

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, AUGUST 17, 2009 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the August 3, 2009, Regular Meeting (#1-11)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#39-40)
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Director of Public Works Report
 - D. City Attorney's Report (#12)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 1 – Energy Park Utility Extension (#13-15)
 - 2. Award Bid for Digester Building Improvements (#16-17)
 - G. Personnel Committee
 - 1. Library Staffing (#18)
 - 2. Fire Department Personnel Policy (#19-33)
 - H. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. First Responder Appointment (#34)
 - B. Reschedule Next Meeting (#35)
 - C. Recognition Certificate (#36)
 - D. Outdoor Tree Burning (#37)
 - E. Closed Meeting – Consider Strategies for Labor Negotiations (#38)
- VII. Communications (#39-40)
- VIII. Announcements
- IX. Adjourn

Denotes page number in packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
AUGUST 3, 2009

Mayor Skalko called the City Council meeting to order at 6:32 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Alan Stanaway, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Rod Flannigan, City Engineer; and Sally Peterangelo, Librarian/Special Events Coordinator (entering at 7:10 p.m.).

The Mayor began by outlining how the meetings would be conducted from now on. He apologized for the previous behavior of the Council Members. He said that we would be following the agenda very strictly. He said that only questions pertaining to the agenda would be allowed, all other questions could be taken care of outside the meeting. He said that if there are problems with behavior in the future, he would call for an immediate recess for the Councilors to calm down, and when the meeting was reconvened, if the problem persists, and then the Councilor would be removed.

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

- B. To acknowledge the receipts for the period July 16-31, 2009, totaling \$1,086,901.77, (a list is attached and made a part of these minutes).
- C. To authorize the payments of the bills and payroll for the period July 16-31, 2009, totaling \$511,291.85, (a list is attached and made a part of these minutes).
- D. That the communications be accepted, placed on file, and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.

The motion carried unanimously on a roll call vote

It was moved by Zupancich and seconded by Prebeg to approve the following consent agenda item:

- A. Approve the minutes of the July 20, 2009, regular meeting as submitted.

The motion carried with Roskoski voting no.

The Mayor updated the Council on the following:

- West II Campground. He said that he was recently at the Campground for a function and the facility was well taken care of and he offered compliments to the City Staff.

It was moved by Skalko and seconded by Roskoski to award the bid, through Saint Louis County, to Lanyk Electric for the Downtown Streetscape Project for their low bid of \$205,882.54. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Stanaway to adopt Resolution Number 33-09, providing for the issuance, sale, and delivery of \$650,000 General Obligation Water Revenue Refunding Bonds, Series 2009A; Establishing the terms and conditions therefore; directing their execution and delivery; creating a debt service account therefore; and awarding the sale thereof, (a copy is attached and made a part of these minutes). The motion carried.

The City Administrator updated the Council on the following:

- IRR Grant Application. He said that the Culture and Tourism Grant for the Train Canopy is available again. This grant would need to be submitted through the Civic Association.
- IRR Funding. He said that the City is seeking additional funding for the investigation of two dump sites.
- Birchem Logging. He said that he had attended a meeting on the proposed wood pellet plant and the project was still moving ahead.
- Summer Baseball. He said that he had attended the end of the season party at the West II Rivers Campground. He said that it was well attended and a good event. He said that all of the coaches did a great job throughout the season.
- Holiday Inn Express. The Mayor said that a great open house was held there.

It was moved by Prebeg and seconded by Zupancich to award the quote of \$32,568.45 to Minnesota Power for the installation and materials to install reclosers at the Electric Utility Substation with the funds being expended from the 2009 Electric Department Budget. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Stanaway to award the quote for the 2010 Ford F250 Crew 4 x 4 to Elk River Ford on the state bid price of \$22,851.04. The motion carried on the following roll call vote: Roskoski, no; Prebeg, yes; Zupancich, yes; Stanaway, yes; and Skalko, yes.

It was moved by Zupancich and seconded by Prebeg to authorize the purchase of approximately 7,500 feet of 15 KVA I/O underground wire in the amount of \$1.64 per foot from Resco. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Zupancich to authorize the street closures, as listed, for Merritt Days on August 14th and 15th. After further discussion, Prebeg withdrew his motion and Zupancich withdrew his support.

It was moved by Zupancich and seconded by Roskoski to approve Change Order Number Two for the 2007 Street Improvement Project increasing the contract by \$9,696.15. The motion carried.

It was moved by Stanaway and seconded by Zupancich to authorize payment request number five for the 2007 Street Improvement Project to Ulland Brothers Incorporated in the amount of \$23,855.81. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Prebeg to authorize payment request number one for the 2009 Street Improvement Project to Mesabi Bituminous Incorporated in the amount of \$103,674.92. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Zupancich to authorize payment request number one for the Forest Drive Construction Project to Mesabi Bituminous Incorporated in the amount of \$98,539.70. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Skalko to authorize City Staff to block off the streets in the Downtown Mountain Iron area, as outlined, for the Merritt Days Celebration on August 14th and 15th. The motion carried.

The Library/Special Events Coordinator updated the Council on the events scheduled for Merritt Days and the Library Report for the month of July.

It was moved by Zupancich and seconded by Roskoski to accept the recommendation of the Planning and Zoning Commission and approve the Variance Application of Wendy Flannigan, 5338 Mineral Avenue, Mountain Iron to place a garage with a five foot setback on the north side of parcel 175-0070-01655. The motion carried.

It was moved by Zupancich and seconded by Prebeg to accept the recommendation of the Planning and Zoning Commission and approve the Conditional Use Permit for Kevin Foucault, 5428 Park Drive, Mountain Iron, to build an addition to accessory building with the condition that he can not operate a business out of the accessory building. The motion carried.

It was moved by Zupancich and seconded by Roskoski to refer the Volunteer Program Policy consideration to City Staff and to direct them to work with the City Attorney, if needed, and bring back to the City Council with a recommendation. The motion carried.

It was moved by Prebeg and seconded by Stanaway to adopt Resolution Number 31-09, accepting work for improvement project MI07-6, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Roskoski and seconded by Zupancich to adopt Resolution Number 32-09, Community Business Partnership Grant Program, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to allow alcohol to be served by Northgate Catering in the Mountain Iron Community Center on Saturday, August 22, 2009, for the Donnie Dahl and Amber Lepisto wedding reception. The motion carried.

It was moved by Prebeg and seconded by Skalko to authorize the annual appropriation of \$3,000 to be paid to the Calvary Cemetery Association. The motion carried unanimously on a roll call vote.

The Council did not go into a closed session.

The Mayor advised the Council that he will not be available to attend the August 17th City Council meeting.

At 7:49 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned.

Submitted by:



Jill M. Anderson, CMC/MMCA
Municipal Services Secretary

www.mtniron.com

COMMUNICAITONS

1. A thank you from the family of Daniel Zamlen, for the contribution for the search for Dan.

Summary By Category And Distribution

Category	Distribution	Amount
CAMPGROUND RECEIPTS	FEES	3,370.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	27.39
METER DEPOSITS	ELECTRIC	1,100.00
MISCELLANEOUS	MISC. - GENERAL	56,793.21
MISCELLANEOUS	GRANTS RECEIVABLE	300,000.00
UTILITY	UTILITY	124,121.37
PERMITS	BUILDING	11,863.52
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	285.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,200.00
BUILDING RENTALS	COMMUNITY CENTER	650.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	182.62
CD INTEREST	CD INTEREST 378	1,625.62
CD INTEREST	CD INTEREST 602	388.20
CD INTEREST	CD INTEREST 603	412.48
MISCELLANEOUS	COCA-COLA RECEIPTS-CITY HALL	27.38
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	937.03
INTERGOVERNMENTAL REVENUE	LOCAL GOVERNMENT AID	573,086.00
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	2,264.50
MISCELLANEOUS	CABLE TV FRANCHISE FEE	5,808.01
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
CD INTEREST	CD INTEREST 301	431.51
PERMITS	SPECIAL EVENTS	50.00
METER DEPOSITS	WATER	40.00
MISCELLANEOUS	REIMBURSEMENTS	185.00
FINES	CRIMINAL	1,427.87
LICENSES	ANIMAL	10.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	595.06
Summary Totals:		<u>1,086,901.77</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/09	08/04/2009	138294	8081	ANTHONY TAMMARO	101-20200	20.00
08/09	08/04/2009	138295	10010	ARROW AUTO	101-20200	50.87
08/09	08/04/2009	138296	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	79.00
08/09	08/04/2009	138297	5007	ASSURANT EMPLOYEE BENEFITS	101-20200	626.78
08/09	08/04/2009	138298	8085	BARB ELIJAH	101-20200	173.04
08/09	08/04/2009	138299	20048	BARNES DISTRIBUTION	101-20200	332.38
08/09	08/04/2009	138300	20022	BENCHMARK ENGINEERING INC	101-20200	43,587.12
08/09	08/04/2009	138301	220003	CITY OF VIRGINIA	101-20200	4,035.00
08/09	08/04/2009	138302	30072	CW TECHNOLOGY	301-20200	5,880.30
08/09	08/04/2009	138303	50037	EDWARDS OIL COMPANY	101-20200	40.75
08/09	08/04/2009	138304	70029	GUARDIAN PEST CONTROL INC	101-20200	70.70
08/09	08/04/2009	138305	80032	HARTIKKA, TERRY	101-20200	200.00
08/09	08/04/2009	138306	80022	HAWKINS INC	602-20200	1,258.50
08/09	08/04/2009	138307	90003	INTERSTATE POWER SYSTEMS	101-20200	413.05
08/09	08/04/2009	138308	90005	ITALIAN BAKERY INC	101-20200	33.00
08/09	08/04/2009	138309	8084	KIM JOHNSON	101-20200	173.04
08/09	08/04/2009	138310	8083	KRISTIE HEGMAN	101-20200	200.00
08/09	08/04/2009	138311	120032	LAKE COUNTRY POWER	101-20200	197.72
08/09	08/04/2009	138312	120002	LAWSON PRODUCTS INC	604-20200	581.81
08/09	08/04/2009	138313	130030	MACQUEEN EQUIPMENT	603-20200	96,688.00
08/09	08/04/2009	138314	130041	MESABI BITUMINOUS	301-20200	202,214.62
08/09	08/04/2009	138315	130004	MESABI DAILY NEWS	101-20200	1,367.01
08/09	08/04/2009	138316	130138	MIB JUNIOR CLASS	101-20200	50.00
08/09	08/04/2009	138317	130009	MINNESOTA POWER	602-20200	1,408.98
08/09	08/04/2009	138318	8088	MN DEPT OF DEED	101-20200	200.00
08/09	08/04/2009	138319	8087	NANCY BUSSEY	101-20200	100.00
08/09	08/04/2009	138320	140014	NELSON WILLIAMS LININGS INC	603-20200	2,565.00
08/09	08/04/2009	138321	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	45,934.30
08/09	08/04/2009	138322	140043	NORTHERN 2-WAY SERVICE LLC	101-20200	120.00
08/09	08/04/2009	138323	140055	NORTHERN VISUAL SERVICES	101-20200	30.00
08/09	08/04/2009	138324	140064	NORTHWOOD EQUIPMENT INC	604-20200	264.78
08/09	08/04/2009	138325	180006	P & H MINEPRO SERVICES	604-20200	463.74
08/09	08/04/2009	138326	160005	PLAZA HARDWARE	101-20200	25.06
08/09	08/04/2009	138327	160021	POSTUDENSEKS	101-20200	15.00
08/09	08/04/2009	138328	170007	QUILL CORPORATION	101-20200	551.92
08/09	08/04/2009	138329	170001	QWEST	101-20200	209.14
08/09	08/04/2009	138330	170002	QWEST/POLE RENTAL	604-20200	22.00
08/09	08/04/2009	138331	180004	RANGE COOPERATIVES	101-20200	10.15
08/09	08/04/2009	138332	180052	REED BUSINESS INFORMATION	602-20200	154.98
08/09	08/04/2009	138333	180012	RESCO	604-20200	63.00
08/09	08/04/2009	138334	190003	SARANEN AUTO	101-20200	55.21
08/09	08/04/2009	138335	190045	SERVICE SOLUTIONS	101-20200	22.34
08/09	08/04/2009	138336	190014	SHERWIN WILLIAMS	101-20200	961.99
08/09	08/04/2009	138337	1037	SHIRLEY SAVELA	101-20200	100.00
08/09	08/04/2009	138338	190043	SPIRIT LAKE 4-H CLUB	101-20200	34.00
08/09	08/04/2009	138339	8082	TERESA KOCHAR	101-20200	100.00
08/09	08/04/2009	138340	8086	TRACEY APPLIEDORN	101-20200	200.00
08/09	08/04/2009	138341	200006	TRIMARK INDUSTRIAL	101-20200	25.58
08/09	08/04/2009	138342	200009	TROPHY SHOP	101-20200	85.41
08/09	08/04/2009	138343	210010	ULLAND BROTHERS INC	104-20200	23,855.81
08/09	08/04/2009	138344	220025	VERIZON WIRELESS	101-20200	26.50
08/09	08/04/2009	138345	220014	VIKING INDUSTRIAL NORTH	101-20200	1,287.59
08/09	08/04/2009	138346	220026	VIRGINIA HOME CENTER	101-20200	71.05
08/09	08/04/2009	138347	230030	WATER CANNON INC	101-20200	159.33
08/09	08/04/2009	138348	240001	XEROX CORPORATION	604-20200	541.29
08/09	08/10/2009	138349	10057	AMERICAN BANK	101-20200	250.00
08/09	08/10/2009	138350	8095	BRIEN SMELTZER	101-20200	496.00

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/09	08/10/2009	138351	30014	CALVARY CEMETERY ASSOCIATION	101-20200	3,000.00
08/09	08/10/2009	138352	130146	CASH	101-20200	25.00
08/09	08/10/2009	138353	130147	CASH	101-20200	25.00
08/09	08/10/2009	138354	130148	CASH	101-20200	25.00
08/09	08/10/2009	138355	130149	CASH	101-20200	25.00
08/09	08/10/2009	138356	130150	CASH	101-20200	150.00
08/09	08/10/2009	138357	8091	FOUR HORSE JOHNSON	101-20200	1,500.00
08/09	08/10/2009	138358	8094	MARK HENDERSON	101-20200	300.00
08/09	08/10/2009	138359	8092	MATT RAY	101-20200	600.00
08/09	08/10/2009	138360	8093	PIKE RIVER SWAMPERS	101-20200	200.00
08/09	08/10/2009	138361	8089	THUNDERSTONES	101-20200	700.00
08/09	08/10/2009	138362	8090	TRAVIS TANDE	101-20200	1,750.00

Totals:

446,982.84

Payroll-PP Ending 8/7/09

64,309.01

TOTAL EXPENDITURES

\$511,291.85



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 31-09

ACCEPTING WORK

WHEREAS, pursuant to a written contract signed with the City on July 16, 2007, Ulland Brothers of Cloquet, Minnesota has satisfactorily completed Improvement Number MI07-6, the improvement of those Streets identified in Exhibit A in accordance with such contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNTAIN IRON, MINNESOTA, that the work completed under said contract is hereby accepted and approved, and,

BE IT FURTHER RESOLVED, that the City Administrator and Mayor are hereby directed to issue a proper order for the final payment on such contract, in exchange for the contractor's receipt evidencing payment in full.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF AUGUST, 2009.

ATTEST:



City Administrator



Mayor Gary Skalko

EXHIBIT A

Heather Avenue from Centennial Drive to South End of Road
Heather Avenue from Centennial Drive to Unity Drive
Coral Street from Marble Avenue to Mountain Avenue
Enterprise Drive North from Nichols Avenue to County Highway 7
Granite Street from Mineral Avenue to Marble Avenue
West End Centennial Street to approximately 400 feet east of Heather Avenue
Tamarack Street from County Road 7 to approximately 600 feet east of County Road 7
Locomotive Street from Mountain Avenue to west edge of Town of Grant plat
Unity Drive from County Road 7 to Mountain Iron Drive



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RESOLUTION NUMBER 32-09

COMMUNITY BUSINESS PARTNERSHIP GRANT PROGRAM

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron hereby attests that \$12,500 has been allocated for the Iron Range Resources Community Business Partnership Grant Program and has been deposited in the American Bank of the North, located at 8401 Unity Drive, Mountain Iron, MN 55768, in account number 4110007.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF AUGUST, 2009.

ATTEST:



City Administrator



Mayor Gary Skalko

**DUE TO THE LENGTH
OF THE
RESOLUTION NUMBER 33-09**

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

**COPIES ARE AVAILABLE UPON
REQUEST.**

**THE COUNCIL RECEIVED
RESOLUTION NUMBER 33-09
IN THE AUGUST 3, 2009
CITY COUNCIL PACKET**

Craig J. Wainio

From: Sharon Fredrickson [sfredrickson@trentilaw.com]
Sent: Monday, August 10, 2009 10:38 AM
To: Craig J. Wainio
Subject: RE: Question

Craig:

I can find no authority for Mr. Roskoski's comment. It would seem illogical since the council, prior to the closed session, would not know whether or not there would be an action to vote on after the closed session.

Very truly yours,

SAM A. ALUNI
City Attorney, City of Mountain Iron

Dictated but not read and sent in Sam Aluni's absence.

From: Craig J. Wainio [mailto:cwainio@ci.mountain-iron.mn.us]
Sent: Thursday, August 06, 2009 9:16 AM
To: Sam Aluni
Subject: Question

Sam:

At the last City Council meeting, Councilor Roskoski commented on the minutes of the previous meeting stating that prior to the closed portion of the City Council meeting, it should have been announced that the Council will be taking a vote after it comes out of the closed meeting.

What happened is that the City Council announced that it will be going into closed session to discuss labor negotiation strategies for the negotiation of the AFSCME contract and then went into closed session. Came out of closed session and votes to move forward with the plan as presented in the closed session and then adjourned the meeting.

The City Council would like you to review this and determine if the City Council is required to state prior to the closed session that it will be voting when it comes out of the closed session.

Thanks

Craig



**BENCHMARK
ENGINEERING, INC.**

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
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email: info@bm-eng.com

August 11, 2009

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

Re: City of Mountain Iron, MN
Energy Park Utility Extension
Project No. MI09-08

Dear Mr. Wainio;

Enclosed please find Pay Request No. 1 for the Energy Park Utility Extension project in the amount of **\$88,697.87**, for approval at your next scheduled City Council meeting. This amount includes withholding retainage on work completed to date.

Please refer to the enclosed pay request breakdown for a summary of items completed.

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

Sincerely,
Benchmark Engineering, Inc.


Eric E. Fallstrom, P.E.

Enclosure

Pc: Mr. Jim Pucel, Utility Systems of America

RECOMMENDATION OF PAYMENT

No. 1

Owner's Project No.: _____

Engineer's Project No.: MI09-08

Project: Energy Park Utility Extension

CONTRACTOR: Utility Systems of America, Inc., P.O. Box 706, Eveleth, MN 55734

For Period Ending: August 11, 2009

To: City of Mountain Iron
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated August 11, 2009

By  _____

STATEMENT OF WORK

Original Contract Price	\$ <u>303,623.50</u>	Work & Materials to Date	\$ <u>91,760.30</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained	\$ <u>3,062.43</u>
Current Contract Price	\$ <u>303,623.50</u>	Subtotal	\$ <u>88,697.87</u>
		Previous Payments	\$ <u>0.00</u>
		Amount Due this Payment	\$ <u>88,697.87</u>



PAY REQUEST NO. 1
 ENERGY PARK UTILITY EXTENSION
 MOUNTAIN IRON, MINNESOTA
 PROJECT NO.: MI09-08

CONTRACTOR: UTILITY SYSTEMS OF AMERICA

ITEM NO.	ITEM	UNITS	PROJECT QUANTITY	ITEM COST	QUANTITY TO DATE	TOTAL AMOUNT
2101.511	CLEARING AND GRUBBING	LUMP SUM	1.0	\$10,000.00	1.0	\$10,000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	230.0	\$2.00	0.0	\$0.00
2104.509	REMOVE MANHOLE	EACH	1.0	\$250.00	0.0	\$0.00
2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN. FT.	146.0	\$2.00	173.0	\$346.00
2105.501	COMMON EXCAVATION (CV)	CU. YD.	2,015.0	\$5.00	0.0	\$0.00
2105.503	ROCK EXCAVATION	CU. YD.	50.0	\$25.00	0.0	\$0.00
2105.522	SELECT GRANULAR BORROW (CV)	CU. YD.	770.0	\$11.00	0.0	\$0.00
2211.503	AGGREGATE BASE (CV) CL. 5	CU. YD.	1,245.0	\$12.50	0.0	\$0.00
2350.501	TYPE MV 4 WEARING COURSE MIXTURE B	TON	30.0	\$100.00	0.0	\$0.00
2350.502	TYPE MV 3 NON-WEARING COURSE MIXTURE B	TON	56.0	\$100.00	0.0	\$0.00
2502.604	2" INSULATION	SQ. YD.	25.0	\$15.00	0.0	\$0.00
2503.511	8" PVC PIPE SEWER - SDR 35	LIN. FT.	1,845.0	\$19.00	20.0	\$380.00
2503.602	TRACER WIRE ACCESS BOX	EACH	2.0	\$75.00	0.0	\$0.00
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	2.0	\$1,000.00	1.0	\$1,000.00
2503.603	4" HDPE FORCEMAIN	LIN. FT.	1,496.0	\$20.00	1,496.0	\$29,920.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	3.0	\$1,500.00	0.0	\$0.00
2504.602	CLEAN & DISINFECT WATERMAIN	LUMP SUM	1.0	\$750.00	0.0	\$0.00
2504.602	HYDRANT	EACH	2.0	\$3,600.00	0.0	\$0.00
2504.602	8" GATE VALVE AND BOX	EACH	3.0	\$1,250.00	0.0	\$0.00
2504.602	12" GATE VALVE AND BOX	EACH	3.0	\$2,100.00	0.0	\$0.00
2504.602	12" X 8" WET TAP	EACH	1.0	\$2,500.00	0.0	\$0.00
2504.602	ADJUST VALVE BOX	EACH	1.0	\$150.00	0.0	\$0.00
2504.603	8" WATERMAIN DUCTILE IRON - CL. 52	LIN. FT.	35.0	\$35.00	0.0	\$0.00
2504.603	12" WATERMAIN DUCTILE IRON - CL. 52	LIN. FT.	1,635.0	\$38.00	0.0	\$0.00
2504.608	DUCTILE IRON FITTINGS	POUND	1,230.0	\$2.25	0.0	\$0.00
2505.603	12" STEEL CASING PIPE	LIN. FT.	65.0	\$40.00	65.0	\$2,600.00
2506.501	CONST. DRAINAGE STRUCTURE DESIGN 4007	LIN. FT.	77.9	\$175.00	10.3	\$1,802.50
2506.516	CASTING ASSEMBLY	EACH	10.0	\$400.00	0.0	\$0.00
2506.601	CONSTRUCT LIFT STATION	LUMP SUM	1.0	\$62,000.00	0.2	\$12,400.00
2506.602	FLUSHING MANHOLE	EACH	1.0	\$2,500.00	0.8	\$2,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$3,200.00	0.25	\$800.00
2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN. FT.	56.0	\$4.00	0.0	\$0.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$1,600.00	0.0	\$0.00
2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN. FT.	30.0	\$2.00	0.0	\$0.00
2582.502	4" SOLID LINE WHITE - EPOXY	LIN. FT.	75.0	\$1.00	0.0	\$0.00

COMPLETED TO DATE: \$61,248.50
 LESS RETAINAGE (5%): (\$3,062.43)

SUBTOTAL PAY REQUEST #1: \$58,186.07
 MATERIALS ON HAND: \$30,511.80
 LESS PREVIOUS PAYMENTS: \$0.00

TOTAL PAY REQUEST #1: **\$88,697.87**

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

August 12, 2009

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

RE: Digester Building Improvements
City of Mountain Iron
Project No. MI09-18

Dear Mr. Wainio;

Bids were received on August 11, 2009 for the above mentioned project. A total of three (3) bids were received and upon tabulation, the low bidder for the project is Lenci Enterprises, of Virginia. A copy of the bid tabulation is enclosed.

If the City of Mountain Iron intends to award the bid at its August 17, 2009 City Council meeting, it is recommended that you award the bid to Lenci Enterprises. The base bid for the project was \$46,800.00.

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

Sincerely,

BENCHMARK ENGINEERING, INC.



Joseph Palo, P.E.
Project Engineer

Attachment – Bid Tabulation

August 11, 2009



BID TABULATION
DIGESTER BUILDING IMPROVEMENTS
MOUNTAIN IRON, MINNESOTA
PROJECT NO.: MI09-18

ITEM NO.	ITEM	UNITS	TOTAL QUANTITY	LENCI ENTERPRISES		MAGNEY CONSTRUCTION		GRIDOR CONSTRUCTION	
				ITEM COST	TOTAL AMOUNT	ITEM COST	TOTAL AMOUNT	ITEM COST	TOTAL AMOUNT
1	Demolition of Concrete Columns	Each	7.0	\$2,000.00	\$14,000.00	\$2,000.00	\$14,000.00	\$2,574.00	\$18,018.00
2	Cast-in-place Concrete Columns	Each	7.0	\$2,400.00	\$16,800.00	\$3,000.00	\$21,000.00	\$2,270.00	\$15,890.00
3	Painting	Lump Sum	1.0	\$16,000.00	\$16,000.00	\$19,000.00	\$19,000.00	\$14,960.00	\$14,960.00
4	Turf Establishment	Lump Sum	1.0	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,952.00	\$1,952.00
5	Materials	Lump Sum	1.0	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$12,970.00	\$12,970.00
					\$46,800.00		\$59,000.00		\$63,790.00

BENCHMARK ENGINEERING, INC.

COUNCIL LETTER 081709-IVG2

PERSONNEL COMMITTEE

LIBRARY STAFFING

DATE: August 12, 2009

FROM: Sally Peterangelo
Library Director

Don Kleinschmidt
Director of Public Works

The Personnel Committee is recommending to the City Council that due to an injury sustained by the Assistant Librarian, that the Library Director is allowed to alter the Library hours as needed and hire a part-time replacement until further notice. Any altered hours will be posted with adequate time to inform the library patrons.

**POLICIES AND PROCEEDURES
FOR THE PAID – ON – CALL
MOUNTAIN IRON FIRE DEPARTMENT**

ARTICLE 1 NAME OF ORGANIZATION

Section 1 The name of the organization shall be the city of Mountain Iron Paid on Call Fire Department. (Here-in referred to as “the department”)

ARTICLE 2 PURPOSE OF THE ORGANIZATION

This organization shall promote fire safety and protect life and property from destruction by fire and other such emergencies and shall fulfill all contracts and mutual aid agreements. Emphasis will also be placed on prevention of fires through education and other means.

ARTICLE 3 MEMBERSHIP

Section 1 **CODE OF ETHICS**

The City of Mt. Iron believes that proper operation of government requires that employees be independent, impartial and responsible to the people; that government decisions and policies be made in the proper channels of governmental structure; that public employment not be used for personal gain; and that the public have confidence in the integrity of its government. Accordingly, it is the purpose of this policy to establish ethical standards of conduct for all employees of the City and to set forth those acts, which are incompatible with such standards in matters affecting the City, and to provide effective means for enforcement thereof. This policy is not to be construed so as to impair the ability of employees to participate in ceremonial representational or informational functions pursuant of their official duties.

This policy shall be liberally construed in favor of protecting the public interests by a full disclosure of conflicts of interest and a promotion of ethical standards of conduct for City employees.

The following shall be prohibited activities:

1. No employee shall use any confidential City information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.
2. No employee shall use or allow the use of City time for the employee's private interest or any other use not in the interest of the City.
3. No employee shall deprive the City or its agencies of their original files. All original work products generated or obtained by a City employee on City time

shall be the property of the City of Mountain Iron and shall remain so after an employee leaves City employment.

4. There shall be no Workmen's Compensation paid by the City to any individual injured in the course of outside Employment.

SEXUAL HARASSMENT.

General. The City is committed to providing a work environment free of harassment and discrimination. In keeping with this commitment the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

Definition. To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on MN Stat., is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature, when:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit poster or pinups; repeated and unwelcome requests for dates and sexual favors; sexual gestures or any indication, expressed or implies, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as means of creating stress.

Expectations. The City recognizes the need to educate its employees on the subject of sexual harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free of unwanted harassment. Violations in this policy may result in discipline, including possible discharge. Each situation will be viewed on a case by case basis depending on the severity and the circumstance involved.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management. An employee who believes he or she has been harassed by a co-worker, supervisor, or agent of the City should promptly report the facts of the incident or incidents and the name of the individuals involved to his or her supervisor, or in the alternative, to the City Administrator, City Attorney, Mayor, or a City Council member. Supervisors should immediately report any incidents of sexual harassment to the City Administrator, or if not possible, to the Mayor, or a City Council member. The City Administrator (or Mayor or City Council member) will investigate such claims and take appropriate action.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to your supervisor, the City Administrator, Mayor, or City Council member. The City urges the employee to put the complaint in writing;
4. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the City urges that conduct which is viewed as offensive, be reported immediately to allow for corrective action to be taken through education and corrective counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Section 2 Membership to the department shall be restricted to those who live within a radius of ten minutes of the fire hall. Membership must obey all traffic laws in response.

Section 3 The minimum age requirement for membership shall be 18 years of age.

Section 4 The department's active roster shall consist of a maximum of 25 paid on call members.

- Section 5 All applications for membership shall be submitted to city hall for review and consideration of eligibility. Interviews will be conducted by one member from personnel committee, one member from public safety commission and two executive officers of the fire department and one fire fighter from the department.
- Section 6 A physical examination shall be required of all candidates by a physician. All physical examinations certificates will be retained in the department's files and performed every other year.
- Section 7 All finalists for employment with the department will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.
- Section 8 Any member who enlists or is drafted into the military service, upon written request shall be granted a leave of absence for the duration of the tour of duty, excluding any re-enlistments. Within ninety days of discharge from active duty, said member shall re apply for reinstatement to active fireman status. Reinstatement is subject to number of active firemen on the roster, such number shall not exceed twenty five members. Reinstatement to active fireman status will not require vote of the members.
- Section 9 Any member that suffers a disability and such disability extends for a duration of two years and a termination period has not been determined by a physician, the member shall be retired from active duty in the department and become eligible for benefits as stipulated in the bylaws of the department's relief association.

ARTICLE 4 ATTENDANCE

- Section 1 All members of the department shall complete basic 1403, or equivalent firefighter training within their first two years of the acceptance upon the departments roster. The City of Mountain Iron shall pay current approved rate of pay per hour for training. The city will pay for the required training and the member will have a two year contract with the city. If the member leaves before two years, the member will pay back total monetary value of training paid by the department. The member shall not be paid until official completion of the program with exception to availability of training.
- Section 2 All members shall be required to attend business meetings, training sessions and other events or functions required by the department. Attendance shall be noted and these members will be compensated for training sessions.
- Section 3 Any members of the department who are absent more than three consecutive meetings or trainings can be subject to disciplinary action which could result in

suspension. The secretary will inform the executive officers of such and if the member cannot provide an excuse for being absent agreeable to the executive officers, such member will be brought before the public safety board for action upon recommendation of executive officers.

Section 4 The four procedures in disciplining a member of the department per city policy:

1. Oral Reprimand.
2. Written Reprimand. A written reprimand shall state that the employee is being warned for misconduct; describe the misconduct and outline future penalties should the problem continue. The employee shall be given a copy of the reprimand and sign the original acknowledging that he or she has received the reprimand. The signature of the employee does not mean that the employee agrees with the reprimand. The reprimand shall be placed in the employee file.
3. Suspension without Pay. Prior to the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reasons for the suspension; its length; describe the misconduct; describe past action taken by the supervisor to correct the problem; urge prompt correction or improvement by the employee upon reinstatement; include timetables and goals for improvement, when appropriate; and outline future penalties should the problem continue after reinstatement.
An employee may be suspended pending investigation of the allegation. A copy of each written statement shall be placed in the employees personnel file, but if the suspension is for investigation and the allegation proves false, the statement shall be removed and the employee shall receive any compensation to which he or she would have been entitled had the suspension not taken place.
4. Dismissal. The personnel committee may recommend at any time dismissal of a firefighter as a recommendation to the city council.

Work Rules. The image of our City is conveyed to the public through the actions of our employees. What you do, how you act and what you say creates the City image. The following are inappropriate behavior that will be sufficient cause for disciplinary action and/or dismissal. This list is not intended to be all-inclusive:

1. Incompetency or inefficiency in the performance of duties.
2. Physical or mental incompetency.
3. Conviction of a felony or gross misdemeanor or conviction of a misdemeanor of an ordinance involving moral turpitude.
4. Willful misconduct or insubordination.
5. Carelessness and negligence in the handling or control of municipal property.
6. Discourteous, insulting, abuse, or inflammatory conduct toward the public or fellow employees.
7. Proven dishonesty in the performance of duties.

8. Failure to pay or make arrangements for the future payment of just debt when such failure causes annoyance to City officers and brings discredit on City departments.
9. Conduct that brings discredit upon City services.
10. Theft of any kind.
11. Infraction of the Code of Ethics.
12. Sexual, racial or ethnic harassment.
13. Absences from duty without just cause.
14. Excessive tardiness and or absences.
15. Reporting to work under the influence of alcohol or controlled substances.
16. Possession of controlled substance and/or alcohol on City property.
17. Unauthorized use of a weapon.
18. Violating safety rules as established by federal, state or local laws and policies.
19. Not reporting a work-related injury and completing a "First Report of Injury" form within 24 hours after injury occurred. (unless hospitalization occurs)
20. Failure of a supervisor to take the appropriate actions when notified of a complaint. (i.e. sexual harassment)
21. Things done outside the job that have an adverse effect on job performance or place a hardship on the City.
22. Performing or behaving in negligent manner that places the City at risk.
23. Releasing information that is protected under the Government Data Practices Act.
24. Not following the procedure and guidelines established in the City's drug testing policy.

SMOKING

Mountain Iron City policy states all tobacco use is prohibited in City of Mountain Iron buildings and equipment.

SEAT BELTS

Seat belt use is required in all City of Mountain Iron vehicles at all times.

- Section 5 All members shall be required to attend at least thirty percent of all fire calls in a three month period. If a member does not make thirty percent of fire calls the following disciplinary action will be taken: see Article 4 Section 4.
- Section 6 A member who expects to be absent from a meeting or drill shall notify any officer and said officer shall make a report thereof at the meeting or drill. Sickness, employment or temporary absence from the region shall be deemed as a reasonable excuse.
- Section 7 Members may be granted a leave of absence for up to six months, with recommendation from the executive officers and the approval of the fire and safety commission.
- Section 8 Members shall pay an annual due of \$25.00. Payment shall be on or before the first meeting following January 1.

ARTICLE 5 DUTIES OF MEMBERS

FOR DISCIPLINARY ACTIONS FOR THE FOLLOWING SECTIONS
SEE ARTICLE 4 SECTION 4 OF POLICY.

- Section 1 It shall be the duty of each member available to respond to every alarm of fire with as little delay as possible obeying all traffic laws and using his or her best efforts in the discharge of duties as may be assigned to him or her by the officer in command and obey all orders within reason. Should any member refuse to obey orders, he or she may be referred to the executive officers for disciplinary action. The executive officers shall conduct a hearing concerning the actions. Final action against the member shall be determined by the public fire and safety commission upon recommendation of executive officers.
- Section 2 All members are required to attend all training and business meetings as well as active fire fighting unless unable to do so because of unemployment, illness or circumstances beyond their control. Members shall be required to attend at least twenty four hours of in-house training per year. The members shall be required to make up the same hours and type of training that were missed. It is the duty of the member to contact an executive officer if a meeting or training will be missed.

- Section 3 It shall be the duty of every member answering a fire alarm or call to return to the station after the fire and help place the equipment and apparatus in workable condition for future use. Unless excused by an officer.
- Section 4 All members shall not be allowed to have facial hair that interferes with safe use of SCBA's. Mustaches and sideburns shall be permitted as long as they do not interfere with the proper use of all breathing apparatus. It is at the discretion of executive officers.
- Section 5 Members shall not respond to a fire or emergency call after consuming alcohol. Members taking medication which may alter their physical or mental condition shall also refrain from responding to fire and emergency calls.
- Section 6 Members are encouraged to use their skills and talents in assisting the department. This assistance shall refer to such things as fundraising, public relations and other promotional efforts.
- Section 7 No member shall take or loan any article from the fire station without consent from the designated officer in charge.
- Section 8 No member shall contract any debt in the name of the department without consent of the executive officers and or quorum of members.
- Section 9 Any member that plans to be out of response range for a period of time should notify an officer of their absence.

ARTICLE 6 LOSS OF MEMBERSHIP

- Section 1 Any member of this department who shall be absent from more than three consecutive meetings or training sessions shall be subject to suspension. The secretary shall inform the chief of such and if the member cannot provide an excuse for being absent agreeable to the chief, such member shall be brought up before the executive officers for action.
- Section 2 Any member desiring to resign must state his or her intentions in writing and submit such resignation to the department's executive officers. A thirty day notice shall be required. During this thirty day period, the member shall be given the right to withdraw the decision.
- Section 3 If any member shall neglect his or her duty, pervert his or her office, or disturb the peace and good order of the department, his or her conduct could be considered for dismissal from the department. The departments

executive officers shall conduct a hearing to decide the action and a recommendation will be made to the personnel committee.

ARTICLE 7 COMMAND AT FIREGROUND OPERATIONS

- Section 1 The chief shall rely on the other executive officers to assist him or her in carrying out a safe fire ground operation. In the absence of the chief, the next highest ranking officer or senior member shall be command of the fire scene.
- Section 2 The department shall establish a minimum staffing schedule and roster as deemed necessary during the course of the year.
- Section 3 Any member who signs for a shift must fulfill the obligation or lose all rights to fill vacancies. I members do not sign up for shifts he or she will be assigned as needed.

ARTICLE 8 OFFICERS AND TERMS OF OFFICE

- Section 1 The department's executive officers consist of:
Chief
Assistant Chief
Captain (1) – ground officer
Captain Training officer
Captain (2) – ground officer
These officers rank in order above
- Section 2 The chief shall appoint all officers. Positions will be posted for openings in November.
- Section 3 The chief, Captain / Training officer, Captain (1) serve three year term which run consecutively.
- The Assistant Chief and Captain (2) will serve three year term which run consecutively.

ARTICLE 9 DUTIES OF OFFICERS

POSITION TITLE: Fire Chief

SUPERVISOR: City Administrator

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire.

RESPONSIBILITIES:

- ◆ Plans, coordinates, supervises and evaluates Fire operations.
- ◆ Establishes policies and procedures for the Fire Department.
- ◆ Preparation of an annual budget for the Fire Department; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies.
- ◆ Directs the operation of departmental in-service training activities.
- ◆ Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Performs building inspections to check compliance with fire codes.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field.
- ◆ Represents the City Fire Department in a variety of local, county, state and other meetings.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of modern fire suppression and prevention procedures, techniques, and equipment.
- ◆ Knowledge of first aid and resuscitation.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ Graduation from high school or equivalent.
- ◆ A valid State driver's license.

Four (4) years prior experience in fire fighting and prevention

POSITION TITLE: Assistant Fire Chief

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the Fire Chief in performing a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire.

RESPONSIBILITIES:

- ◆ May act as Fire Chief during absence of Fire Chief, as assigned.
- ◆ To see that all equipment is kept in proper working order including periodic inspections.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies.
- ◆ Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Performs salvage operations such as throwing salvage covers, sweeping and removing debris.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings as assigned.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of fire suppression and prevention procedures, techniques, and equipment.
- ◆ Knowledge of first aid and resuscitation.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ Graduation from high school or equivalent.
- ◆ A valid State driver's license.
- ◆ Two (2) years prior experience in fire fighting and prevention.

POSITION TITLE: Volunteer Firefighter Captain

SUPERVISOR: Assistant Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities; conducts roll call.
- ◆ Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.
- ◆ Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; directs work of fire lieutenants pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment
- ◆ Ability to train and supervise subordinate personnel
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a volunteer firefighter
- ◆ A valid State driver's license

POSITION TITLE: Training Officer

SUPERVISOR: Assistant chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to provide training to Department members, protect life and property by performing fire fighting, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Provide training for all Department members.
- ◆ Work in cooperation with fire fighters in training sessions.
- ◆ Maintain all Departmental training files and reports.
- ◆ Perform fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire drills and classes in fire fighting, hazardous materials, and related subjects.
- ◆ Maintains fire equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting and hazardous materials.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Salvage operations such as throwing salvage covers, sweeping water and removing debris.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety.
- ◆ Knowledge of first aid.
- ◆ Knowledge of relevant training techniques and topics,
- ◆ Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Two (2) years prior experience in fire fighting and prevention.
- ◆ A valid State driver's license.

POSITION TITLE: Volunteer Firefighter

SUPERVISOR: Fire Chief and officers

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to protect life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Maintains fire equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting and hazardous materials.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ A valid State driver's license.

ARTICLE 10 PAY

Section 1 Firefighters shall be paid currently approved rate per hour while on a fire call and designated training.

Section 2 Rate of officer pay will be established by the city council.

ARTICLE 11 MEETINGS

Section 1 A monthly meeting and or training session will be held every second Monday and fourth Monday beginning a six pm. Members shall be informed by the department's executive officers if a change in the time or date is determined.

ARTICLE 12 CHAIN OF COMMAND

If a member has a problem with another member or one of the executive officers he or she will follow the chain of command to solve the problem. The member shall try to resolve the problem by approaching the executive officers first. If you get no satisfaction through one of the captains you then go to the assistant chief, if not then you go to the chief. If the problem is not resolved then the chief will then approach the city administrator to resolve the problem. If the member does not follow the chain of command to resolve the issue he or she will be subject to the disciplinary article 4 section 4.

ARTICLE 13 ROLL CALL AFTER FIRE

After a fire call or drill, if the apparatus has been placed in service, a roll call shall not be taken until the equipment has been checked and returned to service. An excuse may be granted by officer in charge.

COUNCIL LETTER 081709-VIA

FIRST RESPONDERS

NEW HIRE

DATE: August 12, 2009

FROM: First Responders

Craig J. Wainio
City Administrator

The Mountain Iron First Responders are recommending the hire of Mr. Dan L'Allier to the department.

COUNCIL LETTER 081709-VIB

ADMINISTRATION

RESCHEDULE MEETING

DATE: August 12, 2008
FROM: Craig J. Wainio
City Administrator

The City Council will need to reschedule the City Council meeting set for September 7th due to the Labor Day Holiday.

COUNCIL LETTER 081709-VIC

JOE PREBEG

RECOGNITION CERTIFICATE

DATE: August 12, 2009

FROM: Joe Prebeg
City Councilor

Craig J. Wainio
City Administrator

I would like the City Council to recognize the accomplishments of Mountain Iron resident Baily Weber as the High School Saddle Bronc Champion.

COUNCIL LETTER 081709-VID

ED ROSKOSKI

OUTDOOR TREE BURNING

DATE: August 12, 2009

FROM: Ed Roskoski
City Councilor

Craig J. Wainio
City Administrator

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

The burning of large quantities of unwanted trees and brush is very aggravating to residents who live near the burns. After checking with the Laurentian Energy Authority, there appears to be a solution to this problem.

COUNCIL LETTER 081709-VIE
NEGOTIATIONS COMMITTEE
CLOSED MEETING

DATE: August 12, 2009
FROM: Negotiations Committee
Craig J. Wainio
City Administrator

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



Dedicated to a Strong Greater Minnesota

August 4, 2009

Mr. Craig Wainio, City Administrator
City of Mountain Iron
8586 Enterprise Drive South
Mountain Iron, MN 55768-8260

Dear Mr. Wainio:

I'm honored to be elected as president of the Coalition of Greater Minnesota Cities for 2009-2010. The other officers elected at our recent conference hosted by the city of Brainerd are: Hibbing Mayor Rick Wolff, first vice president; North Mankato Mayor Gary Zellmer, second vice president; Bemidji Councilman Ron Johnson, secretary; and Moorhead Community Services Director Scott Hutchins, treasurer.

As you are no doubt aware, the Coalition initially was formed to give greater Minnesota cities political clout in the Legislature. CGMC's specific focus on local government aid and property tax relief, land use and annexation, the environment, transportation, and economic development has made it the voice for greater Minnesota on these issues. Founders of the CGMC believed that our cities could accomplish more by working collectively on an issue than they could on their own.

This has never been more true than during the fiscal times we are currently experiencing. During the 2009 legislative session the governor and state lawmakers were called upon to deal with an unprecedented budget shortfall. In response the governor proposed reducing \$247 million from the local government aid program.

To preserve and protect LGA funding CGMC launched its own unprecedented effort in the form of the "Thank LGA" campaign. This campaign highlighted the crucial importance LGA plays in reducing property tax disparities throughout Minnesota. This campaign took the form of several capitol press conferences, press events with city officials in every corner of the state, a rally on the steps of the state capitol, terrific television coverage, and the creation of the www.thanklga.org website. In addition to our public relations efforts we carried our message to nearly every member of the legislature – rural and metro.

CGMC's efforts played a key role in shaping the legislature proposals on LGA; an \$85 million reduction by the House and only \$11 million from the Senate. Further, the governor's final unallotment of LGA was \$100 million less than originally proposed.

Mr. Wainio
City of Mountain Iron
August 4, 2009
Page Two

The next eighteen months will be critical for greater Minnesota cities. During this time period there will be meetings of the legislature's LGA Task Force, another legislative session, the potential for further unallotments, legislative elections, a hotly contested race for Minnesota's next governor, and the drafting of a new biennial budget in 2011. All of these events are opportunities for CGMC to get its message out.

To be successful in 2010 and 2011 we need to build on the strong foundation that was laid in 2009. This means a strong public relations and lobbying effort, as well as the continued commitment and unity from the membership will be needed. We thank you for being part of this organization and supporting our efforts.

Enclosed with this letter is your dues assessment bill for 2010. Please pay your assessment this year, if possible, but no later than February 1, 2010.

We look forward to working with you this year.

Sincerely,



St. Peter Mayor Timothy Strand,
President, Coalition of Greater Minnesota Cities

Enclosure

cc: Gary Skalko, Mayor