LIN. FT.	20.0	\$50.00		\$0.00
2504.608	WATERMAIN FITTINGS	LBS.	350.0	\$3.00		\$0.00
2575.505	SODDING TYPE LAWN	SQ. YD.	45.0	\$20.00		\$0.00

COMPLETED TO DATE: **\$53,434.00**

Eric Falls
 BENCHMARK ENGINEERING, INC.

COUNCIL LETTER 070506-IVG1

COUNCILOR ROSKOSKI

STREET AND ALLEY COMMITTEE

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

Commercial Frontage Roads. The committee may have a definition ready for describing this type of road/street for assessment purposes.

COUNCIL LETTER 070506-VA

ADMINISTRATION

TAX ABATEMENT

DATE: June 28, 2006

FROM: Craig J. Wainio
City Administrator

Based upon the scenario outlined at the EDA and at the last City Council meeting, providing a tax abatement on only the new portion of the building for 10 years would generate around \$10,000 per year or at total of \$100,000 for the entire period. The actual totals may vary do to final construction and county assessment amounts.

**COUNCIL LETTER 070506-VIA
ADMINISTRATION
CREDIT CARD USE POLICY**

DATE: June 28, 2006
FROM: Craig J. Wainio
City Administrator

As outlined by the State Auditor, the Staff has drafted a credit card use policy for City Council consideration. This policy was modeled after several samples staff received from the League of Minnesota Cities. It is recommended that the City Council adopt the credit card use policy.

CREDIT CARD POLICY

Policy Number 2006-01

Adopted: July 5, 2006

As per MN Statute 471.382, the Mountain Iron City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. All purchased by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat 412.271 subd 2
MN Stat 471.38 subd 1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.

MN Stat Ch 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Mountain Iron's credit card(s) include the following positions: City Administrator, Director of Public Works, Director of Parks and Recreation, Library Director and Foreman.

No employee will intentionally use a City credit card for personal purchases. Each cardholder will sign the sales slip and indicate the department that the purchase applies to.

Supporting documents and/or invoices will be submitted to the City Administrator's office to be reconciled with the credit card statement and attached to the claim for payment processing. Each department shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment.

The City Administrator's Office shall keep a record of all people issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgement form regarding credit card use.

Allowable Expenses:

The credit card may not be used to purchase gasoline unless it is for a city owned vehicle (use of personal vehicles will be reimbursed per Request for Reimbursement form and will be paid per mile using the IRS standard mileage rate).

The credit card may be used to guarantee rooms for conference/meeting attendance, lodging and meal expenses while attending authorized meetings or training sessions when overnight stay is required. Alcoholic beverages are not an allowable expense. The card may be used to purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than conventional ordering practices.

Lost or Stolen Cards:

If a card is lost or stolen, it is the responsibility of the issued holder of the card to contact the credit card company immediately to report the card and stop all charging privileges. The employee shall also notify the City Administrator of the incident. The Administrator shall contact the credit card company to request a new card with a new account number.

Card Expiration:

Upon expiration of each credit card, the City Administrator will collect expired card and replace it with the new card issued by the credit card company. Each employee shall sign an acknowledgement statement indicating that the new card has been received, the old card will be destroyed and that the new card continues usage under the current Credit Card Policy. All new or replacement cards shall first be given to the City Administrator's office for processing that meets the guidelines of this agreement.

Termination of Employment:

Any employee who terminates employment with the City of Mountain Iron and has a City of Mountain Iron credit card issued to them must turn over the card to the City Administrator's office before the final day of employment.

Leave of Absence:

Any employee with cardholder privileges that requests and is granted by the City council a leave of absence or takes medical leave in excess of 30 days, must submit to the City Administrator the City credit card that has been issued to them to be filed until such time this employee returns to work.

CREDIT CARD HOLDERS AS OF 6/06

AMERICAN BANK

VISA Cards: City Administrator – Craig J. Wainio
Library Director – Sally Peterangelo
Director Public Works – Don Kleinschmidt
Director of Parks and Recreation – Larry Nanti

**CITY OF MOUNTAIN IRON
CREDIT CARD POLICY
ACKNOWLEDGMENT**

The City of Mountain Iron is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate City business. Personal use may be grounds for discipline.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be protected from theft or unauthorized use.
- The City Administrator's Office must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- The credit card must be returned to the City Administrator's Office immediately upon request or upon leaving employment with the City.
- Department Heads must be sure there are budgeted funds available to pay for credit card purchases.
- Receipts or invoices for each credit card use must be signed and submitted in a timely manner to the City Administrator's Office for processing.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

Date _____

Signature



enriching
communities
through
architecture

PROJECT: Mountain Iron Public Library ADA Project Phase III Elevator
 PROJECT #: 5007
 DATE: June 13, 2006
 SUBJECT: Cost Summary updated
 FROM: Erik C. Wedge, Associate AIA
 TO: Gary Skalko, Mayor
 CC: Craig Wainio, City Administrator
 Donald V. Kleinschmidt, Public Works Director
 DSGW Virginia
 Mt. Iron
 Mt. Iron
 Mt. Iron

Item	Remarks	Quantity	Unit Cost	Cost
Wiring/Electrical Update	Lump Sum			\$20,000
Interior Painting	Upper Level (Ornate Trim)	2,500	\$7.00	\$17,500
	Lower Level	2,500	\$1.50	\$3,750
Air Conditioning	Both Levels Lump Sum			\$80,000
Technology upgrades	Lump Sum			\$25,000
Heating System	Lump Sum			\$40,000
Library Furniture	Lump Sum			\$50,000
Computer Furniture	Per Work Station	6	\$1,750	\$10,500
Carpet Replacement	Sq. Yard	300	\$30	\$9,000
Total Construction Cost				\$246,750
Fees, Testing, Code ect.	15%			\$37,013
Contingency	10%			\$24,675
Total Project Cost				\$308,438

COUNCIL LETTER 070506-VIC

COUNCILOR ROSKOSKI

STREET CLASSIFICATION QUOTE

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

Our City Engineering firm may have a quote ready for classifying our streets for maximum load capacity along with a city-wide color-coded map showing such. The Council will have to vote to authorize this work.

COUNCIL LETTER 070506-VID

COUNCILOR ROSKOSKI

CENTENNIAL DRIVE STREET SIGN

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

An emergency situation on 6-21-06 around 5:30 p.m. has brought to light that the location of the Centennial Drive street sign off of County Road #7 appears to be in the wrong location. An ambulance crew missed that street and had to back-track to find it. A simple relocation of the sign should solve the problem.

COUNCIL LETTER 070506-VIE

COUNCILOR ROSKOSKI

LOCOMOTIVE STREET INTERSECTION

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

Handi-capped crossing ramps for crosswalks coming from Mountain Avenue, across Locomotive Street to Locomotive Park were not put in during construction last year. The Council should authorize this change order/project.

COUNCIL LETTER 070506-VIF

COUNCILOR ROSKOSKI

FILL USAGE

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

Is the City receiving money for the lean ore being hauled from the Brunt Dump for use as fill in the Bio-Mass project area?

Staff Note: As near as staff can tell this material is being hauled off of EDA property. (CJW)

COUNCIL LETTER 070506-VIG

COUNCILOR ROSKOSKI

MINERAL AVENUE CURB PAINTING

DATE: June 28, 2006

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the Agenda with the following background information:

The curbing on the west side of Mineral Avenue by the Catholic Church has been painted back (north) too far. The yellow painted curb should be shortened up so two parking spots can be gained. This problem surfaced a year ago and was rectified.

COUNCIL LETTER 070506-IX

CITY COUNCIL

CLOSED MEETING

DATE: June 28, 2006

FROM: City Council

Craig J. Wainio
City Administrator

The City Council may enter into a Closed Meeting to discuss contract negotiations strategies concerning the contract with AFSCME Local Union #453.

COMMUNICATIONS
JULY 5, 2006

1. Virginia Regional Medical Center, a thank you for the contribution to the Capital Campaign Fund.
2. Small Cities Update, June 21, 2006.



BOARD OF DIRECTORS

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STAFF

Foundation Director

Kathleen Murray

Coordinator

Sharon Haavisto

June 2, 2006

Mr. Gary Skalko
City of Mt. Iron
8586 Enterprise Drive South
Mt. Iron, MN 55768

Dear Gary:

On behalf of the VRMC Foundation, please accept our sincere appreciation for your generous gift of \$2,500.00 to the Capital Campaign towards the renovation and expansion of the Emergency Room, addition to the Convalescent Center and Inpatient Rehabilitation Unit. We appreciate your gift to the "Investing In Tomorrow... Today" capital campaign in support of the three projects we feel will greatly enhance our service to area citizens and visitors.

Virginia Regional Medical Center has been a cornerstone of our region for 65 years and has served families and individuals with quality medical care. Your gift will allow the compassionate, caring employees and physicians at Virginia Regional Medical Center to continue to provide quality healthcare to the region.

You can be sure that with the help of this gift towards the medical center renovation projects, it will allow for a more attractive place to work, raise a family and retire. Again, thank you very much for your support.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Murray".

Kathleen Murray
Foundation Director

A handwritten note in black ink that says "Thank you!" with an exclamation point.

For IRS tax purposes, no goods or services were rendered for this gift.

SMALL CITIES UPDATE

JUNE 21, 2006

By Nancy Larson

New wastewater infrastructure funding available

The Public Facilities Authority (PFA) will be administering three wastewater funding programs that were approved during the last legislative session. The Phosphorous Reduction Grant Program will cover up to 75 percent of the capital costs of adding phosphorous treatment to a wastewater treatment facility. The Small Communities Wastewater Treatment Program is designed to provide financial assistance to replace failing septic systems. Communities may receive grants and loans to assist them in the costs of new infrastructure. Application forms will be available for these two programs by July 1 online at www.deed.state.mn.us/Community/assistance/pfa.htm. The TMDL Grant Program, which can provide 50 percent grants for city infrastructure required to meet waste load allocations through a completed and federally approved TMDL, was also funded last session. These grant application forms can be found online at www.deed.state.mn.us/Community/DOCs/pfaTMDL-grantForms.doc. For more information on these programs, contact Jeff Freeman, Public Facilities Authority, at 651-296-2838.

Summer Short Course can benefit small cities

The Minnesota Association of Townships (MAT) is once again offering a Summer Short Course Workshop designed to offer a "hands on" learning experience for township and city officials. Topics to be addressed include election training, liability considerations regarding road maintenance, division of financial duties, planning for the future, PERA options and requirements, board of appeal and equalization certification and payroll issues. The workshops are scheduled for July 10 in St. Cloud, July 11 in Marshall, July 12 in Mankato, July 13 in Rochester, July 25 in Fergus Falls, July 26 in Thief River Falls, July 27 in Bemidji, and July 28 in Grand Rapids. For information, go to the MAT website at www.mntownships.org. There is a pre-registration fee of \$35 (\$45 at the door) for the full-day training, which includes program expenses, printed material, refreshments and lunch.

MAOSC wants to meet with you

With one full-time staff person on board, MAOSC can't promise to visit every small city in the state, but Nancy Larson, our executive director, is anxious to meet with city officials. If you are a member of an organization of elected or appointed officials that meets occasionally during the year, give her a call. She would be happy to appear as a speaker or just to listen in and hear what you have to say. Nancy can be reached in her office at 320-275-3130, on her cell at 612-961-5408 or by e-mail at nanlars@LL.net. And, if you are planning on attending the League of Minnesota Cities Annual Conference, don't forget to come to MAOSC's Annual Meeting. It is scheduled for 7:30 a.m. on Thursday, June 29, at the Sertoma Room in the Radisson Inn, just across the street from the St. Cloud Civic Center. We'd love to see and hear from you how we can better serve your community.

Atlas of Minnesota-Online launched

The Center for Rural Policy and Development has released a new web-based data and information book called the Atlas of Minnesota-Online. Structured similarly to the Center's popular hard copy Atlas, this new online version has approximately 140 updated maps divided into 11 chapters, analyzing everything from median family income to DUI arrests to the percentage of eighth-graders who have passed the state's Basic Skills Test for mathematics. The strength of the new online version of the Atlas lies in its interactive maps and the fact that all maps can be downloaded easily in either PDF format or as a PowerPoint file. This new feature will allow users to take any of the maps they are interested in and insert them directly into text files for research papers or grant proposals or to include in their own PowerPoint presentations. No special software or training is needed to use the Atlas. The new Atlas of Minnesota-Online can be found at the Center's website at www.ruralmn.org. Just look for the button labeled "Atlas Online." For hard copies of the Atlas, call the Center for Rural Policy and Development at 507-934-7700 or 877-RURALMN (toll free).

Positions open on new Legislative-Citizen Commission on Minnesota Resources

A law passed last session changed the governance structure for making Environment and Natural Resources Trust Fund Expenditures. The Governor is now authorized to appoint five citizens at-large to join with two appointed by the Minnesota House of Representatives and the Minnesota Senate. These citizens, plus ten legislators, will form the Legislative-Citizen Commission on Minnesota Resources (LCCMR). The LCCMR will study natural resource issues, develop a strategic plan and make funding recommendations to the full Legislature once each year. Citizens appointed must have:

- Experience or expertise in the science, policy or practice of environmental work
- Strong knowledge in natural resource issues in Minnesota
- A demonstrated ability to work in a collaborative environment

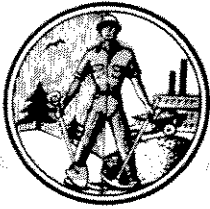
The deadline for applications is June 27. For more information go to the Secretary of State website at www.sos.state.mn.us/home/index.asp?page=110 and click Special Services then Current Vacancies or application form.

CAP announces fall grant program

The Community Assistantship Program (CAP), which provides applied research assistance to community-based groups outside the Twin Cities Metro area, is accepting proposals until June 30. The program matches talented students from the University of Minnesota to the research and technical needs of communities. Many different types of projects can be funded, but the current priority is for projects related to economic development. To apply for the program, go to the CAP website at www.cura.umn.edu/Programs/ApplicationProcess.php.

MN Association of Small Cities, Nancy Larson, Executive Director
21950 CSAH 4, Dassel MN 55325 (O) 320-275-3130 (C) 612-961-5408
nanlars@LL.net www.smallcitiesmn.govoffice2.com

The mission of the Minnesota Association of Small Cities is to enhance the quality of life in small cities of the state through advocacy, networking and collaboration.



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

NOTICE OF FILING MOUNTAIN IRON CITY ELECTION

Notice is hereby given:

Filing affidavits of candidacy will be accepted at the Mountain Iron City Hall for the following city offices from:

OPENING DATE OF FILING

Wednesday, July 5, 2006
8:00 a.m.

CLOSING DATE OF FILING

Tuesday, July 18, 2006
5:00 p.m.

OFFICES

One Mayor Two (2) Year Term
Two Councilors Four (4) Year Term

PRIMARY ELECTION

Tuesday, September 12, 2006
POLLS OPEN: 7 a.m. to 8 p.m.

GENERAL ELECTION

Tuesday, November 7, 2006
POLLS OPEN: 7 a.m. to 8 p.m.

A two dollar (\$2.00) filing fee must be paid at the time of filing.

Jill M. Forseen, CMC
Deputy Registrar of Elections
City of Mountain Iron

www.mtniron.com