

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
TUESDAY, JULY 5, 2011 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the June 20, 2011, Regular Meeting (#1-10)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#47-52)
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. Cancel Meeting (#11)
 - 2. Resignation (#12)
 - B. City Administrator's Report
 - C. Director of Public Work's Report
 - 1. City Attorney's Opinion on Hose Waiver (#13-14)
 - 2. 3 Phase Underground Project (#15-16)
 - D. Sheriff's Department Report
 - E. City Engineer's Report
 - 1. Change Order Number 3 – Gravel Access Road (#17-18)
 - F. Street and Alley Committee
 - 1. Sign Retroreflectivity Evaluation Policy (#19-33)
 - 2. Authorize the Stop Sign Study (#34-36)
 - G. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 15-11 Setting a Public Hearing (#37-40)
 - B. Resolution Number 16-11 Setting a Public Hearing (#41-43)
 - C. Authorization to Serve Liquor (#44)
 - D. Awarding Bid (#45-46)
- VII. Communications (#47-52)
- VIII. Announcements
- IX. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
JUNE 20, 2011

Mayor Skalko called the City Council meeting to order at 6:30 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Ed Roskoski, Tony Zupancich; and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Don Kleinschmidt, Director of Public Works; John Backman, Sergeant; Sam Aluni, City Attorney; Gary Giroux, City Auditor; and Rod Flannigan, City Engineer (entering at 6:33 p.m.).

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

1. Add the following items to the agenda:
 - IV. I. Liaison Reports
 1. Merritt Days Update
 2. Labor/Management Meeting Update
2. Approve the minutes of the June 6, 2011, special meeting as submitted.
3. Approve the minutes of the June 6, 2011, regular meeting as submitted.
4. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
5. To acknowledge the receipts for the period June 1-15, 2011, totaling \$178,753.12, (a list is attached and made a part of these minutes).
6. To authorize the payments of the bills and payroll for the period June 1-15, 2011, totaling \$430,768.69, (a list is attached and made a part of these minutes).

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

The Mayor commented on the following:

- Summer Recreation Program. He commended the Summer Recreation Staff for having a Babe Ruth Baseball Team for youth 13-14 years old. He said that the City has not had a team for approximately 10 years. So he commended the Staff for all the hard work they have completed to building up the program.
- Recognition. Councilor Prebeg wanted to recognize Casey Gilbertson who passed away recently from a tragic boating accident. He acknowledged his family and offered his condolences and sympathy.

It was moved by Roskoski and seconded by Zupancich that at the recommendation of the City Administrator that the City of Mountain Iron does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04, (a copy is attached and made a part of these minutes). The motion carried.

The City Administrator commented on the following:

- July 4th Activities. He advised the audience and Council that the activities for the holiday are posted on the City's web site, www.mtniron.com.

The Council reviewed the May 2011 Sheriff's Department statistic report.

The City Auditor reviewed the 2010 Audit Report with the City Council.

It was moved by Zupancich and seconded by Roskoski to accept the 2010 Audit Report as presented. The motion carried.

The Council discussed the liquor ordinance violation with the City Attorney. No action was taken and the Council decided to review the information at the second Council meeting in July.

It was moved by Zupancich and seconded by Prebeg to authorize payment request number three to Magney Construction Incorporated in the amount of \$37,811.96 for the Wastewater Treatment Facility Aeration System Improvements. The motion carried on the following roll call vote: Zupancich, yes; Tuomela, yes; Roskoski, no; Prebeg, yes; and Skalko, yes.

It was moved by Prebeg and seconded by Tuomela to authorize change order number two increasing the contract by \$11,951.25 for a total contract amount of \$129,615.75; and, authorize payment request number two to Mesabi Bituminous Incorporated in the amount of \$47,442.28 for the Gravel Access Road Improvement Project. The motion carried unanimously on a roll call vote.

Councilor Roskoski commended the City Engineer and his firm for completing the West Virginia Drainage Project.

It was moved by Prebeg and seconded by Tuomela to accept the recommendation of the Utility Advisory Board and adopt Electric Service Agreement with Minnesota Power, (a copy is attached and made a part of these minutes.). The motion carried unanimously.

The following liaison reports were given:

- Library Board. Councilor Tuomela updated the Council on the May 2011 Library usage.
- Labor/Management Meeting. Councilor Roskoski updated the Council on the discussion during the Labor/Management meeting. He said that various items

were discussed, employee suggestion and procedure box, wall clocks for the community center, tables at the Nichols Town Hall, and re-stocking taconite pellets at the Wacootah Overlook. The Mayor also added that he put in a request to U. S. Steel Corporation to cut brush by Locomotive Park.

- Merritt Days Committee. Councilor Roskoski outlined the activities planned for Merritt Days.

It was moved by Zupancich and seconded by Roskoski to adopt Resolution Number 13-11, declaring costs to be assessed, and ordering preparation of proposed assessments for the Old Highway 169 Project, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Tuomela to adopt Resolution Number 14-11, declaring costs to be assessed, and ordering preparation of proposed assessments for the Mill Avenue Project, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Zupancich to authorize Ebnet Enterprises Inc., dba: Harold's Bar, to serve alcohol at the Mountain Iron Community Center on July 23, 2011, for a wedding reception. The motion carried.

It was moved by Zupancich and seconded by Tuomela to re-schedule the first Council meeting in July to July 5, 2011, at 6:30 p.m. and the second meeting to July 26, 2011, at 6:30 p.m. The motion carried.

At 7:29 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:


Jill M. Anderson, CMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Mountain Iron-Buhl Class of 2011, a thank you.

Summary By Category And Distribution

Category	Distribution	Amount
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	525.00
UTILITY	UTILITY	118,808.51
METER DEPOSITS	ELECTRIC	900.00
PERMITS	BUILDING	3,136.52
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	65.00
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	931.09
CAMPGROUND RECEIPTS	FEES	3,480.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	34,055.43
CD INTEREST	CD INTEREST 101	684.67
SALE OF PROPERTY	SALE OF PROP-SO FOREST GR LOTS	10,000.00
MISCELLANEOUS	REIMBURSEMENTS	1,315.05
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	600.00
BUILDING RENTALS	COMMUNITY CENTER	390.00
MISCELLANEOUS	MISC. - GENERAL	2,550.25
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	186.00
MISCELLANEOUS	ASSESSMENT SEARCHES	50.00
METER DEPOSITS	WATER	80.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	70.00
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
CD INTEREST	CD INTEREST 378	231.15
CD INTEREST	CD INTEREST 602	62.37
CD INTEREST	CD INTEREST 603	69.71
FINES	FORFEITURES	527.37
Summary Totals:		<u>178,753.12</u>

Check Issue Date(s): 06/11/2011 - 06/25/2011

Report Criteria:

Check.Check No = 141063-141132

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/11	06/14/2011	141063	130011	MOUNTAIN IRON POSTMASTER	602-20200	361.14
06/11	06/21/2011	141064	140059	97 BLACK DIRT	101-20200	800.00
06/11	06/21/2011	141065	10056	A T & T MOBILITY	101-20200	1,375.51
06/11	06/21/2011	141066	10008	AIRGAS NORTH CENTRAL	101-20200	172.02
06/11	06/21/2011	141067	10057	AMERICAN BANK	101-20200	1,700.00
06/11	06/21/2011	141068	6021	ANGIE CHRISTY	101-20200	200.00
06/11	06/21/2011	141069	6010	BRYAN AND KAREN FREED	604-20200	111.22
06/11	06/21/2011	141070	20056	BULLER, AARON	101-20200	120.00
06/11	06/21/2011	141071	30068	CHAD, GREG	101-20200	130.00
06/11	06/21/2011	141072	220003	CITY OF VIRGINIA	101-20200	53.21
06/11	06/21/2011	141073	6014	DARLENE CARLSON	604-20200	77.51
06/11	06/21/2011	141074	6017	DENISE MORGAN	101-20200	200.00
06/11	06/21/2011	141075	6018	DIANE NICHOLS	101-20200	200.00
06/11	06/21/2011	141076	40005	DMIR RAILROAD COMPANY	602-20200	123.06
06/11	06/21/2011	141077	40030	DULUTH CLINIC	101-20200	25.00
06/11	06/21/2011	141078	50041	EMERGENCY AUTOMOTIVE TECH INC	301-20200	1,230.00
06/11	06/21/2011	141079	50039	EMERGENCY MEDICAL PRODUCTS INC	101-20200	3,537.74
06/11	06/21/2011	141080	60029	FERGUSON ENTERPRISES INC	602-20200	600.96
06/11	06/21/2011	141081	60006	FISHER PRINTING	101-20200	187.03
06/11	06/21/2011	141082	60038	FLEET SERVICES	101-20200	7,761.70
06/11	06/21/2011	141083	6022	GERALD OR CAROL MATTILA	101-20200	100.00
06/11	06/21/2011	141084	70029	GUARDIAN PEST CONTROL INC	101-20200	77.91
06/11	06/21/2011	141085	80037	HOMETOWN FOCUS	101-20200	95.13
06/11	06/21/2011	141086	6012	JEREMY AND NICOLE MUNGER	604-20200	188.17
06/11	06/21/2011	141087	6019	JOE BURIA	101-20200	100.00
06/11	06/21/2011	141088	6009	JULIE AAMODT	604-20200	23.38
06/11	06/21/2011	141089		Information Only Check	101-20200	.00 V
06/11	06/21/2011	141090	120006	L & M SUPPLY	603-20200	2,870.93
06/11	06/21/2011	141091	120032	LAKE COUNTRY POWER	101-20200	211.34
06/11	06/21/2011	141092	120048	L'ALLIER, TABITHA	101-20200	140.00
06/11	06/21/2011	141093	120035	LENCI ENTERPRISES INC	301-20200	14,174.00
06/11	06/21/2011	141094	130030	MACQUEEN EQUIPMENT	603-20200	1,764.75
06/11	06/21/2011	141095	130144	MAGNEY CONSTRUCTION INC	602-20200	37,811.96
06/11	06/21/2011	141096	6011	MAURICE AND JACLYN BEST	604-20200	69.05
06/11	06/21/2011	141097	130041	MESABI BITUMINOUS	301-20200	47,442.28
06/11	06/21/2011	141098	130004	MESABI DAILY NEWS	101-20200	556.75
06/11	06/21/2011	141099	130006	MESABI HUMANE SOCIETY	101-20200	1,580.00
06/11	06/21/2011	141100	130039	MINNESOTA DEPT OF COMMERCE	604-20200	323.43
06/11	06/21/2011	141101	140026	MINNESOTA ENERGY RESOURCES	602-20200	1,475.73
06/11	06/21/2011	141102	130009	MINNESOTA POWER (ALLETE INC)	301-20200	110,455.05
06/11	06/21/2011	141103	130015	MOUNTAIN IRON PUBLIC UTILITIES	101-20200	16,645.87
06/11	06/21/2011	141104	140065	NYMAN, KEITH	101-20200	390.00
06/11	06/21/2011	141105	40032	OFFICE OF ENTERPRISE TECHNOLOG	101-20200	480.16
06/11	06/21/2011	141106	160034	PARADE FLOAT	101-20200	50.00
06/11	06/21/2011	141107	160035	PARADE FLOAT	101-20200	25.00
06/11	06/21/2011	141108	160033	PARADE FLOATS	101-20200	75.00
06/11	06/21/2011	141109	160003	PERPICH TV & MUSIC INC	101-20200	267.17
06/11	06/21/2011	141110	6015	PETER GARMAN	604-20200	40.42
06/11	06/21/2011	141111	160038	PITNEY BOWES GLOBAL FINANCIAL	602-20200	363.20
06/11	06/21/2011	141112	160047	PONTINEN, RYAN	101-20200	10.00
06/11	06/21/2011	141113	160032	PORTABLE JOHN	101-20200	630.99
06/11	06/21/2011	141114	160037	PRAXAIR	101-20200	203.39
06/11	06/21/2011	141115	160061	PUMPKIN BOOKS	101-20200	88.02
06/11	06/21/2011	141116	170007	QUILL CORPORATION	604-20200	207.39

M = Manual Check, V = Void Check

Check Issue Date(s): 06/11/2011 - 06/25/2011

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/11	06/21/2011	141117	170001	QWEST	101-20200	223.35
06/11	06/21/2011	141118	180017	RELIABLE OFFICE SUPPLIES	101-20200	156.94
06/11	06/21/2011	141119	6020	SHERRI MONSON	101-20200	200.00
06/11	06/21/2011	141120	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	39,500.00
06/11	06/21/2011	141121	190039	ST LOUIS COUNTY RECORDERS OFFC	101-20200	46.00
06/11	06/21/2011	141122	190054	ST LUKES CLINICS	101-20200	117.00
06/11	06/21/2011	141123	200042	TERRY KNUTI/DJ SERVICES	101-20200	300.00
06/11	06/21/2011	141124	6013	TINA SMITH	604-20200	399.13
06/11	06/21/2011	141125	6008	TOM AND KAREN AHO	101-20200	40.00
06/11	06/21/2011	141126	200006	TRIMARK INDUSTRIAL	602-20200	245.64
06/11	06/21/2011	141127	220009	VERNS GREENHOUSE	101-20200	740.89
06/11	06/21/2011	141128	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	39,971.53
06/11	06/21/2011	141129	220020	VISA OR AMERICAN BANK CC PMT	604-20200	8,209.73
06/11	06/21/2011	141130	230028	WISCONSIN ENERGY CONSERVATION	604-20200	333.75
06/11	06/21/2011	141131	250005	YELEY, TONY	101-20200	10.00
06/11	06/21/2011	141132	260008	ZUPANCICH, DANNY J.	101-20200	20.00

Totals:

348,416.53

Payroll-PP Ending 6/10/11	68,433.88
Electronic Trans.-Sales Tax 6/20/11	<u>13,918.28</u>
TOTAL EXPENDITURES	<u>\$430,768.69</u>

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

City of Mt Iron accepts liability coverage limits of \$ 1,500,000 from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting 6/20/2011

Signature Cy A. Shalk Position Mayor

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

**DUE TO THE LENGTH
OF THE
MARKET BASED ELECTRIC SERVICE
AGREEMENT WITH MINNESOTA POWER**

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

**COPIES ARE AVAILABLE UPON
REQUEST OR ARE IN THE JUNE 20, 2011
CITY COUNCIL PACKET.**



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768-8260

RESOLUTION NUMBER 13-11

DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT

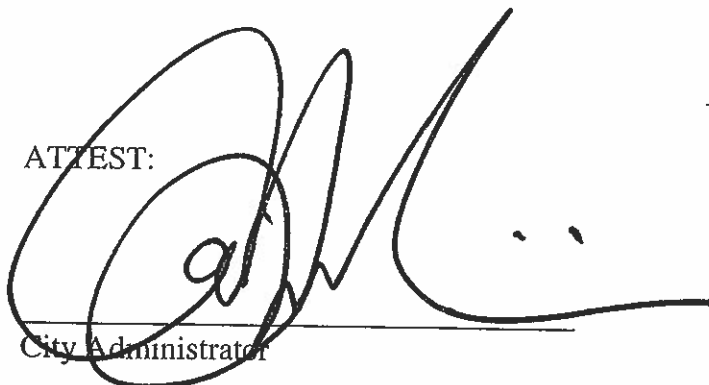
WHEREAS, costs have been determined for Improvement Number MI09-07, the improvement of Old Highway 169 approximately from one mile west of the Costin Plat to the western city limits by overlayment and the contract price for such improvement is \$256,674, and the expenses incurred in the making of such improvement amount to \$44,127 so that the total cost of the improvement will be \$300,801.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$270,720 and the portion of the cost to be assessed against benefited property owners is declared to be \$30,081.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2012, and shall bear interest at the rate of 8 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the City Council thereof.

DULY ADOPTED BY THE CITY COUNCIL THIS 20th DAY OF JUNE, 2011.

ATTEST:



City Administrator

Mayor Gary Skalko



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 14-11

DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT

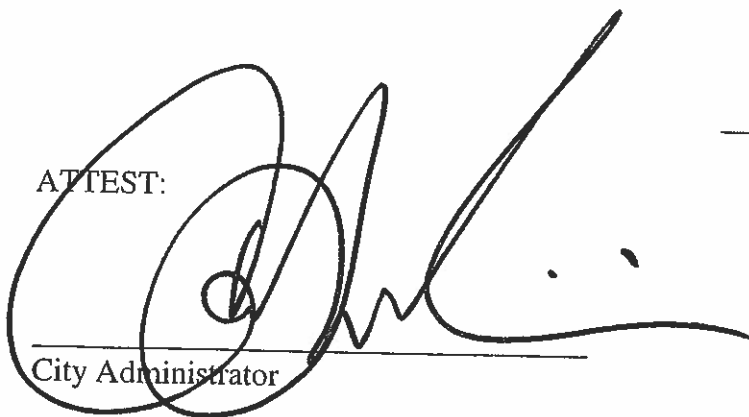
WHEREAS, costs have been determined for Improvement Number MI09-14, the improvement of Mill Avenue between the centerline of Agate Street and the centerline of Mountain Avenue by overlayment and the contract price for such improvement is \$16,349, and the expenses incurred in the making of such improvement amount to \$4,823 so that the total cost of the improvement will be \$21,172.

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

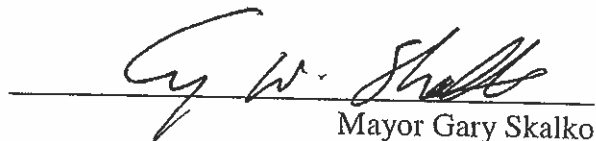
1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$5,293 and the portion of the cost to be assessed against benefited property owners is declared to be \$15,879.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2012, and shall bear interest at the rate of 8 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the City Council thereof.

DULY ADOPTED BY THE CITY COUNCIL THIS 20th DAY OF JUNE, 2011.

ATTEST:



City Administrator



Mayor Gary Skalko

COUNCIL LETTER 070511-IVA1

MAYOR GARY SKALKO

CANCEL MEETING

DATE: June 30, 2011

FROM: Mayor Gary Skalko

Craig J. Wainio
City Administrator

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

Due to the moving of the second meeting in July to the 26th, that leaves less than a week between that meeting and the one scheduled for August 1st. The City Council should consider canceling one of the meetings.

Allen W. Nelson

June 27, 2011

8511 Cardinal Street

Mountain Iron, MN

Honorable Mayor Gary Skalko and Mountain Iron City Councilors,

This letter is to inform you that I will be resigning from the Mountain Iron EDA and Cable Commission as of July 1, 2011. My home has been purchased by USS Corporation and I have purchased a home in Fayal Township and therefore will no longer be a resident of the great City of Mountain Iron. I wanted to stay in Mountain Iron but could not find the type of property I desired. Thank you for the opportunity to have served the city and residents over the years.

Sincerely,

A handwritten signature in cursive script that reads "Allen W. Nelson". The signature is written in black ink and is positioned above the printed name.

Allen W. Nelson

Craig J. Wainio

From: Sharon Fredrickson [sfredrickson@trentilaw.com]
Sent: Tuesday, June 21, 2011 9:19 AM
To: Craig J. Wainio; Donald V. Kleinschmidt
Subject: FW: Hose Waiver - Please provide copies of this email to the council

Importance: High

Dear Craig and Don:

At the last city council meeting which I attended Mr. Roskoski made inquiry with respect to the procedures and effects of the Hose Waiver system. I have reviewed the memo dated January 27, 2011 from Brothers Fire Protection as well as the rules promulgated under the Minnesota Administrative Code with respect to automatic sprinkler systems which rule was provided by Don Kleinschmidt. My understanding is that in situations where water flows are not adequate for fire protection, the State Fire Marshall requests a Hose Waiver Agreement from the city which is standard practice for the smaller cities. In discussing the matter with Don Kleinschmidt, the Hose Waiver constitutes a written notice or recognition by the local fire chief that alternative sources of water need to be identified and in place for the particular structure or structures involved. The procedure is a mechanism for insuring that the State Fire Marshall and the local fire chief work together to identify alternative sources of water where necessary in planning for fire protection within the city. The proper implementation of this procedure will limit any potential liabilities with respect to water flows for firefighting purposes.

Very truly yours,

SAM A. ALUNI

City Attorney, City of Mountain Iron

Sent By:

Sharon K. Fredrickson, *Legal Assistant*

Email: sfredrickson@trentilaw.com

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LAW • FIRM

Your law firm:

Personal Injury Law • Family Law • Personal & Business Law • Criminal Law

Website: www.trentilaw.com

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[Support Staff](#) | [Directions](#) | [Blog](#) | [Contact Us](#)

225 N. 1st Street

1000 Lincoln Bldg.

Post Office Box 958

Virginia, MN 55792

Phone: (218) 749-1962 • 1-800-422-0912

Fax: (218) 749-4308

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NOTICE: Pursuant to Treasury Department Circular 230, this is to advise you that, unless we expressly state otherwise, e-mails, faxes or other written communications from this firm are not intended or written to be used, and cannot be used for the purpose of avoiding tax-related penalties.

COUNCIL LETTER 070511-IVC2

PUBLIC UTILITIES

**3 PHASE UNDERGROUND
PROJECT**

DATE: June 30, 2011
FROM: Don Kleinschmidt
Director of Public Works

Staff is requesting City Council approval of a quote from Gulbranson Excavating for \$8,450.00, for installing underground conduit. This will be used to install a 3 phase underground electric feed, replacing the aerial feed, underneath the electric transmission lines along Enterprise Drive North. This is part one of three installations that will be required along Enterprise Drive North.

GULBRANSON EXCAVATING CO.

4770 Differding Point
Eveleth MN 55734
(218) 741-5747 Fax (218) 741-5763

June 24, 2011

Mike Downs
City of Mt.Iron

Dear Mike:

The following is estimate for the directional drilling along the frontage road that runs along hwy 169 in front of Floor-Ceiling store for approximately 650'. We plan on pulling back three 2" SDR-17 conduit which we will provide. The City of Mt.Iron will pull the cable into the existing duct. If soil conditions prevent us from boring out, a minimum charge of a \$1,500 will apply. Material cost may vary depending on the amount of pipe used.

Labor: \$6,500.00

Estimated Material: \$1.00 ft with an estimate of 1,950 ft will be used for this project.

Total Estimate: \$8,450.00

Please contact me if you have any questions.

Sincerely,

Shawn Gulbranson
Operations Manager



**BENCHMARK
ENGINEERING, INC.**

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

June 28, 2011

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

Re: Gravel Access Road Improvements
City of Mountain Iron
Project No.: MI10-07

Dear Mr. Wainio;

Benchmark Engineering, Inc has prepared Change Order No. 3. This Change Order is necessary to complete work requested by Canadian National (CN) Railroad officials. CN has requested minor adjustments to the grades along 600-700 feet of this roadway, to address the area between the road and the existing track siding. Also, this Change Order No. 3 will change the Final Completion Date to July 31, 2011 to give the Contractor time to complete the work. The Contractor is currently substantially complete with this project in accordance with the Plans and Specifications.

Enclosed Change Order No. 3. Change Order No. 3 will **increase** the contract by **\$8,000.00**. If Change Order No. 3 is approved please sign all three copies of this Change Order and return them to our office.

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

Sincerely,
Benchmark Engineering, Inc.


Alan J. Johnson, P.E.

Enclosures

Pc: Mr. Jerry Nemanich, Mesabi Bituminous Inc.

CHANGE ORDER

Order No. 3

Date: June 28, 2011

NAME OF PROJECT/PROJECT NO: Gravel Access Road Improvements / MI10-07

OWNER: City of Mountain Iron

CONTRACTOR: Mesabi Bituminous, Inc.
P.O. Box 728, Gilbert, MN 55741

ENGINEER: Benchmark Engineering, Inc.

Reason for Change Order:

This change order is for lowering a section of the road adjacent to the tracks. The railroad has requested a minor grade adjustment near the rail on 600 -700 feet of the roadway surface. Contractor estimates that this change could cost \$8,000.00. This Change Order will also change the Final Completion Date to July 31, 2011.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is increased by **\$8,000.00**

Change to CONTRACT PRICE:

Original CONTRACT PRICE \$ 112,304.50

Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$ 129,615.75

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$ 8,000.00

The new CONTRACT PRICE including this CHANGE ORDER will be: \$ 137,615.75

Recommended by: 
Engineer (Authorized Signature)

6/28/11
Date:

Approved by: _____
Owner (Authorized Signature)

Date:

Accepted by: _____
Contractor (Authorized Signature)

Date:

COUNCIL LETTER 070511-IVF1&2

PUBLIC WORKS

STREETS & ALLEY MEETING

DATE: June 30, 2011

FROM: Streets & Alley Committee

Don Kleinschmidt
Director of Public Works

The Streets & Alley Committee is recommending City Council authorization of the following items:

1. Adopt the LMCIT Sign Retroreflectivity Policy.
2. Authorize Benchmark Engineering to conduct a study on the stop signs located at the intersection of Unity Drive and Carnation Avenue.



CITY OF MOUNTAIN IRON, MINNESOTA

SIGN RETROREFLECTIVITY EVALUATION POLICY

ARTICLE I. INTRODUCTION.

The *Manual of Uniform Traffic Control Devices* (MUTCD), published by the U.S. Department of Transportation, Federal Highway Administration (FHWA), sets forth basic principles of traffic signs in order to promote safety on public roads. The MUTCD establishes uniform standards for traffic signs.

Recently adopted language in the MUTCD requires all agencies that maintain roadways open to public travel to adopt a sign maintenance program designed to maintain traffic sign retroreflectivity at or above specific levels. "Retroreflectivity" describes how light is reflected from a surface and returned to its original source.

The Minnesota Department of Transportation (MNIDOT) has adopted the MUTCD and certain MNIDOT appendices as the *Minnesota Manual on Uniform Traffic Control Devices* (MN MUTCD). The Minnesota Commissioner of Transportation has ordered that the MN MUTCD shall be implemented and applied to all traffic control devices.

Improvements to nighttime visibility of traffic signs will help drivers better navigate roads at night and thus promote safety and mobility. Improvements in sign visibility will also help older drivers whose visual capabilities may be declining.

The MN MUTeD requires the city to establish an assessment or management method that is designed to maintain sign retroreflectivity at or above minimum levels specified in MN MUTeD Table 2A-3. The assessment or management method must be established by January 22, 2012. Traffic signs are made with retroreflective sign sheeting material that redirects headlamp illumination back toward the vehicle, thereby making the sign visible at nighttime to the vehicle driver. The specific measurement of retroreflection that is of interest is the "coefficient of retroreflectance," abbreviated as $R \bullet$. The FHW A has adopted the SI units for retroreflection (SI is the symbol for the International System of Units); thus $R \bullet$ is measured in units of candelas per lux per square meter ($cd/lx/m^2$). When discussed in quantitative terms, the coefficient of retroreflection is commonly referred to as retroreflectivity. Throughout this policy, the term retroreflectivity will be understood to mean the coefficient of retroreflectivity ($R \bullet$).

The retroreflective properties of all sign sheeting materials degrade over time making signs progressively less visible (i.e., less bright) at night. Environmental conditions, such as UV – radiation from the sun, moisture, and pollutants cause a substantial amount of the deterioration in retroreflective performance. However, loss of retroreflectivity can also occur due to vandalism, such as paint ball shots, gunshots, and spray paint.

As signs degrade and become less retroreflective, their effectiveness in communicating regulatory, warning, and guidance messages to road users at nighttime diminishes to the point

that they cannot be seen or read in time for the driver to react properly. Thus, to maintain nighttime effectiveness, signs must be replaced before they reach the end of their useful retroreflective life.

By January 22, 2015, the city must comply with the new retroreflectivity requirements for all regulatory signs (such as STOP and speed limit signs), yellow "warning" signs and green/white "guide" signs.

By January 22, 2018, the city must comply with the new retroreflectivity requirements for overhead guide signs and all street name signs.

ARTICLE II. PURPOSE.

The purpose of this policy is to establish how the city will implement an assessment or management method to meet the MN MUTCD sign retroreflectivity requirements. The goal is to improve safety on the city's streets and roads.

ARTICLE III. APPLICABLE SIGNS.

This policy applies to all traffic sign in the city except the following:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Walking/Hitchhiking/Crossing signs (R9 series, R I 0-1 through R I 0-4b)
- Adopt-A-Highway signs
- All signs with blue (motor services) or brown (recreational) backgrounds
- Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

ARTICLE IV. EVALUATION METHODS.

The establishment of minimum maintained traffic sign retroreflectivity levels in the MN MUTCD requires the city adopt one or more acceptable methods to assure adequate nighttime visibility of traffic signs. The MN MUTCD describes various evaluation methods that cities can chose from to provide reasonable nighttime sign visibility. It does not dictate which method to use. Rather, the city has several options to choose from based on the city's resources, needs, and current practices.

Evaluation methods can be divided into one of two categories-assessment or management methods. Assessment methods involve some type of assessment of the nighttime visibility of individual signs (e.g., visual inspection or retroreflectivity measurement). Management methods are based on the expected retroreflective life of the overall sign inventory, based on factors such as warranties, demonstrated performance, or control sign assessments.

The following is a description of the evaluation methods and some of the concerns, advantages, and disadvantages of each method. The descriptions are taken from *Methods for Maintaining Traffic Sign Retroreflectivity* (Publication No. FHW A-HRT -08-026, November 2007), published by the U.S. Department of Transportation, Federal Highway Administration.

A. Assessment Methods.

The basic concept of an assessment method is that the condition of each individual sign in the city is assessed or evaluated on a periodic basis. The MN MUTCD does not set specific intervals. The two assessment methods are:

- Nighttime Visual Inspection
- Measured Sign Retroreflectivity

Nighttime Visual Inspection

Visual inspections are perceived to be the most likely means to find nighttime visibility problems with signs. Using this approach, it is possible to assess more than just the retroreflectivity of a sign. Damage, obstructions, poor placement, and other factors that might detract from the nighttime visibility of the sign can be observed. The MN MUTCD currently includes language that encourages cities to undertake periodic daytime and nighttime visual inspections.

This method requires a minimal investment of resources on the part of the city, although there is a need for a record-keeping system for inspection data and the potential for higher labor costs where overtime pay is required. While visual inspections will reveal night visibility problems not discernable under any other method, they are subjective and hence more difficult to tie to a benchmark value of retroreflectivity.

Cities using visual inspections must establish procedures to provide consistency in inspections. This implies the need for training programs and certification of inspectors to assure consistency of inspections. Inspection procedures should address the type of vehicle used, type of headlamps on the inspection vehicle, headlamp aiming, and age and visual acuity of the inspector(s). While there are some concerns about the reliability of the visual nighttime inspection, research has shown that trained inspectors can do a reasonable job of determining which signs need to be replaced because of inadequate retroreflectivity.

The visual inspection technique uses trained personnel to observe traffic signs during the nighttime to assess the overall appearance of a sign and determine if it meets the required minimum retroreflectivity level. The observation is typically done through the windshield of the vehicle at or near the speed limit of the roadway. The key to this method is having trained inspectors. While there is no nationally-recognized training course or certification for sign inspectors, cities should provide some form of training before sign inspections are performed.

One way to perform the training is to have the inspectors observe sample signs at a variety of known retroreflectivity levels before conducting the inspections. Training helps facilitate an inspector's ability to discern sign retroreflectivity levels that are at the minimum levels prior to conducting inspections. Preferably, there should be sample signs that are at or near the minimum retroreflectivity levels associated with each sign type and color. The inspector should view the sample signs under similar conditions to those under which inspections will be performed. This includes using the appropriate vehicle and placing the sample signs at typical positions that will

be encountered during an inspection. For this method to be effective, the training must prepare the inspector in advance, using correct sample signs that represent retroreflectivity levels at or near the MUTCD minimum retroreflectivity levels.

The usual method of inspecting signs at night is to use a two-person crew. While the driver focuses on the driving task, the passenger evaluates the signs and records the appropriate information. An alternative to a two-person crew is to use one person with a tape recorder or camcorder. If an inventory is available, signs that have been knocked down or missing for some other reason can be identified during the nighttime inspection. If no inventory exists, an inventory of existing signs can be created while conducting the nighttime inspection, but it may not account for missing signs. A nighttime inspection procedure can be performed without a sign inventory.

The nighttime visual inspection method should only use the low-beam headlamps of the vehicle as the source of illumination for the signs. The interior light of the vehicle should remain off to the extent feasible. The inspection should be performed at highway speeds and from the travel lanes and not the shoulder. As the vehicle approaches the sign, the sign's overall appearance in terms of brightness and legibility is assessed. Usually the sign is given a rating defined by the city. At a minimum, the scale should include three designations: good, fair, and poor. The inspector records the information for each sign and the rating that it is given. Signs rated as poor should be scheduled for replacement as soon as possible. Depending on the inspection schedule, signs rated as fair can be noted as requiring attention during the next set of scheduled inspections or can be identified for additional assessment, such as measurement at a later date using a handheld retroreflectometer.

The vehicle and inspector combination should be selected to provide a conservative estimate of sign retroreflectivity. The increased sales of pickup trucks and sport utility vehicles, which result in larger observation angles, make these types of vehicles appropriate for use. Relatively new vehicles, with visually/optically aimable (YOA) headlamps, should be considered. Ideally, the inspector should be older, with nighttime visual capabilities similar to older drivers. The vision of the inspector should be tested to ensure that it is within the legal limits of the State of Minnesota. It is important that a city develop consistent guidelines to decrease the subjectivity of inspections. For instance, some items to consider are procedures to clean the headlamps and windshield before each night of inspections and to periodically check the headlamp aiming.

Probably the most important element of nighttime inspection is documenting the process and results. This can be done with a voice or video recorder, or even with paper and pencil. Whichever method is selected, it is important that inspections are properly documented and preserved to provide tort protection.

Concerns

One concern associated with nighttime visual inspections is that it is the most subjective of all the methods. Another concern is funding overtime pay to conduct the inspections during late evening or early-morning hours. It is also important that inspectors are properly trained.

Linking Nighttime Visual Inspections to Minimum Retroreflectivity Levels

Minimum retroreflectivity levels are incorporated into this method by training the inspectors and using procedures that allow them to correlate their observations through the use of sample signs. A good practice is for inspectors to observe the sample signs prior to each inspection run. The use of appropriate sample signs at or near minimum retroreflectivity levels is a key element to training that links the nighttime visual inspection method to the minimum retroreflectivity levels.

Advantages and Disadvantages

One of the major benefits of using the visual inspection method is that it has the least administrative and fiscal burden of all the methods. This method also has a unique feature in that the signs are viewed in their natural surroundings. Thus, the overall appearance of the sign and the ability of the sign to provide information to the driving public can be assessed.

Another advantage of the visual inspection method is that it has the lowest level of sign replacement and sign waste. Only those signs identified as needing to be replaced because of low retroreflectivity levels are replaced, assuming that the inspection frequency is appropriate. With management methods, it is probable that some signs will be replaced before their full life is achieved. This may imply that the visual inspection method (as compared to the measured retroreflectivity method) maximizes sign life.

While this method may be more subjective than other methods, research has shown that trained observers can reasonably and repeatedly detect signs with marginal retroreflectivity. There is some risk involved while doing these inspections, particularly if the driver is also the evaluator and recorder. Ideally, nighttime inspections should be conducted with two people for safety reasons.

Measured Sign Retroreflectivity

In general, there are two ways that sign retroreflectivity can be measured in the field: with handheld contact instruments or with non-contact instruments. Contact instruments require the measurement device to be in physical contact with the sign surface. Non-contact instruments, which measure the retroreflectivity from a distance, include both a hand-held device and vehicle based systems. The use of the measurement method as an exclusive process to maintain sign retroreflectivity has not historically appealed to cities. However, when combined with another method, the measured sign retroreflectivity method adds an element of accuracy to the overall program. This combination of methods may maximize maintenance budgets and provide additional protection from tort claims.

There are several commercially available hand-held retroreflectometers that can be used to measure sign retroreflectivity. While the contact instruments are believed to provide relatively low levels of uncertainty for a given measurement, using contact instruments can be time consuming. Noncontact devices offer flexibility and speed-up the measurement process, but the trade-off is a higher level of uncertainty. The uncertainty associated with field measurement of sign retroreflectivity has not been well established. The FHWA does not endorse the use of any specific instrument.

Measuring retroreflectivity using a contact instrument should be performed as specified in ASTM Standard Test Method E1709-00eJ, which requires a minimum of four retroreflectivity measurements to be taken of the sign background and legend, if applicable. The four measurements for each color are averaged to obtain an overall measurement of the retroreflectivity for each color on the sign. These values are compared to the minimum retroreflectivity values to determine whether or not the sign should be replaced.

Concerns

The main concern with the measured sign retroreflectivity method is that retroreflectivity only accounts for one aspect of a sign's appearance. Other factors should be considered when determining whether or not a sign is adequate for continued use at a particular location. These factors include ambient light levels, presence of glare, location relative to the road, and the complexity of the visual background. A sign that is acceptable in a rural environment may not be acceptable in a complex urban environment.

Another concern with this method is the amount of time it takes to measure the retroreflectivity of a traffic sign using hand-held devices. Given the current methods and technology available to obtain a sign's retroreflectivity, the time commitment required to take retroreflectivity readings of all signs within a city's jurisdiction may be labor intensive and cost prohibitive.

Linking Measurements to Minimum Retroreflectivity Levels

This method uses measured retroreflectivity as the basis for the decision of whether or not a sign meets the required minimum level of retroreflectivity. The measured retroreflectivity values are compared to the minimum retroreflectivity levels specified in the MN MUTeD. A sign should be scheduled for replacement if the measured retroreflectivity is at or very close to the minimum required level. This method provides the most direct comparison of the sign's in-service retroreflectivity relative to the minimum maintained retroreflectivity levels.

Advantages and Disadvantages

Measured retroreflectivity provides the most direct means of monitoring the maintained retroreflectivity levels of traffic signs. This removes all subjectivity that exists in other methods. However, a limit must be established on how close a sign's retroreflectivity levels can be to the required minimum levels before they are replaced. Measurement uncertainty and the variance between the retroreflectivity at the prescribed measurement geometry versus the retroreflectivity at the actual observation geometry may result in a sign that meets the minimum requirements but does not meet the needs of the driver, and vice versa.

The main disadvantage of using this method is that measuring all of the signs in a jurisdiction is time consuming. Measured sign retroreflectivity may be best used to support one of the other methods or as a means of evaluating marginal signs. Another disadvantage is that using the retroreflectivity of the sign as the only indicator of whether or not a sign should be replaced may end up neglecting other attributes of the sign's overall appearance. Other factors should be considered, including the overall appearance and legibility of the sign, as well as environmental concerns, such as areas with high levels of visual clutter or glare, that may require a brighter sign. Cities need access to instruments and trained personnel to use this method.

B. Management Methods.

Management methods are based on the expected retroreflective life of the overall sign inventory. The three management methods are:

- Expected Sign Life.
- Blanket Replacement Method.
- Control Sign Method.

Expected Sign Life

In this method, signs are replaced before they reach the end of their expected service life. The expected service life is based on the time required for the retroreflective material to degrade to the minimum retroreflectivity levels. The expected service life of a sign can be based on sign sheeting warranties, test deck measurements, measurement of signs in the field (control signs) and measurement of signs taken out of service, or information from other municipalities. The key to this method is being able to identify the age of individual signs. This is often accomplished by placing a sticker or other label on the sign that identifies the year of fabrication, installation, or planned replacement or by recording the date of installation in a sign management system.

Although there are variations to this method, the basic idea is that the installation date of every sign in a city's jurisdiction is known, along with the type of retroreflective sheeting material used on the sign face. It is also necessary to define an expected sign life for each type of retroreflective sheeting material. This can be done for individual signs or as a general parameter for the types of material used by the city. Other information may also be of interest to the city such as sign color, direction the sign is facing, and sign construction. This information is used in a systematic manner to "flag" signs that need to be replaced before their sign life expires.

One way to use this method is through a computerized sign management system to keep track of a city's sign inventory and periodically extract information on signs that are reaching the age at which they need to be replaced. The degree of sophistication of the sign management system will dictate the options available to the city. For example, most systems can generate lists of signs needing replacement, but some allow specific categories of sign type, size, or color to be focused upon. These systems may be able to generate individual work orders for each sign that needs to be replaced or can group replacements in a manner that provides an effective work schedule for sign crews.

If a city has a computerized sign management system, it should be possible to query the sign database at regular intervals for a list of signs that are nearing the end of service life. Actual readings of sign retroreflectivity can be taken to determine if the degradation is occurring as expected. If the degradation is not occurring as fast as expected, then signs of that type could be left in the field longer (and an update to the planned replacement date subsequently made in the database). Conversely, if the deterioration is occurring faster than expected, the signs can be scheduled for replacement sooner. Monitoring changes in degradation can help ensure better nighttime visibility and increase the overall life cycle of a city's signs, resulting in cost savings.

Another way this method can be used is by placing an installation or replacement date sticker on each sign to allow field crews to know when specific signs reach their replacement age. If a sign is found to be older than indicated by the maximum life noted on the sticker, then the sign should be replaced. This method can be time consuming if signs along a roadway vary significantly in age, but it can be executed during the day and requires no inspection or measurement of the sign.

A complication of this method is related to the placement of the date stickers. When placed on the front of the sign, field crews can more readily view the date information. However, the information must be limited so as not to distract from the message on the sign. More information can be included on stickers placed on the back of the sign, but it is harder for field crews to see this information as they drive by, particularly on wide roadways.

Concerns

The main concern with this method is that there are little data on how different types of sheeting deteriorate over time in a given climate. It can be a complex process to determine how long signs of a certain sheeting type and color will last in a given region of the country. Also, there are no definitive results on the role that the orientation of the sign face plays in the deterioration of the sign and whether or not signs facing different directions deteriorate at significantly different rates. While there have been many studies, these studies do not come to the same conclusions about the relationship between sign face orientation and deterioration rates.

One of the easiest ways to assign expected sign life to retroreflective sheeting materials is to use the manufacturer's warranty. However, these warranties obviously include a certain factor of risk on the part of the manufacturer and therefore are often conservative. They may also vary depending on the region of the country.

Linking Expected Sign Life to Minimum Retroreflectivity Levels

The minimum retroreflectivity levels provide the initial basis for the expected life criteria, but an understanding of the actual degradation rates of in-service signs is required to set appropriate triggers as retroreflectivity levels approach the minimum requirements. Degradation rates differ by region of the country, type and color of material, and orientation. Furthermore, under this method, the actual retroreflectivity of a sign is not assessed-only the age of the sign is monitored.

There is a potential need to gather sample data on the true service life of signs to adjust the expected life measures. Some cities accomplish this by the measurement of a sample of the removed signs; some monitor the performance of a small number of signs; and others measure the retroreflectivity of in-service signs with known installation dates.

Advantages and Disadvantages

This method requires that cities track the installation date of their signs. For the field replacement approach to this method, there is the benefit of associating the condition of a sign to its age. The use of a computerized sign management system may eliminate the need for a date sticker, but it also limits the means that may be used to analyze actual service lives because of the need for bar-code reading equipment or other technology-dependent equipment that might be used to code information on a sign.

The expected sign life method allows cities to help develop local service life requirements based on actual end-of-service-life retroreflectivity measurements and comparisons to minimum required levels. These comparisons can provide useful information on service life under local conditions, product performance, sign fabrication processes, and analysis of replacement strategies. This method requires that the type of sheeting used to fabricate a sign be known.

One drawback to this method is that it can be fairly time consuming to check date stickers if the stickers are not easily viewable or identifiable on the sign. Another possible difficulty relates to marking signs that need to be replaced, although immediate replacement is possible for some sign types. If a city uses a sign management system and functions with the use of portable computers in the field, the inspectors can easily note the signs that need to be replaced, and even generate work orders.

Blanket Replacement

The blanket replacement method is essentially the expected sign life method executed on a spatial or strategic basis. On a spatial basis, all the signs in a specific area or corridor get slated for replacement at the same time, when the effective service life is reached. On a strategic basis, all the signs of a specific type get slated for replacement at the same time. Depending on the size of the jurisdiction, it may be possible to plan sign replacements that consider both geographic and strategic criteria.

This method is probably the simplest of the management methods in that tracking the age of individual signs, either by physical labeling or in a database, is not necessary. It is only necessary to maintain a record of when the blanket actions were undertaken and when they need to be repeated. Usually this method is repeated after a set number of years, depending on the expected life of the signs.

At set time periods, a sign maintenance crew will go to a specific area or corridor and replace all the designated traffic signs under its jurisdiction. This might be done such that regulatory signs are replaced in one cycle, warning signs in another cycle, and guide signs in a third cycle. The time interval between replacements is usually based on the expected sign life as discussed in the previous section. Under this method, all signs are replaced regardless of the amount of time they have been in the field or the condition at the time of replacement. Blanket replacements can be scheduled to coincide with major roadwork or repaving, resulting in the least impact on traffic. This is especially beneficial on routes with high traffic volumes.

Concerns

One of the issues with this method is that the replacement times can vary depending on the region of the country in which the city, or even across a jurisdiction for large cities. The replacement time also depends on the types of sheeting that are used to make the city's traffic signs. Therefore, a city needs to have relevant data on the in-service life of all the sheeting materials it has in the field. Another concern is that this method potentially wastes resources by removing signs before their useful life has been reached. This is particularly true where signs have been added or replaced in an area after the last replacement cycle. When the replacement cycle comes around, these signs will be replaced regardless of their age. They can be reused if

handled properly, but that would require that each sign that is replaced be inspected to determine the amount of useful sign life remaining.

Linking Blanket Replacement to Minimum Retroreflectivity Levels

The minimum retroreflectivity levels provide the initial basis for the expected life criteria, but an understanding of the actual degradation rates of in-service signs is required to set appropriate triggers as retroreflectivity levels approach the minimum requirements. Under this method, retroreflectivity levels of signs are not measured, and opportunities are limited for capturing data that may be useful in adjusting service lives, trigger points, or sign maintenance strategies.

Advantages and Disadvantages

The major benefit of using this method is that all signs are replaced; there is a low likelihood of a given sign being skipped over or not being replaced. This ensures that all replaced signs are visible and meet minimum retroreflectivity levels.

The major drawback to this method is the potential amount of waste than can be generated if signs that are relatively new are removed during a normal replacement cycle. This can be particularly expensive when a blanket replacement method is first implemented. Follow-up replacement cycles can also be wasteful if signs are replaced between the expected service life periods because of knockdowns, graffiti, etc.

Control Signs

The control sign method is based on measurements made of a subset of signs that represent the city's inventory. The subset of signs represents a population of signs made with the same material for which the retroreflectivity performance over time is monitored by actual measurements. As the retroreflectivity levels of the control signs approach the minimum levels, it triggers action to begin replacement of the entire associated population of city signs. The control signs can be located at one or more of the city's maintenance yards or can be traffic signs that are deployed at various locations in the city. The control signs are measured periodically to monitor actual degradation of retroreflectivity. This method requires only the management of the control sign information and the retroreflectivity measurements of those signs over time.

The use of this method requires the installation of signs in a maintenance yard or the definition of specific control signs from the population of deployed signs. Periodic measurements of control signs are made following ASTM E 1709 or other accepted procedures. Measurements or other observations are tracked over time to monitor changes in retroreflectivity and nighttime visibility. Once these signs, as a whole, start to approach the minimum retroreflectivity levels, all the traffic signs in the field that these control signs represent are replaced.

Concerns

The effectiveness of this method is dependent upon the size of the control sign sample. The larger the sample, the better the estimation of the retroreflectivity levels of the sign populations it represents. There is no specific guidance on the number or percentage of the population the sample represents. However, a minimum of three signs per type of sheeting and color should be monitored.

Another question relates to how often a set of control signs is needed. Each new sign material or deployment of a major product order would warrant a set of control signs, as there are likely to be differences in retroreflectivity performance. It may be appropriate to install controls when new sign fabrication processes are implemented or other major changes in the sign management process occur. It may also be appropriate for a large city that deploys signs continually to set up control signs as materials age on the shelf and personnel change. Too short a time period between adding control signs may cause the city to have a large number of control signs to monitor, which negates the simplicity of this method. Too much time between control signs could result in errors estimating the service life of signs installed in the time interval between the control signs.

Another consideration is how often the control signs should be checked for their retroreflectivity levels and appearance. If the time interval between measurements is too short, then this may needlessly waste time and personnel resources. On the other hand, if the time interval is too long, signs may be left in the field that are not adequate for continued use and may pose a possible safety risk. An annual inspection of the signs, including retroreflectivity measurements, may be appropriate.

Linking Control Signs to Minimum Retroreflectivity Levels

The control signs must be measured at given intervals with a retroreflectometer to determine how they are performing. These values are then compared to the minimum retroreflectivity levels in order to trigger sign replacement actions. The precise retroreflectivity levels of the majority of deployed signs are not known using this method.

Advantages and Disadvantages

The main benefit of this method is that it is not nearly as labor intensive as taking retroreflectivity readings on every sign in a city's jurisdiction. Because a sample set of signs is used to monitor the retroreflectivity levels, it is easier and less labor intensive to get an estimate on how the traffic signs, represented by the control signs, are performing in the field.

Another benefit of using this method is that signs that do meet the required minimum retroreflectivity levels are not removed prematurely, allowing for an efficient use of the signs and their material. This may be particularly advantageous when the life of a new sign material exceeds the warranties provided by the manufacturer.

This method requires cities to have the capability to measure the retroreflectivity of the control signs. Without an appropriate sampling process, the control signs may not be representative of the larger sign population they are intended to represent. This could lead to replacing signs that do not need replacement or not replacing signs that do need replacement. Therefore, cities must evaluate the number of signs of each type within their jurisdiction and establish guidelines on the number of control signs that are needed to appropriately represent signs in the field.

C. Combination of Evaluation Methods Or New Methods.

Combinations of two or more methods may be viable for some cities. In addition, cities are not limited to the proposed evaluation methods. Cities may develop their own methods using documented engineering studies that demonstrate that deviations are appropriate.

Cities may combine different methods or parts of different methods to achieve sign retroreflectivity maintenance practices that best fit the city's needs and budget. Generally, a combination method would include a management method complemented with an assessment method used to provide supplemental data. This method provides a means to track individual signs but without the need to inspect or measure every sign. Any number of combinations can be implemented to logically integrate with other aspects of the sign management process and best fit a city's limited resources. Also note that the proposed methods can be used exclusively with effective results.

One possible combination is the use of a management method with both daytime and nighttime visual inspections. The expected life of a sign is a management method and is based on the age and degradation of the sheeting types used. This management method in combination with daytime visual inspections may allow a city to track how many signs they have, how old they are, and where they are located. It also provides field crews with a list or summary of deployed signs that can be easily used to note the need for sign replacements or repairs when conducting nighttime visual inspections. The information may be downloaded to laptop computers to further facilitate field inspections and documentation of sign conditions and replacement needs. Combining the expected sign life management method with both daytime and nighttime visual inspections is one example of adapting methods that meet a city's needs.

Another possibility is to combine expected sign life with measured retroreflectivity. Under this method, a city is not required to measure the retroreflectivity of all signs. Measurement of a small sample from across a region allows the city to compare the expected and measured retroreflectivity. The measurements allow the city to validate, and revise if necessary, the service life of each sign sheeting material and color used by the city.

In summary, these methods can be used in different ways but will provide a consistent evaluation of the nighttime visibility of in-place traffic signs.

ARTICLE V. APPROVED EVALUATION METHOD.

After review of the assessment and management methods discussed in this policy, the City adopts one or more of the following methods to meet the sign retroreflectivity requirements in the MN MUTCD:

- **Nighttime Visual Inspection.** The retroreflectivity of the City's signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced.

- The City will visually inspect all signs covered by this policy once each year.
- The City will visually inspect one-half of all sign covered by this policy in even-numbered years. The City will visually inspect the other one-half of its signs in odd-numbered years.
- The city will visually inspect all signs on high volume roads once per year. The city will visually inspect signs on all other roads once every three years.
- [Choose some other schedule the city can meet with its resources. Consider the schedule as it applies to using a combination of evaluation methods.]
- Measured Sign Retroreflectivity.** Sign retroreflectivity is measured using a retroreflector. Signs with retroreflectivity below the minimum levels will be replaced.
 - The City will measure the retroreflectivity of all signs covered by this policy once every two years.
 - The City will measure the retroreflectivity of all signs covered by this policy once every four years. The city will be divided into quadrants and all the signs in one quadrant will be measured per year.
 - The City will measure the retroreflectivity of all signs on principal arterial roads once each year. The City will measure the retroreflectivity of minor arterial roads once every two years. The City will measure the retroreflectivity of all other roads once every three years.
 - [Choose some other schedule the city can meet with its resources. Consider the schedule as it applies to using a combination of evaluation methods.]
- Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be replaced.
- Blanket Replacement.** All signs in the City of a given type are replaced at specified intervals. This eliminates the need to assess retroreflectivity or track the life of individual signs. The replacement interval is based on the expected sign life for the shortest-life material used in the City or a given sign type. The current replacement interval is ___ years.
- Control Signs.** Replacement of signs in the City is based on the performance of a sample set of signs. The control signs will be a small sample located in the City'S maintenance yard or a selection of signs in the field. The control signs will be monitored to determine

the end of retroreflective life for the associated signs. All signs represented by a specific set of control signs will be replaced before the retroreflectivity levels of the control signs reach the minimum retroreflectivity levels.

ARTICLE VI. MODIFICATION AND DEVIATION FROM POLICY.

The City Council reserves the right to modify this Sign Retroreflectivity Evaluation Policy if deemed to be in the best interests of the City, including a change in the resources available to the City. The Director of Public Works, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City. Such deviation shall be documented in a written record stating the reason for the deviation and other information supporting the deviation. The deviation shall be reported to the City Council who shall consider whether this policy should be amended.



CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

June 21, 2011

Mr. Don Kleinschmidt, Public Works Director
City of Mountain Iron
8586 South Enterprise Drive
Mountain Iron, MN 55768

Re: Unity Drive Stop Signs at Carnation Avenue
City of Mountain Iron

Dear Mr. Kleinschmidt,

As requested at the Street and Alley Committee meeting, Benchmark Engineering has prepared this letter report regarding the Unity Drive stop signs at Carnation Avenue.

Background

On April 13, 2011, the Mountain Iron Street and Alley Committee discussed the possibility of removing the stop signs located on Unity Drive at the intersection with Carnation Avenue. The Committee asked Benchmark Engineering, Inc. to research the following items in order to determine the recommended plan of action:

1. What is the justification for a stop sign? What is required to install a stop sign?
2. What was the basis as to why the stop signs were installed?
3. Is it sufficient to simply remove the stop signs and why?
4. What are some potential liabilities to removing a stop sign?
5. What recommendations could be provided?

Findings

Typical street signage guidelines are provided by the Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD). This manual provides the guidelines as to where and how to properly place signs. It also provides the warrants that are necessary to be met in order to justify the placement of stop signs at a 4-way stop. The following is the response to the questions asked by the street and alley committee.

Re: Unity Drive – Stop Signs at Carnation Avenue
City of Mountain Iron

1. What is the justification for a stop sign? What is required to install a stop sign?

The MN MUTCD Section 2B.7 provides guidance for multi-way stop applications. Enclosed is an excerpt of the conditions that would justify placement of a multi-way stop. These conditions are summarized as follows:

- a. Stop signs can be used as an interim device where traffic signal warrants are justified.
- b. Crash problems (5 or more in a 12 month period at the intersection)
- c. Traffic/Pedestrian Volumes
- d. 80% of items b and c are met.

2. What was the basis as to why the stop signs were installed?

The basis for why stop signs are installed at any intersection is generally the following: 1) The intersection met the conditions for a stop sign listed in the MN MUTCD or 2) It was installed as requested by residents for use as a safety device for traffic calming. While it is possible that a traffic study justified the placement of the stop signs at the subject intersection, Benchmark Engineering, Inc. does not have any record of such a study. Based upon information from City Staff, it is our understanding that the stop signs were placed at the request of the residents when the Mesabi YMCA was originally constructed.

Many municipalities have stopped using stop signs as a traffic slowing or calming devices as the opposite tends to occur.

- a. Recent research indicates that using stop signs for traffic calming tends to lead to excessive speeding to make up lost time at stop sign on the remainder of the street segment and may lead to ignoring other traffic signs.
 - i. Drivers may ignore an improperly placed sign and not stop or violate other traffic rules.
 - ii. Speed reduction is typically only in the immediate area and increased on the remainder of the street and mid block.
 - iii. Stop signs do have an increased incidence of rear end collisions or cluster accidents.
- b. MN MUTCD Section 2B.7 states “The decision to install Multi-way stops controls should be based on an engineering study.”
- c. Enclosed with this report is an example Traffic Calming Program used in the City of Mankato for traffic calming devices. This presents many effective ways to slow traffic through areas where it is considered necessary by residents. These policies have become very popular in cities throughout Minnesota.
- d. Also enclosed with this report is an example of a new stop sign policy adopted by the City of Richfield.

3. Is it sufficient to simply remove the stop signs and why?

To remove the stop signs on Unity Drive at the Carnation Avenue intersection may be acceptable, provided this intersection does not meet the requirements listed in MN MUTCD. However, Benchmark Engineering, Inc. does not suggest the immediate removal of the stop signs. Local traffic, residents, and pedestrians that commonly use this intersection may have

Re: Unity Drive – Stop Signs at Carnation Avenue
City of Mountain Iron

developed patterns around this area and removing the Unity Drive stop signs could lead to an increase in accidents or incidents at this location.

The process to remove a street sign is important in limiting the liability of the City of Mountain Iron. The City of Mountain Iron may find that creation of a sign removal policy may limit their liability. A sample sign removal policy is enclosed for your reference.

At a minimum the following should be completed prior to removing the stop signs.

- a. Perform traffic study to justify signage or removal of signage.
- b. Provide adequate public notices.
- c. Provide follow-up assessment of subject intersection.

4. What are some potential liabilities to removing a stop sign?

The liability to remove a stop sign would have to be addressed by an attorney who specializes in this type of situation. It is our recommendation that the City Attorney review the situation to provide any legal opinion regarding liability on this matter and the possible adoption of a sign removal policy.

5. What recommendations could be provided?

Benchmark Engineering, Inc. initially recommends that adequate accident research and a traffic study be performed at the intersection to determine if the multi-way stop sign conditions are met. If the conditions are not met, the City should consult with legal council to draft a sign removal policy and make a determination regarding the removal of the stop signs.

The City of Mountain Iron may want to consider a traffic calming program. Several agencies have performed studies on various ways of slowing traffic throughout neighborhoods. In addition, a new stop sign policy is recommended for City of Mountain Iron.

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

Sincerely,
Benchmark Engineering, Inc.



Alan J. Johnson, P.E.
Project Engineer



Eric E. Fallstrom, P.E.
Vice President

Enclosures

**COUNCIL LETTER 070511-VIA
ADMINISTRATION
RESOLUTION NUMBER 15-11**

DATE: June 30, 2011
FROM: Craig J. Wainio
City Administrator

Resolution Number 15-11 Calling a Hearing is to set up a hearing on the proposed assessment of the Old Highway 169 project. The hearing is scheduled for the second meeting in August. It is recommended that the City Council adopt Resolution Number 15-11 as presented.



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RESOLUTION NUMBER 15-11

CALLING A HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the council on June 20, 2011, the City Administrator was directed to prepare a proposed assessment of the cost of Improvement Number 09-07, improving Old Highway 169 approximately from one mile west of the Costin Plat to the western city limits by overlayment, and

WHEREAS, the City Administrator has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

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

1. A hearing shall be held at 6:30 p.m. on August 15, 2011 in the Community Center located at 8586 Enterprise Drive South to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Mountain Iron, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF JULY, 2011.

ATTEST:

Mayor Gary Skalko

City Administrator

Old Highway 169

				PROJECT			ASSESSMENT		ASSESSMENT		COST	
NAME	SEC./ BLOCK	DESC./ LOT	FRONT FOOTAGE	PARCEL CODE	COST	RATE	AMOUNT	PER FOOT	AMOUNT	PER FOOT	AMOUNT	PER FOOT
					\$ 300,801.00							
USX	8	NE/SE	681	175-0070-00710	\$ 8,402.19	10.00%	\$	\$ 840.22	\$ 1.23	\$	\$ 840.22	\$ 1.23
USX	8	SE/SE	2966	175-0070-00770	\$ 36,594.58	10.00%	\$	\$ 3,659.46	\$ 1.23	\$	\$ 3,659.46	\$ 1.23
USX	8	SW/SE	1077	175-0070-00770	\$ 13,288.05	10.00%	\$	\$ 1,328.81	\$ 1.23	\$	\$ 1,328.81	\$ 1.23
USX	17	NW/NE	2451	175-0070-01880	\$ 30,240.49	10.00%	\$	\$ 3,024.05	\$ 1.23	\$	\$ 3,024.05	\$ 1.23
USX	17	NE/NW	814	175-0071-01860	\$ 10,043.15	10.00%	\$	\$ 1,004.32	\$ 1.23	\$	\$ 1,004.32	\$ 1.23
Beverly Ann Forstrom	17	NE/NW	117	175-0071-01850	\$ 1,443.55	10.00%	\$	\$ 144.35	\$ 1.23	\$	\$ 144.35	\$ 1.23
Maureen Pirjevec	17	NE/NW	757	175-0071-01870	\$ 9,339.88	10.00%	\$	\$ 933.99	\$ 1.23	\$	\$ 933.99	\$ 1.23
USX	17	SE/NW	415	175-0071-02010	\$ 5,120.28	10.00%	\$	\$ 512.03	\$ 1.23	\$	\$ 512.03	\$ 1.23
Glenn Pearson	17	SE/NW	334	175-0071-02055	\$ 4,120.90	10.00%	\$	\$ 412.09	\$ 1.23	\$	\$ 412.09	\$ 1.23
Betty P. Holmes	17	SE/NW	179	175-0071-02060	\$ 2,208.51	10.00%	\$	\$ 220.85	\$ 1.23	\$	\$ 220.85	\$ 1.23
Benjamin Ervin	17	SE/NW	100	175-0071-02056	\$ 1,233.80	10.00%	\$	\$ 123.38	\$ 1.23	\$	\$ 123.38	\$ 1.23
USX	17	SE/NW	404	175-0071-02010	\$ 4,984.56	10.00%	\$	\$ 498.46	\$ 1.23	\$	\$ 498.46	\$ 1.23
USX	17	SW/NW	770		\$ 9,500.28	10.00%	\$	\$ 950.03	\$ 1.23	\$	\$ 950.03	\$ 1.23
Jason Bergman	17	SW/NW	401	175-0071-01995	\$ 4,947.55	10.00%	\$	\$ 494.75	\$ 1.23	\$	\$ 494.75	\$ 1.23
Jason Bergman	17	SW/NW	396	175-0071-01996	\$ 4,885.86	10.00%	\$	\$ 488.59	\$ 1.23	\$	\$ 488.59	\$ 1.23
Raymond Kutsi	17	SW/NW	81	175-0071-01980	\$ 999.38	10.00%	\$	\$ 99.94	\$ 1.23	\$	\$ 99.94	\$ 1.23
Ron Kutsi	17	SW/NW	159	175-0071-01985	\$ 1,961.75	10.00%	\$	\$ 196.17	\$ 1.23	\$	\$ 196.17	\$ 1.23
Arnold Suikkonen	17	SW/NW	172	175-0071-01990	\$ 2,122.14	10.00%	\$	\$ 212.21	\$ 1.23	\$	\$ 212.21	\$ 1.23
Patrica Moore	17	SW/NW	399	175-0071-01940	\$ 4,922.87	10.00%	\$	\$ 492.29	\$ 1.23	\$	\$ 492.29	\$ 1.23
Patrica Moore	17	SW/NW	45	175-0071-01950	\$ 555.21	10.00%	\$	\$ 55.52	\$ 1.23	\$	\$ 55.52	\$ 1.23
Joe Bissonette	17	SW/NW	156	175-0071-02000	\$ 1,924.73	10.00%	\$	\$ 192.47	\$ 1.23	\$	\$ 192.47	\$ 1.23
Unknown	17	SW/NW	294		\$ 3,627.38	10.00%	\$	\$ 362.74	\$ 1.23	\$	\$ 362.74	\$ 1.23
Orlee Nelson	17	NW/SW	276	175-0071-02085	\$ 3,405.29	10.00%	\$	\$ 340.53	\$ 1.23	\$	\$ 340.53	\$ 1.23
Phyllis Gentilini	18	NE/SE	95	175-0071-02372	\$ 1,172.11	10.00%	\$	\$ 117.21	\$ 1.23	\$	\$ 117.21	\$ 1.23
Phyllis Gentilini	18	NE/SE	165	175-0071-02380	\$ 2,035.77	10.00%	\$	\$ 203.58	\$ 1.23	\$	\$ 203.58	\$ 1.23
Ricky Burgau	18	NE/SE	93	175-0071-02354	\$ 1,147.44	10.00%	\$	\$ 114.74	\$ 1.23	\$	\$ 114.74	\$ 1.23
Paul Munter	18	NE/SE	467	175-0071-02330	\$ 5,761.86	10.00%	\$	\$ 576.19	\$ 1.23	\$	\$ 576.19	\$ 1.23
Mark Redmond	18	NE/SE	343	175-0071-02335	\$ 4,231.94	10.00%	\$	\$ 423.19	\$ 1.23	\$	\$ 423.19	\$ 1.23
John Rimolde	18	NE/SE	660	175-0071-02340	\$ 8,143.10	10.00%	\$	\$ 814.31	\$ 1.23	\$	\$ 814.31	\$ 1.23

Peter Haman	18	NE/SE	235	175-0071-02373	\$	2,899.44	10.00%	\$	289.94	\$	1.23
Peter Haman	18	NE/SE	68	175-0071-02374	\$	838.99	10.00%	\$	83.90	\$	1.23
Jeff Marks	18	NE/SE	232	175-0071-02370	\$	2,862.42	10.00%	\$	286.24	\$	1.23
Robert Johnson	18	NE/SE	465	175-0071-02350	\$	5,737.18	10.00%	\$	573.72	\$	1.23
Ricky Burgau	18	NE/SE	250	175-0071-02354	\$	3,084.51	10.00%	\$	308.45	\$	1.23
Daniel Waisa	18	NW/SE	489	175-0071-02412	\$	6,033.29	10.00%	\$	603.33	\$	1.23
State	18	NW/SE	905	175-0071-02410	\$	11,165.91	10.00%	\$	1,116.59	\$	1.23
State	18	SW/SE	1624	175-0071-02420	\$	20,036.95	10.00%	\$	2,003.69	\$	1.23
State	18	SE/SW	2417	175-0071-02320	\$	29,821.00	10.00%	\$	2,982.10	\$	1.23
State	18	GOV 4	2428		\$	29,956.72	10.00%	\$	2,995.67	\$	1.23
			24380		\$	300,801.00		\$	30,080.10	\$	

COUNCIL LETTER 070511-VIB

ADMINISTRATION

RESOLUTION NUMBER 16-11

DATE: June 30, 2011

FROM: Craig J. Wainio
City Administrator

Resolution Number 16-11 Calling a Hearing is to set up a hearing on the proposed assessment of the Mill Avenue project. The hearing is scheduled for the second meeting in September. It is recommended that the City Council adopt Resolution Number 16-11 as presented.



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RESOLUTION NUMBER 16-11

CALLING A HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the council on June 20, 2011, the City Administrator was directed to prepare a proposed assessment of the cost of Improvement Number MI09-14, the improvement of Mill Avenue between the centerline of Agate Street and the centerline of Mountain Avenue by overlayment, and

WHEREAS, the City Administrator has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

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

1. A hearing shall be held at 6:30 p.m. on September 19, 2011 in the Community Center located at 8586 Enterprise Drive South to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Mountain Iron, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF JULY, 2011.

ATTEST:

Mayor Gary Skalko

City Administrator

Parcel Code	Name	Address	City	Front Footage	Total	Assessment Amount	Per Foot
175-0020-00020	CVAR THOMAS	PO BOX 22	MTN IRON MN 55768	25	\$ 21,172.00	\$ 456.82	\$ 18.27
175-0020-00030	BUBASH MARION J	5723 MILL AVE	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00040	SCINTO ROBERTA L	PO BOX 242	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00050	SCINTO ANTHONY R & ROBERTA L	PO BOX 242	MTN IRON MN 55768	30	\$ 730.90	\$ 548.18	\$ 18.27
175-0020-00055	SCINTO ANTHONY R & ROBERTA L	PO BOX 242	MTN IRON MN 55768	150.16	\$ 3,658.42	\$ 2,743.82	\$ 18.27
175-0020-00070	OVESON SEAN & SELA	5711 MOUNTAIN AVE	MTN IRON MN 55768	68.775	\$ 1,675.60	\$ 1,256.70	\$ 18.27
175-0020-00080	OVESON SEAN M	5711 MOUNTAIN AVE	MTN IRON MN 55768	60.27	\$ 1,468.39	\$ 1,101.29	\$ 18.27
175-0020-00090	HALL ROBERT C JR	PO BOX 243	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00100	HALL ROBERT C JR	PO BOX 243	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00110	GAMS LEE C	5717 MOUNTAIN AVE	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00120	PERNAT JOSEPH C	5719 MOUNTAIN AVE	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00130	KENYON DAVID D & TRACY	5721 MOUNTAIN AVE	MTN IRON MN 55768	50	\$ 1,218.17	\$ 913.63	\$ 18.27
175-0020-00140	MCGREGOR DAVID	BOX 313	MTN IRON MN 55768	25	\$ 609.09	\$ 456.82	\$ 18.27
175-0070-01220	City of Mountain Iron	8586 Enterprise Drive S	MTN IRON MN 55768	159.8	\$ 3,893.29	\$ 2,919.97	\$ 18.27
				869.005	\$ 21,172.00	\$ 15,879.00	

Be's Bar + Grill
P.O. Box 74
Virginia, Md. 55792

To whom it may concern,

In behalf of the Babinski wedding July 9th
2011 at the Mt. Iron Community Center, Be's Bar + Grill
respectfully request permission to have a bar, at which
to serve alcoholic beverages. All laws apply for the
sale of alcohol to minors and will be enforced.

Thank You,


COUNCIL LETTER 070511-VID

PUBLIC WORKS

**MTN. IRON FIREHALL
LOCKER ROOM REMODEL**

DATE: June 30, 2011
FROM: Don Kleinschmidt
Director of Public Works

The following is the bid tabulation for the Fire Hall locker room remodel:

T. M. Construction	\$48,547.00
Lenci Enterprises	\$52,700.00
Max Gray Construction	\$55,150.00
AM Construction	\$58,134.00

Staff is recommending award of the fire hall locker room remodel to T. M. Construction at their low bid of \$48,547.00

Architectural Resources estimate for the project was \$47,000.00.



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

ARCHITECTURE • ENGINEERING • LANDSCAPE ARCHITECTURE • INTERIOR DESIGN

• BID TABULATION •

MOUNTAIN IRON FIRE HALL LOCKER ROOM REMODEL
ARI Project # 10-098

Bid Date & Time: June 28, 2011, @ 2:00 p.m. local time

Contractor	Base Bid	Comp Time	Mechanical Contractor / \$	Electrical Contractor / \$	Add Ack	Bid Sec
T&M Construction, Inc. 311 East Howard Street, Suite 202 Hibbing, MN 55746 218/263-8577 (218/263-8578 fax)	\$48,547.00	90 days	A1 Refrigeration \$11,350.00	Tromco Electric \$2,885.00	1	5%
Lenci Enterprises, Inc. 1021 South 2 nd Avenue, P.O. Box 6 Virginia, MN 55792 218/741-3482 (218/741-3483 fax)	\$52,700.00	60 days	Radotich \$11,680.00	Tromco Electric \$2,885.00	1	5%
Max Gray Construction, Inc. 2501 West 5 th Avenue, P.O. Box 689 Hibbing, MN 55746 218/262-6622 (218/262-2109 fax)	\$55,150.00	60 days	A1 Refrigeration \$11,350.00	Hometown Electric \$3,450.00	1	5%
AM Construction 1529 East 40th Street Hibbing, MN 55746-3664 218/262-1817 (218/262-4116 fax)	\$58,134.00	120 days	Radotich \$11,680.00	Tromco Electric \$2,885.00	1	5%

COMMUNICATIONS

JULY 5, 2011

1. Connie Rabideaux, a letter requesting that the library fence be repaired and replaced.
2. The Friends of the Children's Memorial Park, a letter advising the City of a proposed Children's Memorial Park and requesting the support and participation.
3. Saint Louis County, forwarding a notice of a public hearing for consideration on proposed text amendments to the Saint Louis County Zoning Ordinance.

June 19, 2011

To the Mt. Iron City Council:

This letter is in regards to the fence surrounding the Mt. Iron Library. It's a wonderful example of the style of the early 1900's, and complements the historic Carnegie Library. I understand that the fence will require some work/repairs. I hope you will do everything in your power to preserve the fence and a piece of Mt. Iron history, especially since a much focus has been on "Historic Downtown Mt. Iron".

Respectfully,

Conna Rabedeaux

The Children's Memorial Park



June 15, 2011

**The Honorable Mayor Gary Skalko
and City Council
City of Mt. Iron
8586 Enterprise Drive South
Mt. Iron, MN 55768**

Dear Mayor Skalko and City Council:

Perhaps you may have already heard about the Children's Memorial Park being created in Virginia, but if not, let us share some information with you:

Plans to create a memorial park and erect an Angel of Hope statue on the Iron Range started in the fall of 2009. A group of bereaved parents shared a vision of a quiet place where families could go to remember their children and heal. With this vision in mind, the group decided to create a memorial park with the Angel of Hope as its centerpiece. The City of Virginia graciously dedicated the land on the South shore of Silver Lake to create a Children's Memorial Park.

The purpose of the park is to bring together grieving parents, siblings, grandparents and other loved ones that have experienced the loss of a child, regardless of age or reason. The regional park will be for all surrounding communities on the Iron Range to provide a lasting tribute to all children who are gone from our sight but always in our hearts and a place of peace and beauty for all of our park visitors. The goal is to give friends and loved ones a place to not only grieve, but to heal.

The park will mean different things to different families. It will be a place of solace to quietly reflect, to shed some tears, but to also honor and celebrate our children's lives and remember all of the happy times spent together. It will have many meanings for all of the families who have lost a loved one. Most importantly, we are anticipating that the park will be able to convey a feeling of PEACE, HOPE AND JOY.

The Honorable Mayor Skalko & City Council

The Committee for the Children's Memorial Park has been fundraising for the past 18 months and has received memorial donations. Proceeds from said fundraising and memorial donations will go towards:

- Excavating and preparing the site;
- Angel of Hope statue;
- Memorial walls with the names of children that will be remembered forever;
- Trees and plaques to the families requesting one; and
- Walkways around the park with benches along the walkway.

Our project will be constructed in two phases, with Phase One to take place this year. This would involve excavating and preparing the site for the future park. A ground-breaking ceremony will be scheduled for sometime late summer. Phase Two of the project, would be placing the Angel of Hope statue and completing the park.

We would appreciate your support in this worthwhile community project. We have enclosed a brochure for you to review and invite you to visit our website www.childrensmemorialparkmn.org. Feel free to contact a Committee member with any questions you might have. We are also enclosing a flyer for a Mid-Summer Music Fest we are hosting on July 21, 2011 and invite you to join us for this outdoor music concert.

We look forward to The City of Mt. Iron becoming involved in The Children's Memorial Park.

Kindest Regards,

The Friends of the Children's Memorial Park

Scott & Cheryl Weappa	(218) 749-5642
Marshall & Dorothy Bergerson	(218) 741-8046
Jeff & Marci Damm	(218) 749-8258
Beth Hupila	(218) 827-3396
Sue Tuomela	(218) 749-2089
Dan & Tabitha L'Allier	(218) 288-0010
Tom & Darlene Turja	(218) 741-0605
Cheryl Senn	(218) 288-0370
Judy Karpen	(218) 744-4028
Dave & Mary Ann Hansen	(218) 741-9427

Enclosures

☀ Mid-Summer Music Fest ☀
Fundraiser
for The Children's Memorial Park



Owner of the international
award-winning record label
Spiritwood Music

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Pat Surface

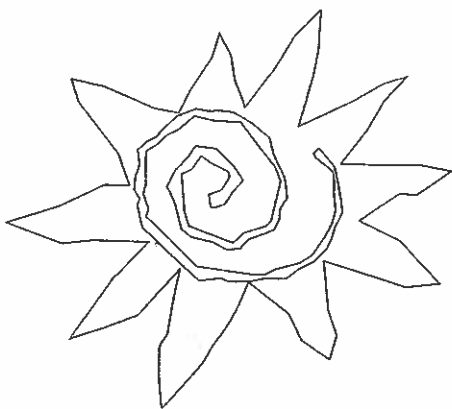
his wife, Donna, a Performance Artist in Sign,
The Divas, Preston Gunderson
& other local musicians

THURSDAY, JULY 21st 5 - 9 pm

Range Recreation & Civic Center (Curl Mesabi)
Eveleth, Minnesota

PARKING LOT (ARENA IF IT RAINS)

Bring your lawnchair -
relax and enjoy some great music, food & beverages



Friends of The Children's Memorial Park
are selling tickets

\$5 minimum donation - \$7 day of event

Thank you to our generous sponsors:

Curl Mesabi & Ellen Lind

Commercial Refrigeration - Mark & John Rodorigo

Lundgren Motors

Steve & Jennifer Bonner



Saint Louis County

Planning and Development Department • 307 First Street South • Virginia, MN 55792
Phone: (218) 749-7103 • Fax: (218) 749-7194
Toll Free 1-800-450-9777, ext. 7103

Barbara Hayden
Director

June 29, 2011

Dear Cities, Organized Towns and Interested Parties:

NOTICE IS HEREBY GIVEN THAT THE ST. LOUIS COUNTY PLANNING COMMISSION WILL HOLD A PUBLIC HEARING ON **THURSDAY, JULY 14, 2011 AT 10:15 AM**, AT THE NORTHLAND OFFICE CENTER, 307 FIRST STREET SOUTH, VIRGINIA, MN, 3RD FLOOR (LIZ PREBICH) CONFERENCE ROOM.

The Planning Commission will consider comments on proposed text amendments to St. Louis County Zoning Ordinance (Ordinance 46) and St. Louis County Comprehensive Land Use Plan (Ordinance 27). The amendments are pertaining to Wetland Administration and deleting obsolete sections of the ordinances.

Initial mailings were sent to you on March 28, 2011, seeking comments on the proposed ordinance changes. It is not necessary that you comment; however, if you wish to, you can do so by attending the hearing, sending me a letter, or e-mailing me at lindhorstm@stlouiscountymn.gov, prior to the hearing. All letters must be signed and received in this office by Monday, July 11, 2011. They will be presented to the Planning Commission as part of the hearing. Please call me at 218-749-0633, if you have any questions.

Sincerely,

Mark Lindhorst, Planner II

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Planning Department 72 hours prior to the meeting at (218) 749-7103