

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
TUESDAY, SEPTEMBER 2, 2008 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
  - II. Consent Agenda
    - A. Minutes of the August 18, 2008, Regular Meeting (#1-11)
    - B. Communications (#39-44)
    - C. Receipts
    - D. Bills and Payroll
  - III. Public Forum
  - IV. Committee and Staff Reports
    - A. Mayor's Report
    - B. City Administrator's Report
    - C. Director of Public Works Report
      - 1. Archery Range Fencing Quotes (#13)
    - D. Sheriff's Department Report
    - E. City Engineer's Report
    - F. Public Health and Safety Committee
      - 1. Smoking Recommendations (#13)
      - 2. LMCIT Recommendations (#14-19)
      - 3. Fire Department Fire Prevention Week (#20)
      - 4. Training (#21-22)
    - G. Liaison Reports
  - V. Unfinished Business
  - VI. New Business
    - A. Resolution Number 35-08 Preliminary Levy (#27)
    - B. Resolution Number 36-08 Market Rate Levy (#28)
    - C. Resolution Number 37-08 EDA Levy (#29)
    - D. Resolution Number 38-08 HRA Levy (#30)
    - E. Resolution Number 39-08 Ordering Report (#31-32)
    - F. Resolution Number 40-08 Accepting Work (#33-34)
    - G. Resolution Number 41-08 Accepting Work (#35-36)
    - H. Salary Recommendation (#37)
    - I. Communications (#39-44)
  - VII. Open Discussion on City Business
  - VIII. Announcements
    - A. Primary Election – September 9, 2008
  - IX. Closed Meeting (#38)
  - X. Adjourn
- # Denotes page number in packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
AUGUST 18, 2008

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

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

1. Add the following items to the agenda:
  - IV. A. 1. Waive Building Usage Fee
  - IV. F. 2. Unity Second Addition-Pay Request Number 8
  - V. C. Unity Second Addition Signage
  - Delete: IV. E. 2. Co-City Administrators
2. Approve the minutes of the August 4, 2008, City Council meeting as submitted.
3. That the communications be accepted, placed on file, and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period August 1-15, 2008, totaling \$126,454.64, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period July 16-31, 2008, totaling \$470,672.49, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

No one spoke during the public forum.

The Mayor updated the Council on the following:

- Merritt Days Celebration. He thanked Sally Peterangelo, Special Events Coordinator, the Merritt Days Committee, City Staff, and the Volunteers for the a job well done with all of the Celebration planning. It was the consensus of the council to have a thank you sent to the Merritt Days Committee. The Mayor also thanked to Nancy Driscoll for the use of her sports car for the Mayor and Deputy Mayor to ride in during the parade.
- Mason Union #613. He expressed gratitude to the cement masons for the nice job completed in the pavilions with the City logo.
- Nick Prebeg. Recognized Councilor Prebeg's son who was recently appointed Chief, with only 51 appointments made in the Country. He has been in the Navy for 11 years.
- Andy Prebeg. Recognized Councilor Prebeg's son for enlisting in the Navy.

- City Administrator. Recognized Mr. Wainio for celebrating his 40<sup>th</sup> birthday.

It was moved by Skalko and seconded by Roskoski to direct City Staff to send a thank you to Mason Union #613 for the City Logo Cement Project completed at the South Grove and Downtown Pavilions. The motion carried.

It was moved by Skalko and seconded by Zupancich to waive the building rental fee for the Messiah Lutheran Church on November 15, 2008, for a turkey bingo fundraiser with the proceeds going to the First Lutheran Mission Trip to New Orleans to assist Hurricane Katrina victims. The motion carried.

It was moved by Prebeg and seconded by Stanaway to accept the quote from Mesabi Sign for the Unity Second Addition sign per their quote of \$1,126.50 for the sign and \$920.00 for the installation. The motion carried unanimously on a roll call vote.

The City Administrator updated the Council on the following:

- Next City Council meeting. He advised the Council that they will need to set a preliminary levy by September 15, 2008. He said that he is putting together some projections for the Council to review at the next meeting.
- Merritt Days Celebration. He advised the Council that his son, Bryce, pulled 90 pounds for 23 feet in the Tractor Pull Event.
- Detailed Ledger. He distributed some detailed accounting information to the Council because it was requested by one Council member.
- Mountain Timber Project. He said that they did not have to submit an environmental impact statement. There is a property issue that has been resolved with regard to a railroad right-of-way, so everything should be progressing shortly.
- Cardinal Street. Councilor Roskoski questioned why the heavy equipment was hauling on the residential streets instead of the industrial roads. The Director of Public Works said that he attempted to speak to the construction foreman regarding the matter, but he had not heard back from him as of the meeting.
- Greater Minnesota Agency. The City's health insurance will have a 12.1% increase effective January 1, 2009.

The Director of Public Works said that the Archery Range should be completed this week. He said that he should have fencing quotes for the next regular meeting.

The Mayor thanked the Sheriff's Department for their visibility during the Merritt Days Celebration.

The City Attorney reported to the Council that the public hearing notices sent to residents of Mountain Iron are not required to be mailed through Certified Mail as per the City Ordinance and the State Statutes. He said that First Class mail is the only requirement through the State Statutes and the City.

It was moved by Zupancich and seconded by Stanaway to authorize payment request number two to Mesabi Bituminous for the South Grove Tennis Court Reconstruction Project in the amount of \$45,134.98. The motion carried unanimously on a roll call vote.

It was moved by Stanaway and seconded by Prebeg to authorize payment request number eight to Utility Systems of America for the Unity Addition Phase II Residential Development in the amount of \$129,849.28. The motion carried unanimously on a roll call vote.

The City Engineer advised the Council that the Contractor had fixed the shoulder area on Enterprise Drive North by L & M Supply, but residents were driving four feet off of the pavement. He also said that the Contractor also worked on the shoulder problems on Heather Avenue.

During the liaison reports, Councilor Zupancich, Economic Development Authority, updated the Council regarding the Lake Country Power Project, the Eichorn's Mini Storage Project, and the EDA Comprehensive Plan.

It was moved by Prebeg and seconded by Skalko to direct City Staff to offer the original Unity Second Addition residential lot purchasers a one year extension on the building requirements if the property owners' request this. The motion carried.

It was moved by Roskoski and seconded by Skalko that as soon as the City of Mountain Iron receives the information on the IRR Culture and Tourism grant program that Staff place this item on the next City Council agenda with the same backup information that was provided for in the August 18, 2008, agenda packet. The motion carried.

It was moved by Zupancich and seconded by Prebeg to adopt Resolution Number 34-08, for the concurrent detachment and annexation of incorporated land by and between the City of Virginia and the City of Mountain Iron, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Stanaway to waive the building rental fees for the Messiah Lutheran Church, October 4, 2008, fundraiser. The motion carried.

It was moved by Prebeg and seconded by Zupancich to reschedule the next meeting to Tuesday, September 2<sup>nd</sup>, 2008, at 6:30 p.m. because of the Labor Day holiday. The motion carried.

The following were discussed during the open discussion portion of the agenda:

- Stop sign at the Intersection of Emerald Avenue/Unity Drive. Councilor Stanaway suggested that a three-way stop be placed at this intersection. The Director of Public Works said that the Street Committee had discussed the intersection, but no formal action was taken. The Director said that he spoke with the Sergeant and they decided that a stop sign should be installed prior to school starting.

- Downtown Park. Councilor Roskoski said that the park was being used until late during the Merritt Days Celebration.
- Fire Department Open House. Councilor Stanaway thanked the Fire Department Volunteers that conducted the Open House event at the Fire Hall during the Merritt Days Celebration.

At 7:32 p.m., it was moved by Zupancich and seconded by Roskoski to recess the regular meeting and open the closed session to discuss the management employees' evaluations. The motion carried.

At 7:32 p.m., the Mayor recessed the meeting.

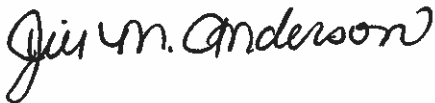
At 7:50 p.m., the Mayor convened the closed session with the following members present: Joe Prebeg, Jr., Tony Zupancich, Alan Stanaway, Ed Roskoski, and Mayor Gary Skalko. Also present was: Louis Russo, Negotiating Consultant to the Council.

At 8:03 p.m., Councilor Roskoski left the meeting.

At 8:26 p.m., it was moved by Zupancich and seconded by Stanaway to adjourn the closed meeting and reconvene the regular meeting. The motion carried.

At 8:27 p.m., it was moved by Zupancich and seconded by Prebeg that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Anderson, CMC/MMCA  
Municipal Services Secretary

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

## COMMUNICATIONS

1. Minnesota Department of Finance & Employee Relations, a letter advising the City of Mountain Iron that we are in compliance with the Local Government Pay Equity Act.
2. Saint Louis County Board, an invitation to the Bobby Aro Memorial Highway Celebration on August 16, 2008.

(Communications continued)

3. Arrowhead Regional Development Commission, a letter advising the City of Mountain Iron that they have been chosen to serve as a pilot community for the Iron Range Community Development Initiative.
4. Minnesota Pollution Control Agency, a letter advising the City that the Minnesota Pollution Control Agency Citizens' Board has approved the Environmental Impact Statement for the proposed Mountain Timber Wood Products Fuel Pellet Facility.
5. MediaCom, a letter informing the City that they are providing additional programming to some customers.

## Summary By Category And Distribution

Category	Distribution	Amount
CAMPGROUND RECEIPTS	FEES	3,340.00
METER DEPOSITS	ELECTRIC	3,200.00
UTILITY	UTILITY	72,820.09
FINES	CRIMINAL	650.34
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	800.00
BUILDING RENTALS	COMMUNITY CENTER	550.00
PERMITS	BUILDING	32,357.68
MISCELLANEOUS	MERRITT DAYS CELEBRATION	720.00
BUILDING RENTALS	SENIOR CENTER	50.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	128.74
MISCELLANEOUS	REIMBURSEMENTS	8,842.94
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
PERMITS	VENDOR	50.00
CD INTEREST	CD INTEREST 101	689.63
CD INTEREST	CD INTEREST 301	1,000.51
LICENSES	ANIMAL	10.00
BUILDING RENTALS	NICHOLS HALL	75.00
CD INTEREST	CD INTEREST 378	212.33
CD INTEREST	CD INTEREST 602	50.95
CD INTEREST	CD INTEREST 603	63.69
CD INTEREST	CD INTEREST 604	21.26
MISCELLANEOUS	BASEBALL/SOFTBALL FEES	11.00
PERMITS	SPECIAL EVENTS	200.00
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	447.11
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	75.37
MISCELLANEOUS	FAX CHARGES	5.00
METER DEPOSITS	WATER	40.00
Summary Totals:		<u>126,456.64</u>

Check Issue Date(s): 08/12/2008 - 08/23/2008

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/08	08/21/2008	136300	60041	VOID - FAR NORTH OUTFITTERS	301-20200	1,899.96 -M
08/08	08/15/2008	136840	130011	MOUNTAIN IRON POSTMASTER	604-20200	332.72
08/08	08/18/2008	136841	10056	A T & T MOBILITY	601-20200	664.33
08/08	08/18/2008	136842	8064	AARON OR JUDITH ANDERSON	604-20200	258.77
08/08	08/18/2008	136843	10008	AIRGAS NORTH CENTRAL	101-20200	158.47
08/08	08/18/2008	136844	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	260.00
08/08	08/18/2008	136845	20010	BISS LOCK INC	101-20200	50.21
08/08	08/18/2008	136846	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	4,784.82
08/08	08/18/2008	136847	8078	CHARLES OR NANCY JOHNSON	604-20200	142.88
08/08	08/18/2008	136848	8046	CHERYL SEE	604-20200	192.18
08/08	08/18/2008	136849	220003	CITY OF VIRGINIA	101-20200	43.97
08/08	08/18/2008	136850	30024	COALITION OF GREATER MN CITIES	101-20200	4,267.00
08/08	08/18/2008	136851	30026	COMO LUBE & SUPPLIES INC	101-20200	218.85
08/08	08/18/2008	136852	8068	COREY THOMPSON	604-20200	156.80
08/08	08/18/2008	136853	30032	COURT ADMIN.-CONCILIATION	604-20200	120.00
08/08	08/18/2008	136854	8019	COWBOY ANGEL BLUE	101-20200	100.00
08/08	08/18/2008	136855	230021	CRAIG J WAINIO	101-20200	18.13
08/08	08/18/2008	136856	8067	DANNY HAWKINS	604-20200	190.04
08/08	08/18/2008	136857	8039	DEBBIE APPELWICK	101-20200	100.00
08/08	08/18/2008	136858	500012	ERA LABORATORIES INC	601-20200	443.60
08/08	08/18/2008	136859	50005	EXACT EYE CARE	604-20200	573.24
08/08	08/18/2008	136860	60038	FLEET SERVICES	101-20200	8,693.85
08/08	08/18/2008	136861	70035	G & K SERVICES	101-20200	33.72
08/08	08/18/2008	136862	70004	GRANDE ACE HARDWARE	602-20200	68.28
08/08	08/18/2008	136863	70009	GULBRANSON EXCAVATING CO	604-20200	10,754.30
08/08	08/18/2008	136864	80001	HILLYARD/HUTCHINSON	101-20200	147.43
08/08	08/18/2008	136865	90007	INDUSTRIAL LUBRICANT COMPANY	101-20200	1,681.29
08/08	08/18/2008	136866	8061	JAMES MATTILA	604-20200	132.21
08/08	08/18/2008	136867	8063	JENNIFER HENDRICKSON	604-20200	339.25
08/08	08/18/2008	136868	8036	JENNY INGBERG	101-20200	35.00
08/08	08/18/2008	136869	8079	JEREMY JESCH	101-20200	1,500.00
08/08	08/18/2008	136870	8035	JOE SAMSA	101-20200	40.00
08/08	08/18/2008	136871	100019	JOLA & SOPP EXCAVATING INC	601-20200	795.00
08/08	08/18/2008	136872	8065	JOSHUA ANFINSON	604-20200	457.78
08/08	08/18/2008	136873	8066	JULIE GOERDT	604-20200	270.57
08/08	08/18/2008	136874	8034	KINNEY FIREMENS RELIEF ASSN	230-20200	212.91
08/08	08/18/2008	136875		Information Only Check	101-20200	.00 V
08/08	08/18/2008	136876	120006	L & M SUPPLY	101-20200	1,798.39
08/08	08/18/2008	136877	120002	LAWSON PRODUCTS INC	101-20200	656.40
08/08	08/18/2008	136878	8037	LORI BJERKLIE	101-20200	100.00
08/08	08/18/2008	136879	120014	LUNDGREN MOTORS	101-20200	296.73
08/08	08/18/2008	136880	8069	LYNDA OLSON	604-20200	149.33
08/08	08/18/2008	136881	130083	MEDICAL IMAGING NORTH	101-20200	96.60
08/08	08/18/2008	136882	130041	MESABI BITUMINOUS	301-20200	45,134.98
08/08	08/18/2008	136883	130004	MESABI DAILY NEWS	101-20200	707.46
08/08	08/18/2008	136884	130026	MESABI SIGN COMPANY	101-20200	520.79
08/08	08/18/2008	136885	130063	MIB HOOP CLUB	101-20200	95.00
08/08	08/18/2008	136886	130009	MINNESOTA POWER	604-20200	46,826.55
08/08	08/18/2008	136887	130015	MOUNTAIN IRON PUBLIC UTILITIES	101-20200	13,990.30
08/08	08/18/2008	136888	130130	MOUNTAIN IRON-BUHL HOOP CLUB	101-20200	820.00
08/08	08/18/2008	136889	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	350.00
08/08	08/18/2008	136890	140004	NORTHERN ENGINE & SUPPLY INC	604-20200	60.66
08/08	08/18/2008	136891	150014	ONE CALL CONCEPTS INC	604-20200	84.10
08/08	08/18/2008	136892	160003	PERPICH TV & MUSIC INC	101-20200	1,823.24
08/08	08/18/2008	136893	160023	POHAKI LUMBER	301-20200	431.94
08/08	08/18/2008	136894	160032	PORTABLE JOHN	101-20200	713.13
08/08	08/18/2008	136895	170001	QWEST	101-20200	472.77

M = Manual Check, V = Void Check



Check Issue Date(s): 08/12/2008 - 08/23/2008

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
08/08	08/18/2008	136896	170002	QWEST/POLE RENTAL	604-20200	22.00
08/08	08/18/2008	136897	8040	RANGE ARC	101-20200	200.00
08/08	08/18/2008	136898	20015	ROBERT BROWN	101-20200	145.08
08/08	08/18/2008	136899	180053	RUSSO CONSULTING	101-20200	560.00
08/08	08/18/2008	136900	190014	SHERWIN WILLIAMS	101-20200	2,117.80
08/08	08/18/2008	136901	102	SINGING RIVER PUBLICATIONS	101-20200	11.96
08/08	08/18/2008	136902	8062	SONARETTE LONO	604-20200	204.79
08/08	08/18/2008	136903	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	35,833.00
08/08	08/18/2008	136904	190002	ST LOUIS COUNTY AUDITOR	603-20200	17,755.25
08/08	08/18/2008	136905	190078	STACK BROS.	101-20200	635.40
08/08	08/18/2008	136906	8038	STEVE MATANICH	101-20200	200.00
08/08	08/18/2008	136907	200003	TACONITE TIRE SERVICE	101-20200	36.85
08/08	08/18/2008	136908	200020	THE TRENTI LAW FIRM	101-20200	725.00
08/08	08/18/2008	136909	200009	TROPHY SHOP	101-20200	207.14
08/08	08/18/2008	136910	210001	UNITED ELECTRIC COMPANY	604-20200	1,591.32
08/08	08/18/2008	136911	210006	UTILITY SYSTEMS OF AMERICA INC	104-20200	129,849.28
08/08	08/18/2008	136912	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	37,552.73
08/08	08/18/2008	136913	220026	VIRGINIA HOME CENTER	101-20200	1,072.01
08/08	08/18/2008	136914	220020	VISA OR AMERICAN BANK CC PMT	101-20200	6,681.43
08/08	08/18/2008	136915	230028	WISCONSIN ENERGY CONSERVATION	604-20200	188.30
08/08	08/18/2008	136916	240001	XEROX CORPORATION	101-20200	89.49
08/08	08/18/2008	136917	260005	ZEP MANUFACTURING COMPANY	101-20200	128.56
08/08	08/20/2008	136918	8080	AUDREY LEPPALA	604-20200	150.00
08/08	08/21/2008	136919	60041	FAR NORTH OUTFITTERS	301-20200	3,699.94

Totals:

	<u>391,123.34</u>
Payroll-PP Ending 8/8/08	68,289.29
Electronic Trans.-Sales Tax	<u>11,259.86</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$470,672.49</u></b>

**CITY OF VIRGINIA RESOLUTION NUMBER \_\_\_\_\_**

**CITY OF MOUNTAIN IRON RESOLUTION NUMBER 34-08**

**RESOLUTION FOR THE CONCURRENT DETACHMENT AND  
ANNEXATION OF INCORPORATED LAND BY AND  
BETWEEN THE CITY OF VIRGINIA AND THE CITY OF  
MOUNTAIN IRON**

**WHEREAS**, the City of Virginia and City of Mountain Iron jointly agree that it is in the best interests of the Cities that the concurrent detachment of the North Half of the Southwest Quarter of the Southeast Quarter of Section 13, Township 58 North, Range 18 West, St. Louis County, Minnesota, from the City of Virginia and annexation of same land to the City of Mountain; and,

**WHEREAS**, the above described land is presently located within the corporate limits of the City of Virginia; and,

**WHEREAS**, the Cities have requested the concurrent detachment and annexation of said land as the City of Waite Park's proximity and location to said land allows the City of Mountain Iron to provide the most efficient maintenance and service to the land.

**NOW, THEREFORE, BE IT JOINTLY RESOLVED AND AGREED BY THE COUNCIL OF THE CITY OF VIRGINIA AND THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA that:**

1. The subject property, legally described as North Half of the Southwest Quarter of the Southeast Quarter of Section 13, Township 58 North, Range 18 West, St. Louis County, located within the City of Virginia is hereby detached from the City of Virginia and annexed to the City of Mountain Iron.
2. The parcel is shown on the map attached as Exhibit A.
3. The designated property consists of approximately 20 acres and has a current population of 0.
4. The Office of Administrative Hearings is hereby requested to order the concurrent detachment and annexation of the above described property.

DULY ADOPTED BY THE VIRGINIA CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

\_\_\_\_\_  
Mayor Steve Peterson

ATTEST:

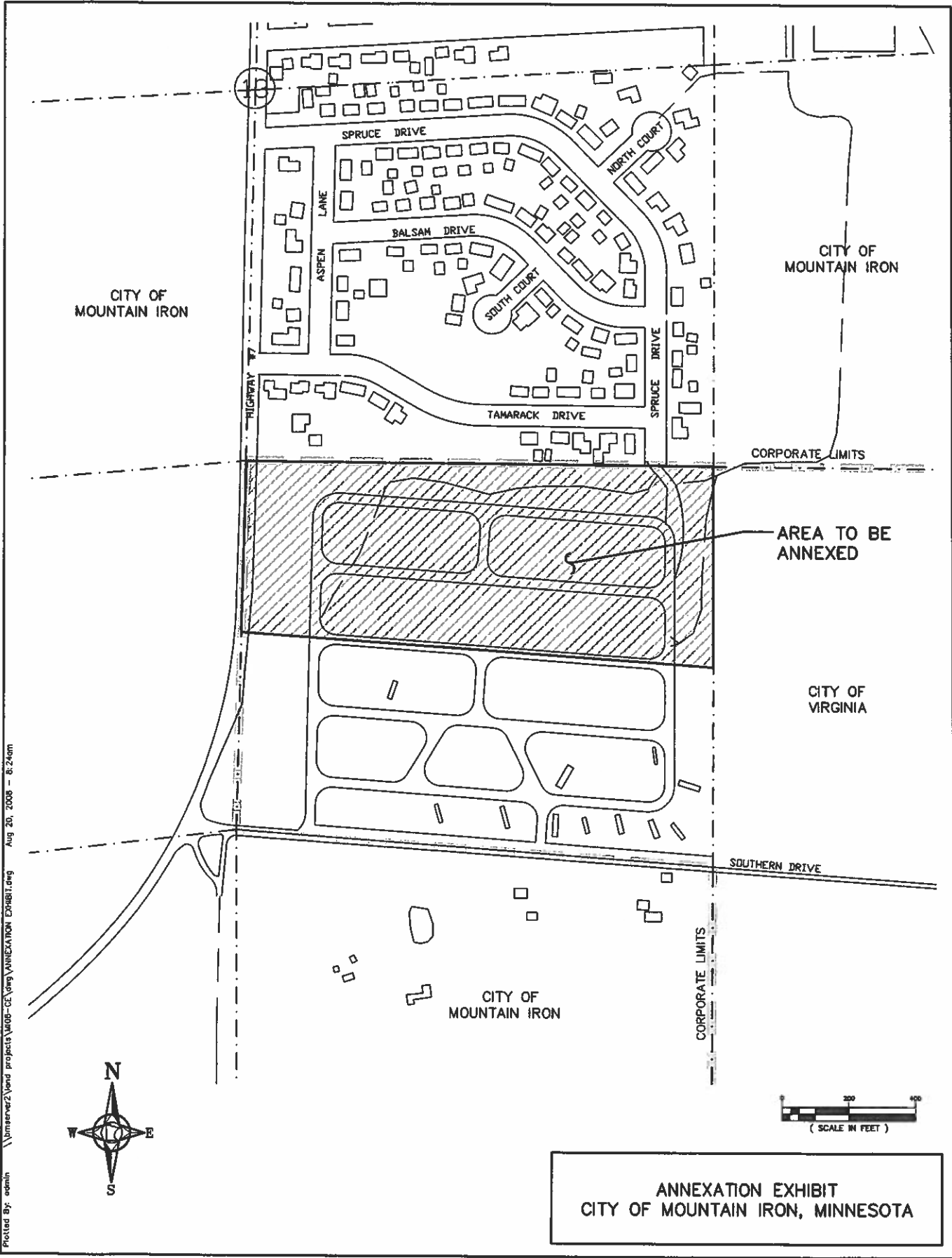
\_\_\_\_\_  
City Clerk

DULY ADOPTED BY THE MOUNTAIN IRON CITY COUNCIL THIS 18<sup>th</sup> DAY OF AUGUST, 2008.

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

ATTEST:

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



**COUNCIL LETTER 090208-IVC1**

**ARCHERY RANGE**

**FENCING QUOTES**

**DATE:** August 27, 2008  
**FROM:** Don Kleinschmidt  
Director of Public Works  
  
Craig J. Wainio  
City Administrator

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The following quotes for fencing the new Archery Range were received.

Iron Oak Fencing	\$ 7,488.00
Oberg Fence Company	\$ 8,025.00
Century Fence	\$10,715.00

Staff recommends purchase of the fencing from Iron Oak Fencing at their low quote of \$7,488.00.

**COUNCIL LETTER 090208-VIF1**  
**PUBLIC HEALTH AND SAFETY**  
**SMOKING RECOMENDATIONS**

**DATE:** August 27, 2008  
**FROM:** Public Health and Safety Board  
Craig J. Wainio  
City Administrator

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The board recommends the purchase signage asking that people not smoke within 25 feet of all City owned buildings and any bleachers.



CONNECTING & INNOVATING  
SINCE 1913

**Follow Up to Loss Control Recommendation Letter**

07-03-08

Hello,

A League of Minnesota Cities Insurance Trust (LMCIT) loss control consultant recently sent a letter containing recommendations to your attention. I have attached a copy of that letter for your reference. The LMCIT believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations lies entirely with the insured.

According to our records, we have not received a response. Please advise us of the steps you are taking to address the recommendation(s). Feel free to write your comments directly on the enclosed letter and return it to us. If you would prefer to fax your response, our fax number is **(612) 766-3199**. Alternatively, you could respond directly to your Loss Control Consultant via telephone or email if that is more convenient for you.

Thank you for your assistance. We look forward to hearing from you.

Loss Control Services  
(612) 766-3172



April 30, 2008

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

**Regarding: Loss Control Survey Conducted on April 23, 2008**

Dear Mr. Wainio:

On the above date I met with you and Don Kleinschmidt, Director of Public Works, to perform a loss control survey for the City of Mountain Iron. This service is provided in conjunction with Mountain Iron's participation in the **League of Minnesota Cities Insurance Trust** workers' compensation and property casualty insurance program.

**Specific Purpose of Visit:**

- To introduce myself as the new Loss Control Representative for the City of Mountain Iron
- To discuss the workers' compensation claims loss analysis
- To review the city's current safety programs and training activities
- To identify areas where improvement is needed to benefit the city's loss control program

**Loss Analysis Summary:**

- WC claims from January 1, 2003 to April 21, 2008
- Total claims in this period: 44
- Leading *cause of injury*: Strain or injury by (57%)
- Leading *body part injured*: Backs and Upper Extremity (61%)
- Leading *nature of injury*: Sprains/Strains (64%)
- Current *experience mod*: 1.46
- Repeater Trends: 1 employee with 5 claims (\$11,074), and 1 with 6 claims (\$64,323)

**Discussion:**

We first discussed the city's workers' compensation claims for the past five years. The majority of the claims are coming from your Public Works Department. There were 7 claims in excess of \$10,000, including two that were described as "overuse" of one extremity due to a previous claim on the opposite extremity. I explained your experience mod to you, as it directly relates to the frequency and severity of past injuries. We talked about how the city's workers' compensation claims had decreased significantly during the past policy period.



You indicated that you just got Council to approve a safety incentive program. The city had a similar program a few years ago and decided to do away with it. During those years you were without a program, the injury frequency and costs were much greater.

During our visit, we discussed city operations and the role of the city's safety committee. The safety committee is meeting monthly. Safety training is being provided through MMUA and MN Power on a monthly basis. You also mentioned that the city just purchased a Biggs Easy Lift for removing manhole covers.

Finally, we discussed previous recommendations made by Loss Control Consultant, Dave Strock. Both recommendations (1-7/07 and 2-7/07) made in July 2007 have been completed by the city. However, the recommendation related to playground safety has not been completed. I've included the past recommendations (involving a small crane that was donated) in the following appendix for your consideration. After leaving City Hall, I went to the park area near the school where the crane is located and took some photos (see appendix for details).

**Conclusions:**

Based upon my review of the city's safety programs, there are a few areas I have identified that need some attention.

- A repeater counseling program is advised for employees having multiple WC injuries
- AWAIR Program and other safety programs need review and updating as required annually
- A Hot Work Program should be developed for welding, cutting, brazing and use of torches
- Written programs for Fleet Safety and Contractor Safety
- Past playground recommendation, including the issue of the crane at the playground

Please see the attached recommendations for details.

**60 Day Response Request:**

I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations lies entirely with the insured. The League of Minnesota Cities Insurance Trust believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be.

I am available to offer additional assistance if needed. Please contact me by mail, fax, telephone or e-mail within the next 60 days to let me know what, if any progress you are making on each recommendation. I look forward to hearing from you. My telephone number is 612-766-3170.

**Service Plan**

At my next visit, I would like to meet with you to review the recommendations made in this letter, and update the loss control survey information. I would also like to discuss how to perform self-inspections, and provide a tool for doing so. I will contact you in the upcoming months to setup the next appointment.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

Thank you for your assistance during my visit. If you or any of your staff have safety related questions, please contact me.

Sincerely,



Jackie L. Torgerson  
Loss Control Representative  
Phone: 612-766-3170  
Email: [jtorgerson@berkleyrisk.com](mailto:jtorgerson@berkleyrisk.com)

c: Wells Fargo Insurance  
401 Chestnut St.  
PO Box 1108  
Virginia, MN 55792

**Information/Resources (emailed on 4/29/08):**

Repeater Counseling Program, Sample Welding Programs, Hot Work Permits, ANSI Motor Vehicle Operations, Sample Contractor Safety Program, Vehicle Self Audit, Auto Accident Kit, Back Injury Prevention, Ergonomics – Shop Memo, Ergonomic Vendor Catalog

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

## APPENDIX

### New Recommendations:

#### **1-04/08 Implement a Repeater Counseling Program**

There were 4 employees who had four or more injuries during the five year WC loss run data period. Of those injuries, 1 employee had 5 claims and 1 employee had 6 claims. Those two individuals have contributed to \$75,397 of your total claims costs. You should consider developing a strategy to counsel accident repeaters to determine root cause and make appropriate interventions. A sample programs was emailed to you.

#### **2-04/08 Review and update the city's AWAIR Program and all other written safety programs**

A written AWAIR (A Workplace Accident and Injury Reduction) Program will act as a foundation for all other written safety and health programs. AWAIR Programs also present employees with the expectations you have as the employer, and provides for safe behavior accountability. Also, consider reviewing all other written safety programs. As a general rule, safety programs should be reviewed and updated annually. The revision date should be documented somewhere at the beginning of the program.

#### **3-04/08 Develop a written Hot Work Program**

A written program should be developed for any hot work that is performed. This includes welding, cutting and use of torches. With this type of work there are fire and health risks. Since the person performing the hot work is not the only person exposed to the hazards, appropriate controls are needed to protect the surrounding area as well. I have emailed you some resources to help in the development of this program.

#### **4-04/08 Develop a Contractor Safety Program**

This policy should reflect how the city only retains qualified contractors with a demonstrated record of employee safety and health and regulatory compliance. Contractors should be required to observe (or exceed) the city's safety and health policies, procedures and practices before and during work operations. A sample Contractor Safety Program and a Contractor Safety Program Verification form are included with this letter, for your reference. In addition, Chris Smith, LMCIT Loss Control Risk Management Attorney, could help to answer any legal questions you may have, and to review any contracts for the appropriate safety and health language. He can be reached at 651-281-1269.

#### **5-04/08 Develop a Fleet Safety Program**

A written fleet safety program should be developed that clearly identifies city policies and procedures pertaining to safety. The written program should include, but not be limited to, the following elements:

- Management policy statement clearly defining appropriate vehicle usage.
- A list identifying all company vehicles and authorized individuals covered by the fleet program.
- Driver training program, developed for new and existing employees covering topics such as safe driving practices, accident reporting, maintenance, pre/post trip inspection requirements, handling of hazardous materials, hazard communication issues, what to do in case of accident, general safe material handling methods, introduction to city safety policies and procedures, and employee exposures.
- Accident reporting and investigation procedures.
- Vehicle maintenance and inspection procedures.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

- Fleet safety committee with purpose and scope clearly defined.
- Incentive and disciplinary policies aimed at enhancing safe driving behaviors and disciplining drivers with adverse driving records.
- Personal use policy.
- Driver selection and qualification policy and procedures.
- Procedures to acquire and review Motor Vehicle Records (MVR's).

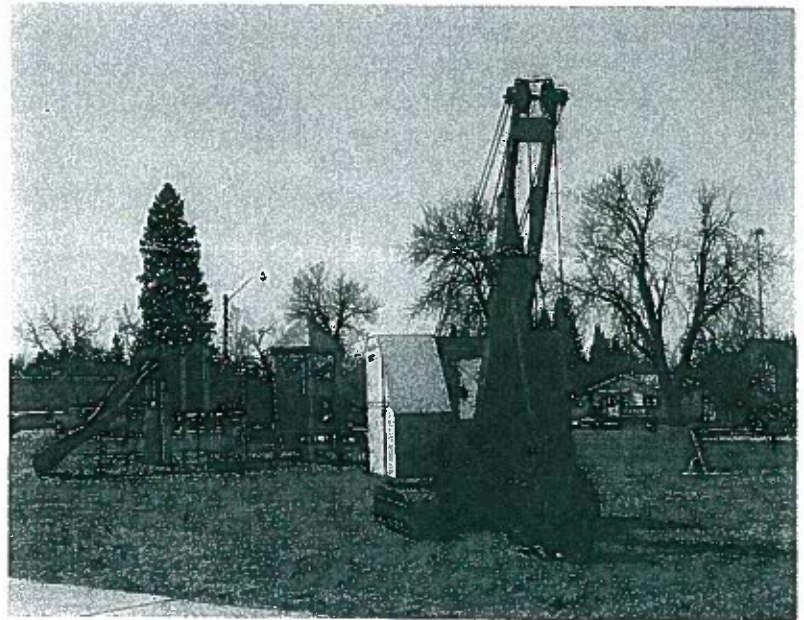
Driver files to include: motor vehicle records (MVR's), road test scores, certification of the road test, copy of the employee's employment application, drivers license, and drug and alcohol testing records, driver's medical records, and certification of violations and driving records review. Resources to aid in the production of this program have been emailed to you.

**Past Recommendation (made by Dave Strock):**

**1-9/04** I reviewed the mining equipment that is on display in the city parks. There is a potential for injury to children climbing and playing on this equipment that should be addressed. You should decide whether to remove the equipment, fence off access to the equipment or make the equipment safer by reducing the potential hazards. The playground safety handbook is a good reference to use for making the equipment safer. Key areas to review are: energy absorbing materials for falls, head entrapment prevention, protrusions that can cause injuries. Handholds that allow children to climb too high should be eliminated.

The following are some of the concerns that should be addressed:

- a) The cables on the shovels (playground and mine pit) have broken strands that could cut hands. The cables also provide handholds for climbing the booms.
- b) The larger shovel at the mine pit observation area has many metal handholds that make it easy for children to climb too high.
- c) Children who climb on the equipment could fall and injure themselves when they hit the iron components of the machines (tracks, frame, etc.) or the ground. The rocks along the tracks are particularly dangerous for children climbing on the train.
- d) The large mining bucket has some heavy moving parts that could smash fingers. Protruding steel makes the bucket more climbable.



It is important to address these issues. The notification of safety concerns by residents increases the city's potential for liability if the city does not take action to reduce the potential hazards.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

**COUNCIL LETTER 090208-VIF3**  
**PUBLIC HEALTH AND SAFETY**  
**FIRE PREVENTION WEEK**

**DATE:** August 27, 2008  
**FROM:** Public Health and Safety Board  
Craig J. Wainio  
City Administrator

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The board recommends appropriating \$2100 from charitable gambling to the fire department for materials for fire prevention week.



# Training Event



## Incident Response to Terrorist Bombings - Operations

### PER-230

**8:00 - 12:30** Designed to prepare emergency responders to perform effectively and safely during bombing incidents, principally in support roles within the warm and cold zones of the incident scene. Familiarization with improvised explosive devices (IEDs) and explosive materials and detailed training on critical response actions during pre-and post detonation operations. In addition, the course addresses actions that emergency responders can take to prevent and/or deter bombing attacks against targets in their communities.

### Course Objectives:

- Prepare emergency responders to perform critical response actions during pre- and post detonation incidents involving terrorist use of energetic materials (explosives and incendiaries).
- Provide emergency responders with techniques to prevent and/or deter terrorist attacks involving energetic materials.
- Instill in participants a respect for the destructive potential of energetic materials that may be used in terrorist attacks.

## Prevention of and Response to Suicide Bombing Incidents

### PER-231

**1:30 - 5:00** Provides training on the suicide bombing threat. Includes familiarization with improvised explosive devices (IEDs) and explosive materials typically used in suicide bombings. It also addresses actions that individual emergency responders can take to assist in preventing or deterring suicide bombings as well as techniques, tactics, and procedures that support an effective and safe response to a suicide bombing.

### Course Objectives:

- Provide participants with the skills and knowledge necessary to identify and report pre-attack indicators, and to participate in an integrated response to a suicide bombing using safe and effective techniques, tactics, and procedures.

**September 20, 2008 0800-1700**

**Presented by the New Mexico Tech Energetic Materials Research & Testing Center  
Sponsored by the MN Fire Investigation Team Coalition, a committee of the MNIAAI**

POST Credits Available

**Target Audience:** ? *Fire Service* ? *Law Enforcement* ? *Emergency Medical Services*  
? *Public Safety Communications* ? *Public Works* ? *Hospital ER Staff*

**Prerequisite:** Participants must be certified in their agencies as firefighters, law enforcement officers, or emergency medical response personnel, or be assigned to a position in another agency that provides initial response to bombing incidents.

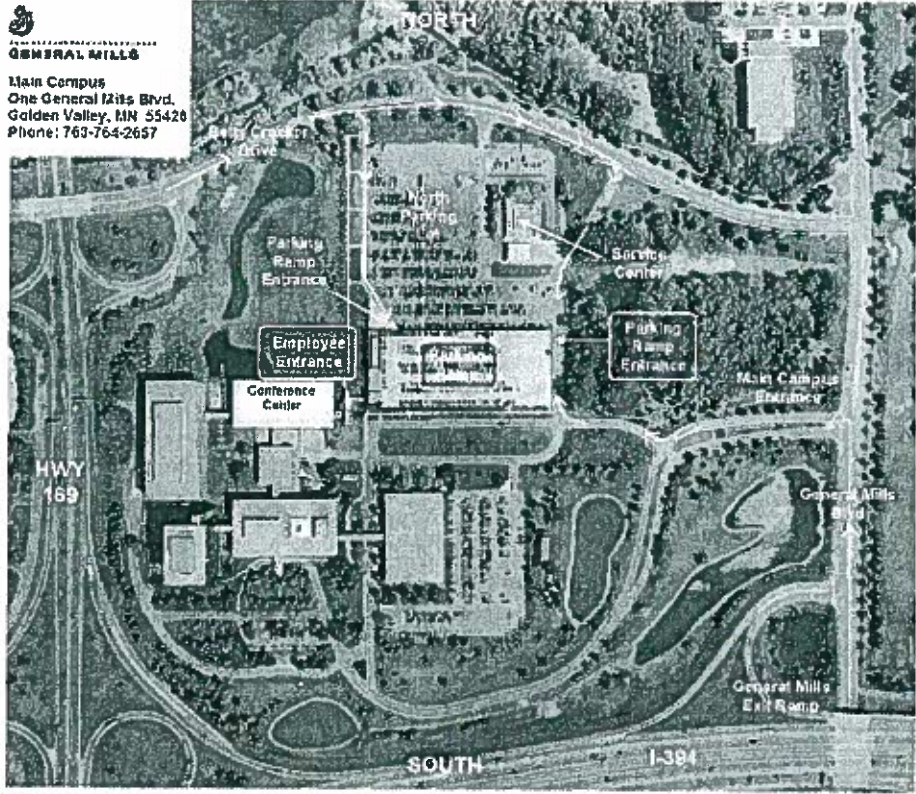
**Registration Contact:** MN Chapter IAAI  
Jeffrey G. Schadegg, Secretary  
8375 Cooper Way  
Inver Grove Heights, MN 55076-3346  
Telephone: 651-450-2547 FAX: 651-450-2543  
jschadegg@mniaai.org

**Training Location:** **General Mills**  
**One General Mills Blvd. (Interstate 394 & Hwy 169)**  
**Golden Valley, MN 55426**

**Cost:** All training and course materials are provided **FREE of CHARGE.**  
**\$20** for lunch and refreshments in the morning and afternoon.



**GENERAL MILLS**  
 Main Campus  
 One General Mills Blvd.  
 Golden Valley, MN 55428  
 Phone: 763-764-2657



**MCFIT TRAINING REGISTRATION FORM**

**\*\*\*Registrations must be received prior to August 20\*\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

POST #: \_\_\_\_\_

Attach & Mail \$20 Check Payable To: **MN Chapter IAAI**

Check here if you need a Vegetarian Box Lunch

Mail Registration To: **MN Chapter IAAI**  
**Jeffrey G. Schadegg, Secretary**  
**8375 Cooper Way**  
**Inver Grove Heights, MN 55076-3346**

**COUNCIL LETTER 090407-VIA-VID**

**ADMINISTRATION**

**2009 BUDGET**

**DATE:** August 27, 2008  
**FROM:** Craig J. Wainio  
City Administrator

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Enclosed in you packet you will find a preliminary draft of the 2009 Budget. At this meeting the City Council needs to set the proposed levy for 2009. The budget and adjoining Resolution outline a preliminary levy decrease of \$36,385 or 3.35%. This preliminary levy decrease occurs due to the new levy limits put in place for 2009. Mountain Iron received an increase in local government aid which is was taken into account for the calculation of the levy limit, therefore, our levy limit is actually lower than last year's levy.

Resolution Number 35-08 adopts the preliminary levy amount that must be certified to the County by September 15<sup>th</sup>. This Resolution is presented with a proposed levy decrease of 3.35% from last year. It is recommended that the City Council adopt Resolution Number 35-08 as presented.

Resolution Number 36-08 adopts the market rate levy for payment of the voter approved community center bonds. The amount reflected is to cover bond payments for 2009. It is recommended that the City Council adopt Resolution Number 35-08 as presented.

Resolution Number 37-08 sets the EDA levy for 2009. This Resolution reflects a levy of the same amount as last year which generates approximately \$12,000 for the EDA. It is recommended that the City Council adopt Resolution Number 37-08 as presented.

Resolution Number 38-08 sets the HRA levy for 2009. This Resolution represents no levy for the HRA. It is recommended that the City Council adopt Resolution Number 38-08 as presented.



**2009 BUDGET SUMMARY  
CITY OF MOUNTAIN IRON**

EXPENDITURES	2008 Budget	2009 Budget	Difference	Percent
Administration	\$ 550,900.00	\$ 589,300.00	\$ 38,400.00	7.0%
Public Safety	\$ 546,800.00	\$ 546,800.00	-	0.0%
Public Works	\$ 804,500.00	\$ 840,000.00	\$ 35,500.00	4.4%
Culture and Rec	\$ 388,500.00	\$ 396,500.00	\$ 8,000.00	2.1%
General Government	\$ 919,007.00	\$ 1,210,210.00	\$ 291,203.00	31.7%
<b>TOTAL</b>	<b>\$ 3,209,707.00</b>	<b>\$ 3,582,810.00</b>	<b>\$ 373,103.00</b>	<b>11.6%</b>
<b>REVENUE</b>				
Taxes	\$ 133,102.00	\$ 356,751.00	\$ 223,649.00	168.0%
Intergovernmental Aid	\$ 1,885,649.00	\$ 2,268,124.00	\$ 382,475.00	20.3%
General Revenue	\$ 210,000.00	\$ 215,000.00	\$ 5,000.00	2.4%
<b>TOTAL</b>	<b>\$ 2,228,751.00</b>	<b>\$ 2,839,875.00</b>	<b>\$ 611,124.00</b>	<b>27.4%</b>
<b>GENERAL LEVY</b>	<b>\$ 980,956.00</b>	<b>\$ 742,935.00</b>	<b>\$(238,021.00)</b>	<b>-24.3%</b>

**2009 BUDGET SUMMARY  
CITY OF MOUNTAIN IRON  
REVENUE**

GENERAL REVENUE	2008 Budget	2009 Budget	Difference	Percent
Lic. & Permits	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00	25.0%
Charges for Service	\$ 50,000.00	\$ 50,000.00	-	0.0%
Fines	\$ 10,000.00	\$ 10,000.00	-	0.0%
Interest	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00	16.7%
Refunds	\$ 90,000.00	\$ 90,000.00	-	0.0%
General	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)	-50.0%
Subtotal	\$ 210,000.00	\$ 215,000.00	\$ 5,000.00	2.4%

**INTERGOVERNMENTAL REVENUE**

Local Government Aid	\$ 825,649.00	\$ 1,208,124.00	\$ 382,475.00	46.3%
Taconite Production Tax	\$ 600,000.00	\$ 600,000.00	-	0.0%
Taconite Municipal Aid	\$ 330,000.00	\$ 330,000.00	-	0.0%
Mining Effects Tax	\$ 110,000.00	\$ 110,000.00	-	0.0%
Other	\$ 20,000.00	\$ 20,000.00	-	0.0%
Subtotal	\$ 1,885,649.00	\$ 2,268,124.00	\$ 382,475.00	20.3%

**TAXES**

Tax Levy	\$ 1,002,969.00	\$ 742,935.00	\$ (260,034.00)	-25.9%
Special Levies	\$ -	\$ 225,093.00	\$ 225,093.00	100.0%
Market Rate Levy	\$ 83,102.00	\$ 81,658.00	\$ (1,444.00)	-1.7%
Misc. Taxes	\$ 30,000.00	\$ 30,000.00	-	0.0%
Franchise	\$ 20,000.00	\$ 20,000.00	-	0.0%
Subtotal	\$ 1,136,071.00	\$ 1,099,686.00	\$ (36,385.00)	-3.2%

**Total**      \$ 3,231,720.00      \$ 3,582,810.00      \$ 351,090.00      10.9%

**2009 BUDGET SUMMARY  
CITY OF MOUNTAIN IRON  
EXPENDITURES**

DEPARTMENT	2008 Budget	2009 Budget	Difference	Percent
City Council	\$ 15,500.00	\$ 26,000.00	\$ 10,500.00	67.7%
Administration	\$ 475,000.00	\$ 499,000.00	\$ 24,000.00	5.1%
Election	\$ 9,000.00	\$ 9,000.00	-	0.0%
Assessing	\$ 28,800.00	\$ 31,000.00	\$ 2,200.00	7.6%
Planning & Zoning	\$ 22,600.00	\$ 24,300.00	\$ 1,700.00	7.5%
Sheriffs	\$ 440,000.00	\$ 440,000.00	-	0.0%
Fire Protection	\$ 88,300.00	\$ 88,300.00	-	0.0%
Emergency Management	\$ 6,000.00	\$ 6,000.00	-	0.0%
Animal Control	\$ 12,500.00	\$ 12,500.00	-	0.0%
Streets	\$ 640,000.00	\$ 665,000.00	\$ 25,000.00	3.9%
Buildings	\$ 164,500.00	\$ 175,000.00	\$ 10,500.00	6.4%
Campground	\$ 53,500.00	\$ 54,500.00	\$ 1,000.00	1.9%
Recreation	\$ 205,000.00	\$ 205,000.00	-	0.0%
Government	\$ 214,220.00	\$ 232,500.00	\$ 18,280.00	8.5%
Library	\$ 130,000.00	\$ 137,000.00	\$ 7,000.00	5.4%
Transfers	\$ 704,787.00	\$ 977,710.00	\$ 272,923.00	38.7%
Total	\$ 3,209,707.00	\$ 3,582,810.00	\$ 373,103.00	11.6%



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

## RESOLUTION NUMBER 35-08

### APPROVING PROPOSED 2008 TAX LEVY, COLLECTABLE 2009

**BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following sums of money be levied for the current year, collectable in 2008, upon the taxable property in the City of Mountain Iron for the following purposes:

TOTAL PROPOSED LEVY	\$968,001.00
MINUS SPECIAL LEVIES	\$225,066.00
LEVY SUBJECT TO LEVY LIMIT	\$742,935.00

The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

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

ATTEST:

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



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 36-08

### **APPROVING PROPOSED 2009 MARKET RATE BASED REFERENDUM LEVY FOR THE GENERAL OBLIGATION COMMUNITY CENTER BONDS AND INTEREST**

**WHEREAS**, in February 1998 the voters in the City of Mountain Iron approved a market rate based referendum levy for bonds and interest to construct the Mountain Iron Community Center.

**NOW, THEREFOR BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following market rate based levy shall be made in 2007 payable in 2008 for all property in the City of Mountain Iron:

General Obligation Community Center Bond levy shall be \$81,685.00

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

ATTEST:

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

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



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## RESOLUTION NUMBER 37-08

### CONCERNING THE 2009 ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY

**WHEREAS**, the Mountain Iron Economic Development Authority was created on the 19th day of April, 2004, pursuant to Minnesota Statutes 469.090-469.108 and;

**WHEREAS**, Minnesota Statutes, Section 469.107, Subdivision 1, specifically authorized the Mountain Iron Economic Development Authority to levy against the taxable property of the City of Mountain Iron, St. Louis County, Minnesota.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Mountain Iron, Minnesota, that for the purpose of further development and to provide for any activities that are within the jurisdiction of the Mountain Iron Economic Development Authority as defined according to Minnesota Statutes. The Mountain Iron City Council submits to the County Auditor of St. Louis County, Minnesota, a final tax levy with a levy set to the maximum allowable for the Mountain Iron Economic Development Authority.

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

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Mayor Gary Skalko

ATTEST:

---

City Administrator



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 38-08

### CONCERNING THE 2009 HOUSING AND REDEVELOPMENT AUTHORITY TAX LEVY

**WHEREAS**, the Mountain Iron Housing and Redevelopment Authority was created on the 4<sup>th</sup> day of December, 1968, pursuant to Minnesota Statutes 469.001-469.047 and;

**WHEREAS**, Minnesota Statutes, Section 469.033, Subd. 6, specifically authorized the Mountain Iron Housing and Redevelopment Authority to levy against the taxable property of the City of Mountain Iron, St. Louis County, Minnesota.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Mountain Iron, Minnesota, requests that for the purpose of further development and to provide for any activities that are within the jurisdiction of the Mountain Iron Housing and Redevelopment as defined according to Minnesota Statutes, the Mountain Iron City Council submits to the County Auditor of St. Louis County, Minnesota, a tax levy of zero dollars for the Mountain Iron Housing and Redevelopment Authority.

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

---

Mayor Gary Skalko

ATTEST:

---

City Administrator

**COUNCIL LETTER 090208-VIE**

**ADMINISTRATION**

**RESOLUTION NUMBER 39-08**

**DATE:** August 27, 2008

**FROM:** Craig J. Wainio  
City Administrator

---

Resolution Number 39-08 authorizes Benchmark to draft feasibility report for the installation of water and waste water mains between Mineral Avenue and the DM&IR Railroad tracks in the area north of General Electric. Once prepared, the report will be brought to the Council for review and possible action. This report is required as an initial step in determining the feasibility and willingness to undertake this project. This project is the first phase of the possible renewable and sustainable energy park located in the area of the Mineral Avenue and Highway 169 intersection. It is proposed that this project will be funded through funding received from the State of Minnesota.

It is recommended that the City Council adopt Resolution Number 39-08 Ordering the Preparation of a Report.





# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 39-08

### ORDERING PREPARATION OF REPORT ON IMPROVEMENT

**WHEREAS**, it is proposed to improve the area between Mineral Avenue and the DM&IR RR ROW along the general area of the RR Spur located in the Southwest Quarter of Section 10, Township 58 North, Range 18 West by the installation of water and wastewater mains and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

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

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

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

ATTEST:

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

**COUNCIL LETTER 090208-VIF**

**ADMINISTRATION**

**RESOLUTION NUMBER 40-08**

**DATE:** August 27, 2008  
**FROM:** Craig J. Wainio  
City Administrator

---

Resolution Number 40-08 Accepting Work is to close out the Park Ridge Drive project through the Parkville Industrial Park. This project was originally approved in May of 2007 with Leustek and Sons, Inc. performing the work. The project has been satisfactory completed according to the contract and final payment has already been issued.

It is recommended that the City Council adopt Resolution Number 40-08 Accepting Work.



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

## RESOLUTION NUMBER 40-08

### ACCEPTING WORK

**WHEREAS**, pursuant to a written contract signed with the City on May 22, 2007, Louis Leustek and Sons, Inc. of Ely, Minnesota has satisfactorily completed Improvement Number MI07-2, the improvement of Park Ridge Drive from Nichols Avenue to the east edge of Park Ridge Plat 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 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

ATTEST:

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

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

**COUNCIL LETTER 090208-VIG**

**ADMINISTRATION**

**RESOLUTION NUMBER 41-08**

**DATE:** August 27, 2008  
**FROM:** Craig J. Wainio  
City Administrator

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Resolution Number 41-08 Accepting Work is to close out the Park Ridge Drive project through the Parkville Industrial Park. This project was originally approved in October of 2006 with Ulland Brothers performing the work. The project has been satisfactory completed according to the contract and final payment has already been issued.

It is recommended that the City Council adopt Resolution Number 41-08 Accepting Work.



# 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 41-08

### ACCEPTING WORK

**WHEREAS**, pursuant to a written contract signed with the City on October 17, 2006, Ulland Brothers of Cloquet, Minnesota has satisfactorily completed Improvement Number MI06-10, the improvement of Unity Drive from Mud Lake Road to Diamond Lane 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 2<sup>nd</sup> DAY OF SEPTEMBER, 2008.**

ATTEST:

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

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

**COUNCIL LETTER 090208-VIH**

**CITY COUNCIL**

**SALARY RECOMENDATION**

**DATE:** August 27, 2008

**FROM:** City Council

Craig J. Wainio  
City Administrator

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City Council has discussed a 4% pay increase for the Librarian Sally Peterangelo retroactive to June 1, 2008.

**COUNCIL LETTER 081808-IX**

**CITY COUNCIL**

**CLOSED MEETING**

**DATE:** August 27, 2008

**FROM:** City Council

Craig J. Wainio  
City Administrator

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The City Council may enter into a Closed Meeting to consider strategy for labor negotiations, including developments and discussion and review of labor negotiation proposals and including job duties and job descriptions.

COMMUNICATIONS  
SEPTEMBER 2, 2008

1. MediaCom, an informational letter regarding their services.
2. Minnesota Department of Transportation, a letter announcing an Enhancement Workshop.





*Zachary Raskovich  
Area Operations Manager*

Via USPS

August 13, 2008

Dear Community Official:

While Mediacom is commonly referred to as a broadband service company where our residential customers enjoy both outstanding video and high speed internet services, we also are a very competitive commercial broadband service provider. We service countless numbers of small to medium storefront businesses as well as those businesses with larger needs for a “bigger pipe” via our Mediacom Enterprise Division.

I am pleased to announce our Mediacom Enterprise Solutions Group now has dedicated fiber optic customers in the following communities throughout Northern Minnesota:

Moose Lake	Proctor
Cloquet	Hermantown
Silver Bay	Biwabik
Eveleth	Virginia
Buhl	Mt. Iron
Chisholm	Keewatin
Hibbing	Two Harbors
Nashwauk	Aurora

As an example, our most recent Enterprise Account – Fairview Range Regional Medical Center – had a unique need for 1 Gb (that’s 1 Gigabit or 1,000 Megabits) symmetrical connections between clinic locations in Nashwauk, Mt. Iron and the hospital here in Hibbing. We are very pleased to welcome Fairview to the growing list of clients who wisely chose Mediacom’s Enterprise Network Solutions fiber optic service over other existing regional dedicated fiber optic providers.

I would also like to welcome you to witness first hand the efforts we have made to deliver on the offer to connect multiple locations in other towns throughout Northern Minnesota using our existing fiber optic infrastructure. Shortly, Mediacom will begin breaking ground for an additional 19 new locations that have requested our dedicated fiber optic services. If you’re interesting in visiting one of these fiber optic construction projects, don’t hesitate to contact me directly to schedule a site visit.

Mediacom Communications Corporation  
3923 1<sup>st</sup> Avenue Suite 3 – Hibbing, MN 55746  
Telephone: 218-262-0005 • Fax 218-262-0006  
E-mail: [zraskovich@mediacomcc.com](mailto:zraskovich@mediacomcc.com)

Through opportunities to service businesses and institutions across the Arrowhead region we are building lasting partnerships with local businesses while helping them grow their business. Our goal is to be a viable resource fostering economic development and growth throughout the region. Mediacom Enterprise Network Solutions and its success in Northern Minnesota is a great example of private industry "stepping-up" to meet the needs of local businesses looking for more bandwidth with private industry funding and not taxpayer dollars.

If you have any questions about Mediacom's Enterprise Network Solutions fiber optic opportunities for your business, please contact our local Enterprise Account Manager, John Curielli at 952-440-9650.

Sincerely,



Zachary Raskovich

Mediacom Communications Corporation  
3923 1<sup>st</sup> Avenue Suite 3 - Hibbing, MN 55746  
Telephone: 218-262-0005 • Fax 218-262-0006  
E-mail: [zraskovich@mediacomcc.com](mailto:zraskovich@mediacomcc.com)



**Minnesota Department of Transportation**

1123 Mesaba Avenue  
Duluth, MN 55811-2798  
Office Tel: 218/ 725-2700  
Fax: 218/ 725-2800

101 N. Hoover Road  
Virginia, MN 55792-3412  
Office Tel: 218/ 742-1100  
Fax: 218/ 742-1086

August 21, 2008

Re: Solicitation for Enhancement Projects

Dear Public Officials:

The Northeast Minnesota Area Transportation Partnership is now soliciting projects for the Transportation Enhancements Program, a federally funded program that targets projects which are historic, scenic, or environmental in nature and/or focus on facilities for bicycles and pedestrians.

Enhancement funds are to be expended exclusively on twelve activities which have been grouped into three categories: 1) Pedestrian and Bicycle, 2) Historic, 3) Scenic and Environmental. The Northeast Minnesota Area Transportation Partnership typically prioritizes enhancement projects totaling \$1.5 million per year.

The attached materials include Enhancements process guidelines, deadlines and workshop information.

This solicitation is for State Fiscal Year 2013. However, if projects can be made ready for bids in an earlier year, please indicate this on your project application. I would like to emphasize the importance of project schedules that are realistic and achievable along with accurate cost estimates.

Applicants are encouraged to attend an Enhancement workshop on September 17<sup>th</sup> at 1:00 PM at the Mn/DOT office in Virginia. Pre-Applications can be downloaded at [www.nemnntp.org/enhancements](http://www.nemnntp.org/enhancements) or by contacting Bryan Anderson at 1-800-232-0707. Final applications will be sent to applicants once their pre-application has been reviewed by ARDC and Mn/DOT staff to ensure project qualification.

The attached information should be fairly self explanatory. Should you have questions please do not hesitate to call Bryan Anderson 1-800-232-0707 or visit the Northeast Minnesota Area Transportation Partnership's web page for more information [www.nemnntp.org](http://www.nemnntp.org).

Sincerely,

A handwritten signature in black ink that reads "Michael L. Robinson".

Michael L. Robinson  
District Engineer

# Enhancements Workshop

**When: Wednesday, September 17, 2008  
1:00-3:00 pm**

**Where: Mn/DOT  
Virginia Office  
101 N. Hoover Road  
Virginia, MN 55792**

**Please RSVP by September 10th**

The Minnesota Department of Transportation will be holding an Enhancements Workshop to give a brief overview of what Transportation Enhancements are and how these projects are funded. There are two different phases of the Enhancement process which will be explained: pre-application and application. The workshop will be a working session providing help to applicants on project questions.



#### **CONTACT**

**Bryan Anderson, ARDC  
Phone: 218-529-7529  
Email: [banderson@ardc.org](mailto:banderson@ardc.org)**

**Come with questions and project ideas!**

# Transportation Enhancements

## What are Transportation Enhancements?

Transportation Enhancements (referred to as simply "Enhancements") are a category of transportation projects that are eligible for federal funding under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Enhancement projects are defined as transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system. The program provides funding for the implementation of a variety of projects ranging from bike and pedestrian facilities, to restoration of historic transportation facilities, to landscaping and scenic beautification.

## Who can apply for Enhancements Funding?

Only eligible applicants can apply for funding. Eligible applicants include counties, cities over 5,000 people, state agencies, Native American Tribes, and Regional Development Commissions. If an entity such as a township or non-profit organization would like to submit a proposal, then the entity must have an eligible applicant sponsor the proposal.

## How much money is available?

The maximum amount that each project can request in a given grant cycle is \$500,000. There is also a minimum amount of \$50,000.

## Is there a local match that is required?

Yes. A 20% match of the requested funds is required. The local matching funds must be non-federal funds.

## When is the next grant cycle?

The next grant cycle will begin in August 2008 and applicants will be notified in April 2009. Funds for the next grant cycle are technically available on October 1, 2012; however, funding can be advanced if the project is ready and the required paperwork has been submitted to Mn/DOT.

## Who reviews and evaluates the applications?

The Northeast Minnesota Area Transportation Partnership (ATP), a board of elected officials, state agency representatives, and transportation experts, is responsible for identifying projects to receive federal funds. The ATP has appointed an Enhancements Task Force that reviews the Enhancements applications. This committee makes recommendations to the ATP.

## Is the review process competitive?

Yes. Approximately \$1,500,000 is available for Enhancements in Northeast Minnesota (this includes the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, and St. Louis) per year. Over the past years, the ATP has been able to fund about one-third of the proposals.

**If you have any questions regarding the Enhancements Program, please feel free to contact:**

Bryan Anderson, ARDC Senior Planner  
Phone: (218) 529-7529 or 1-800-232-0707

E-mail: [banderson@ardc.org](mailto:banderson@ardc.org)  
[www.nemnntp.org](http://www.nemnntp.org)