

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, OCTOBER 7, 2013 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. September 16, 2013, Regular Meeting (#1-7)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#43-49)
- III. Public Forum
 - A. Public Hearing – County Road 7 Water Improvements (#8)
- IV. Committee and Staff Reports
 - A. Mayor’s Report
 - B. City Administrator’s Report
 - 1. Humane Society Contract (#9-12)
 - C. Public Works Director’s Report
 - 1. Installation of Three Phase Power (#13)
 - D. Library Directors Report
 - 1. Request to Purchase Games (#14)
 - E. Sheriff’s Department Report
 - 1. In Car Camera System (#15)
 - 2. Monthly Statistics (#16)
 - F. City Engineer’s Report
 - 1. Change Order Number 1-2011 Street Improvements (#17-18)
 - 2. Pay Request Number 4 2011 Street Improvements (#17, 19)
 - 3. Pay Request Number 1 Sidewalk Improvements (#21-22)
 - 4. Pay Request Number 2 Unity Drive Improvements (#23-25)
 - 5. Pay Request Number 2 County Road 102 Utilities (#26-28)
 - G. City Attorney’s Report
 - H. Personnel Committee
 - 1. Lead Journeyman Lineman Position (#29)
 - 2. Fire Captains Position Analysis (#30-34)
 - I. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 36-13 Adopting Assessments (#35-36)
 - B. Resolution Number 37-13 Setting A Public Hearing (#37-39)
 - C. Special Events Permit Application (#40)
 - D. Requests to Service Alcohol (#41-42)
- VII. Communications (#43-49)
- VIII. Announcements
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
SEPTEMBER 16, 2013

Mayor Skalko called the City Council meeting to order at 6:32 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Clark, Municipal Services Secretary; Michael Downs, Director of Public Works; John Backman, Sergeant; and Brian Lindsay, City Attorney.

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

1. Approve the minutes of the September 3, 2013, regular meeting as submitted.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period September 1-15, 2013, totaling \$173,319.04, (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period September 1-15, 2013, totaling \$566,586.45, (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 reported on the following:

- Condolences. To the family of Norville Petersen, the Mayor and Councilor Prebeg outlined all the contributions that he made in the area and what a generous man he was.
- West Two Rivers Campground. The campground will be closing on September 24th. He thanked the Caretaker, William Haapapa, for a fine job in caretaking the campground.
- Congratulations. To 2005 Mountain Iron-Buhl Graduate, Matt Niskanen, for beginning his 7th year with the NHL on the Pittsburgh Penguins Team.

It was moved by Prebeg and seconded by Tuomela to authorize the quote from Virginia Plumbing and Heating for the purchase and installation of bathroom fixtures at the West Two Rivers Campground at a cost of \$5,464.58. The motion carried unanimously on a roll call vote.

It was moved by Stanaway and seconded by Tuomela to accept the resignation of Tracy Kenyon from the Library Substitute Position and authorize staff to post and advertise for the position. The motion carried.

The Mayor requested Staff to send a letter to Tracy Kenyon thanking her for her years of service.

The City Administrator reported on the following:

- Mountain Manor. The siding, windows, and roofing work would begin soon. The project was partially funded by a Community Development Block Grant and an insurance claim.
- Parks. The fencing work around the two shovels in the Downtown Area would be completed by next week.

It was moved by Zupancich and seconded by Prebeg to authorize the purchase of wire from Wesco at a cost of \$6,985.00 to be used to connect the primary power to the Wal-Mart Store with reimbursement of the costs being paid to the City from Wal-Mart. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Tuomela to authorize the purchase of a 3-Phase Pad Transformer from Resco at a cost of \$5,085.00 to replace a damaged transformer. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Stanaway to approve the 2013-2014 Safety Management Agreement with Minnesota Municipal Utilities Association at an annual expense of \$9,600.00. The motion carried.

It was moved by Prebeg and seconded by Zupancich to authorize the purchase of tires for the grader from Royal Tire at a cost of \$7,954.17. The motion carried unanimously on a roll call vote.

The Council reviewed the Sheriff's Department July 2013 statistic report. The Sergeant advised the Council that he was seeking grant funding for a squad video camera. He said that it would cost approximately \$5,000 with half of that expense being reimbursed by a grant.

It was moved by Stanaway and seconded by Tuomela to authorize City Staff to purchase two early warning sirens and the installation from Federal Signal Corporation at a cost not to exceed \$40,000. The motion carried unanimously.

It was moved by Prebeg and seconded by Zupancich to accept the recommendation of the Personnel Committee and approve the lead journeyman lineman position analysis and list it as job class 28 with an hourly rate of \$29.70. And further, to direct Staff to post this position internally only, as outlined in the AFSCME Agreement. The motion carried.

It was moved by Zupancich and seconded by Tuomela and adopt Resolution Number 35-13, declaring costs to be assessed, and ordering preparation of proposed assessments for the improvement of Bluebell Avenue and Daffodil Avenue, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Stanaway and seconded by Tuomela to approve the real estate license agreement to maintain the access into the Renewable Energy Park off of Mineral Avenue during

the period in which the new County Road 102 will be under construction, with the access controlled by Minntac. The motion carried.

The Council reviewed the list of communications.

At 7:00 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Mountain-Buhl Public Schools, a thank you letter for the assistance at the baseball field.
2. Club Mesabi, a thank you for the support of the Great River Energy Mesabi Trail Tour.
3. Mountain Iron-Buhl Class of 2013 and the All Night Chemical Free Grad Party Committee, a thank you.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	159,457.24
CAMPGROUND RECEIPTS	FEES	1,600.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	15.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	82.57
BUILDING RENTALS	COMMUNITY CENTER	500.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	186.75
PERMITS	BUILDING	1,371.60
LICENSES	ANIMAL	10.00
COPIES	COPIES	8.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	500.00
MISCELLANEOUS	REIMBURSEMENTS	7,873.39
MISCELLANEOUS	ASSESSMENT SEARCHES	60.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	35.00
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
METER DEPOSITS	ELECTRIC	300.00
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	1,258.49
MISCELLANEOUS	FAX CHARGES	1.00
BUILDING RENTALS	NICHOLS HALL	25.00
Summary Totals:		<u>173,319.04</u>

Check Issue Date(s): 09/13/2013 - 09/20/2013

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/13/2013	144357	130011	UNITED STATES POSTAL SERVICE	602-20200	384.66
09/13	09/17/2013	144358	10056	A T & T MOBILITY	101-20200	1,170.96
09/13	09/17/2013	144359	10070	A-1 RENTAL SERVICES INC	101-20200	1,290.08
09/13	09/17/2013	144360	130017	AMERICAN BANK	604-20200	74.98
09/13	09/17/2013	144361	9103	AMY SIEBERT	604-20200	234.43
09/13	09/17/2013	144362	9105	ANGELA MACKIE	604-20200	333.02
09/13	09/17/2013	144363	10019	ARMORY SHELL	101-20200	45.00
09/13	09/17/2013	144364	9098	BARBARA HILMAS	101-20200	100.00
09/13	09/17/2013	144365	20022	BENCHMARK ENGINEERING INC	101-20200	36,113.50
09/13	09/17/2013	144366	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	1,941.32
09/13	09/17/2013	144367	30084	CARDMEMBER SERVICE	603-20200	5,734.56
09/13	09/17/2013	144368	170001	CENTURY LINK	101-20200	384.75
09/13	09/17/2013	144369	220003	CITY OF VIRGINIA	101-20200	47.88
09/13	09/17/2013	144370	9110	CORRINA SLEEN	604-20200	297.63
09/13	09/17/2013	144371	40031	DAHL'S SUNRISE DAIRY	101-20200	109.45
09/13	09/17/2013	144372	40056	DEPARTMENT OF TRANSPORTATION	301-20200	26,057.00
09/13	09/17/2013	144373	40030	DULUTH CLINIC	604-20200	150.00
09/13	09/17/2013	144374	50048	ENERGY INSIGHT INC	604-20200	647.18
09/13	09/17/2013	144375	500012	ERA LABORATORIES INC	602-20200	401.80
09/13	09/17/2013	144376	60029	FERGUSON ENTERPRISES INC	602-20200	947.04
09/13	09/17/2013	144377	9113	GEOFF RYAN	604-20200	118.59
09/13	09/17/2013	144378	9107	GLORIA THOMPSON	604-20200	391.51
09/13	09/17/2013	144379	70016	GOPHER STATE ONE CALL INC	604-20200	63.80
09/13	09/17/2013	144380	80022	HAWKINS INC	601-20200	2,074.66
09/13	09/17/2013	144381	80010	HOMETOWN ELECTRIC	602-20200	2,194.68
09/13	09/17/2013	144382	80037	HOMETOWN MEDIA PARTNERS	101-20200	139.13
09/13	09/17/2013	144383	90015	IRON RANGE TOURISM BUREAU	101-20200	1,600.00
09/13	09/17/2013	144384	9104	JACQUELIN HANSON	604-20200	321.83
09/13	09/17/2013	144385	9111	JENNIFER MATTSON	604-20200	9.76
09/13	09/17/2013	144386	9097	JILL MATKOVICH	101-20200	200.00
09/13	09/17/2013	144387	9100	JULIE BRUNER-DASILVA	604-20200	60.61
09/13	09/17/2013	144388	9109	KATHERINE OLSON	604-20200	182.71
09/13	09/17/2013	144389	110029	KOKAL, GLEN	101-20200	385.00
09/13	09/17/2013	144390	1217	L & M SUPPLY	101-20200	5,000.00
09/13	09/17/2013	144391		Information Only Check	101-20200	.00 V
09/13	09/17/2013	144392	120006	L & M SUPPLY	101-20200	1,435.70
09/13	09/17/2013	144393	120003	LEAGUE OF MINNESOTA CITIES	101-20200	2,818.00
09/13	09/17/2013	144394	120005	LEAGUE OF MN CITIES INS TRUST	101-20200	92,664.00
09/13	09/17/2013	144395	9112	LEAH HALL	604-20200	135.81
09/13	09/17/2013	144396	607	MARY LYNN GOLOBICH	101-20200	200.00
09/13	09/17/2013	144397	9099	MELISSA BRISKI/ACE CLUD	101-20200	100.00
09/13	09/17/2013	144398	9108	MELISSA WILLIAMS	604-20200	291.41
09/13	09/17/2013	144399	130004	MESABI DAILY NEWS	101-20200	578.75
09/13	09/17/2013	144400	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
09/13	09/17/2013	144401	130039	MINNESOTA DEPT OF COMMERCE	604-20200	440.37
09/13	09/17/2013	144402	140026	MINNESOTA ENERGY RESOURCES	602-20200	61.82
09/13	09/17/2013	144403	130009	MINNESOTA POWER (ALLETE INC)	604-20200	92,781.97
09/13	09/17/2013	144404	130013	MOUNTAIN IRON FIREMEN'S RELIEF	101-20200	8,100.00
09/13	09/17/2013	144405	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	17,389.54
09/13	09/17/2013	144406	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	51,899.26
09/13	09/17/2013	144407	140042	NORTHERN DOOR & HARDWARE INC	101-20200	80.00
09/13	09/17/2013	144408	140055	NORTHERN VISUAL SERVICES LLP	101-20200	30.00
09/13	09/17/2013	144409	40032	OFFICE OF ENTERPRISE TECHNOLOG	101-20200	417.24
09/13	09/17/2013	144410	160071	PURCHASE POWER	101-20200	1,700.00
09/13	09/17/2013	144411	170007	QUILL CORPORATION	604-20200	142.39
09/13	09/17/2013	144412	9101	REBECCA ACKRE JONES	604-20200	120.41
09/13	09/17/2013	144413	180073	RED ROCK RADIO	101-20200	1,015.00

Check Issue Date(s): 09/13/2013 - 09/20/2013

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/13	09/17/2013	144414	180017	RELIABLE OFFICE SUPPLIES	101-20200	202.51
09/13	09/17/2013	144415	9106	RYAN & MARIE FREITAS	604-20200	333.96
09/13	09/17/2013	144416	190059	SAINT LOUIS COUNTY AUDITOR	101-20200	31,812.00
09/13	09/17/2013	144417	190045	SERVICE SOLUTIONS	101-20200	24.58
09/13	09/17/2013	144418	190014	SHERWIN WILLIAMS	101-20200	112.62
09/13	09/17/2013	144419	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	41,667.00
09/13	09/17/2013	144420	1152	ST LOUIS COUNTY PHHS	604-20200	203.59
09/13	09/17/2013	144421	9098	STEPHEN LUVERNE GOERDT	101-20200	25.50
09/13	09/17/2013	144422	9102	TASIA CROCKETT	604-20200	24.27
09/13	09/17/2013	144423	200020	THE TRENTI LAW FIRM	101-20200	5,286.76
09/13	09/17/2013	144424	210001	UNITED ELECTRIC COMPANY	101-20200	337.94
09/13	09/17/2013	144425	220014	VIKING INDUSTRIAL NORTH	101-20200	424.77
09/13	09/17/2013	144426	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	51,942.30
09/13	09/17/2013	144427	220020	VISA OR AMERICAN BANK CC PMT	101-20200	3,689.81
09/13	09/17/2013	144428	60038	WRIGHT EXPRESS FINAN SERV CORP	101-20200	8,119.43
09/13	09/17/2013	144429	240001	XEROX CORPORATION	101-20200	587.90
09/13	09/17/2013	144430	260003	ZEE SERVICE COMPANY	101-20200	45.95
09/13	09/17/2013	144431	260005	ZEP MANUFACTURING COMPANY	101-20200	110.28
Totals:						508,060.34
Payroll-PP Ending 9/13/13						<u>58,526.11</u>
TOTAL EXPENDITURES						<u>\$566,586.45</u>



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 35-13

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

WHEREAS, costs have been determined for Improvement Number 11-06, the improvement of Bluebell Avenue and Daffodil Avenue between the centerline of Unity Drive and the centerline of Jasmine Street by reconstruction or overlayment and the contract price for such improvement is \$123,968.00, and the expenses incurred in the making of such improvement amount to \$31,897.38 so that the total cost of the improvement will be \$155,865.38.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$38,966.35 and the portion of the cost to be assessed against benefited property owners is declared to be \$116,899.03.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2014, and shall bear interest at the rate of 8 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the City Council thereof.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF SEPTEMBER, 2013.

ATTEST:



City Administrator

Mayor Gary Skalko

Notice of Hearing on Proposed Assessment

Mountain Iron, Minnesota September 4, 2013.

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Council will meet at 6:30 p.m. on October 7, 2013 at 8586 Enterprise Drive South to consider, and possibly adopt, the proposed assessment for Improvement Number 11-05, the improvements to the Mountain Iron Water System along County Road 7 between Spruce Drive and Southern Drive by installing a water main. Adoption by the council of the proposed assessment against abutting property may occur at the hearing.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2014, and will bear interest at the rate of eight percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2013. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Mountain Iron. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City of Mountain Iron the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is eight percent per year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the city administrator's office. The total amount of the proposed assessment is \$18,231.83. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

City Administrator

September 24, 2013

City of Mt. Iron
C/O Craig Wainio
8586 Enterprise Drive South
Mt. Iron, MN 55768

Dear Craig,

On behalf of the Mesabi Humane Society Board of Directors, I am pleased to present you with your new Animal Control Services contract for 2014.

We are looking forward to working with you on the provisions of this said contract. We feel we are the best option for Animal Control for the City of Mt. Iron and we are excited to have a chance to prove that.

Please sign and return one of the attached copies to the Mesabi Humane Society at your earliest convenience. If it is easier for you we can come and pick-up as well.

Thank you for your patronage.

Sincerely,

A handwritten signature in black ink, appearing to read "Dano Zebro". The signature is stylized with a large initial "D" and a cursive "Zebro".

Dano Zebro

Manager

Mesabi Humane Society

2305 Southern Drive, Virginia, MN 55792

218-290-4891

CONTRACT FOR SERVICE

This contract, made and entered into this 1st day of January, 2014 by and between the Mesabi Humane Society, Range Animal Shelter, 2305 Southern Drive, Virginia, MN 55792, referred to as the Mesabi Humane Society, and the **City of Mt. Iron** hereinafter referred to as the Municipality.

I. RECITALS

WHEREAS, this contract will use the term "animals" to mean domesticated dogs and cats. All other animals are not covered or considered within this document, nor handled by the Mesabi Humane Society.

WHEREAS, the Municipality is in need of shelter and care of animals found within the city limits and in need of an animal control program and service.

WHEREAS, the Mesabi Humane Society has a facility and is qualified and licensed to provide such care, shelter and animal control services.

WHEREAS, the Municipality wishes to purchase these services from the Mesabi Humane Society, in accordance with this contract.

WHEREAS, in consideration of the mutual covenants contained herein, it is agreed and understood as follows:

II. TERMS

The term of this contract shall be from **January 1, 2014 through December 31, 2014** to be reviewed for revisions by both parties on yearly intervals in order for this animal control service and program to best serve both the Municipality and the Mesabi Humane Society.

III. BASIC SERVICES

The Mesabi Humane Society agrees to provide the following services:

1. Shelter and care for animals detained or taken possession of in the city limits of the Municipality. These will be animals captured and contained by the Humane Society Animal Control Officer (A.C.O.)
2. Shelter and care for stray/free roaming animals that are delivered to the shelter by the residents, Municipality officials and employees of the Municipality on a volunteer basis. If the Mesabi Humane Society reaches operating capacity as allowed by law, then we will reserve the right to refuse incoming animals until space is available.
3. Retrieve and transport animals from the Municipality to the shelter during business hours, upon request of the appropriate Municipality officials and citizens within the Municipalities residential limits.
4. The Animal Control Officer (A.C.O.) will routinely patrol the Municipality in the Animal Control Officer's identified vehicle during the week to check for and pick up free-roaming animals within the city limits of the Municipality. The Animal Control Officer will work with the Municipalities Police Department, and Municipality officials to help uphold all Municipality ordinances governing animals within their limits.
5. Animal examinations and veterinary care at a licensed facility, whenever staff deems it necessary.
6. The Mesabi Humane Society will board animals up to seven (7) working days in our holding facility. This allows owners adequate time to claim their pet. After the seventh day, the MHS acquires legal custody of each animal, and the right to make decisions regarding disposition.
7. Euthanasia and disposal of animals if required. This decision is to be based on health and behavioral issues only, not the need for more space for new incoming, or free roaming animals.

8. All animals leaving the Mesabi Humane Society will be spayed, or neutered before adoption, except in the case when over-crowding becomes a concern, or the age, size or temperament prohibits. In the event of exceptions, the Mesabi Humane Society will offer patrons a rebate when they independently seek to spay or neuter their newly adopted pet at a veterinary clinic of their choice.
9. Maintain accurate records of all transactions concerning animals from the Municipality and/or residents.
10. Respond to all animal concerns and situations that arise in the Municipality in a timely manner, during normal business hours which are 8:30 – 5:00pm Monday through Friday.
11. Respond to all emergency animal concerns (defined as life threatening risk to public safety) after normal business hours Sunday through Saturday. In emergency situations, the “on call” Animal Control Officer will be contacted directly by cell phone. He/she will retain the right to decide whether or not the case shall be determined an emergency.

IV. RESPONSIBILITIES OF THE MUNICIPALITY

1. It is up to the Municipality to help the Mesabi Humane Society uphold quarantine (confine & observe) guidelines. The Mesabi Humane Society reserves the right to make decisions regarding bites & human exposure.
2. The Municipality is responsible for calling the Mesabi Humane Society for pick-up of animal (s) during normal business hours, as defined in Section 3, item 10.
3. The Municipality is responsible for contacting the Mesabi Humane Society’s “on call” animal control Officer in emergency situations as defined in Section 3, Item 11.
4. Municipality appointed personnel may place an animal in an outdoor kennel at the Shelter after business hours. This person shall contact the Society’s Animal Control Officer with pertinent information regarding each animal placed in an outdoor kennel.
5. If an emergency veterinary situation arises before or after normal business hours, the Municipality agrees to pay for the emergency part of the veterinary billing and the Mesabi Humane Society will pay for any other costs related to the well-being and care of the animal. Appropriate care will be determined by the veterinarian and Mesabi Humane Society staff.

V. COMPENSATION

The Municipality shall pay the Mesabi Humane Society \$18,500 each year or twelve monthly payments of \$1541.66 for animal control services beginning January 1, 2014 and concluding December 31, 2014. Payments are due at the beginning of each month for the ensuing period of service (i.e. January 01 payment for January services, etc.). A 10% fee will be charged for each late payment. Payments are considered late after the tenth (10) day of the month. The Mesabi Humane Society reserves the right to discontinue services if the Municipality is consistently late with their payments.

- Canine housing/boarding at the rate of \$20 per day, not to exceed seven days billing unless requested by the Municipality.
- Feline housing/boarding at the rate of \$15 per day, not to exceed seven days billing unless requested by the Municipality.
- Animal pick-up during normal hours of operation at the rate of \$40 per response to the Municipality, regardless of the amount of animals transported during each route to the Municipality. This is providing the animal has not been involved in a bite or dangerous incident requiring emergency Animal Control services.
- Emergency Animal Control service rates are \$60 during normal MHS hours of operation and \$120 for “after hour” responses. This service does not guarantee capture and containment of an animal that is a danger to the public, other animals, itself or public safety. In either situation, a service call will be assessed.

VI. COMPLIANCE WITH LAWS

In providing all services pursuant to this contract, the Mesabi Humane Society shall abide by all statutes, ordinances, rules, and regulations pertaining to or regulating the provision of such services, including those now in effect and hereinafter adopted, as provided by each and all Municipalities. It will be the sole responsibility of Municipality to provide the Mesabi Humane Society its statutes, ordinances and rules and apprise the Mesabi Humane Society of any and all changes that may have concern or relation to the provided services and statutes.

VII. INSURANCE

The Mesabi Humane Society shall purchase, maintain in full force and effect during the term of this contract and provide proof of the following insurance coverage:

- A. **WORKERS COMPENSATION:** Coverage at statutory limits, as provided by the State of MN.
- B. **GENERAL LIABILITY:** Coverage shall have minimum limits to \$2,000,000 per occurrence, combined single limit for Bodily Injury Liability and Property damage Liability.

VIII. EARLY TERMINATION OF CONTRACT

Either party upon thirty (30) days written notice, delivered by certified mail or in person, to the other party may terminate this contract.

IX. MODIFICATIONS

Any material alterations, modifications, or variations of the terms of this contract shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by both or all parties involved.

X. RELEASE OF LIABILITY

The Municipality, including the official and residents, agree to hold harmless the Mesabi Humane Society in the case of any injuries or deaths relating to, or regarding: the capture and containment of any stray or free-roaming animals. The Municipality also agrees to refrain from any legal action against the Mesabi Humane Society in the case of any harm or damage caused by stray or free-roaming domesticated animals.

XI. ENTIRE AGREEMENT

It is understood and agreed by the parties that the entire agreement of the parties is contained herein and that the contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Mesabi Humane Society and the Municipality. The parties hereto revoke any prior oral or written agreements between themselves, and agree that this contract is the only and complete agreement regarding the subject thereof. This contract becomes legal and binding once signed by both parties.

MESABI HUMANE SOCIETY

MUNICIPALITY

BY: Dana Zuba

BY: _____

DATE: 9/24/13

DATE: _____

TITLE: Manager

TITLE: _____

GULBRANSON EXCAVATING CO.

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

September 4, 2013

Mike Downs
City of Mt. Iron

Re: Installation of Three Phase Power at the New Walmart location

Dear Mike:

The following is a labor and equipment price for the above project. It is estimated that there is approximately 1,500' of 3 phase plowing (plow con) at 42" minimum depth and 500' of directional drilling. City of Mt. Iron will be supplying all materials for this project. This price does not include trenching and cementing if proper depth cannot be made. Total estimate is **\$11,500.00**.

Sincerely,

Shawn Gulbranson
General Manager

To: Mayor Skalko and City Councilors

From: Sally Peterangelo, Special Events Coordinator

Mayor Skalko and Councilors,

I would like to request \$300 from the Charitable Gambling Funds to use for updating games for the annual Halloween Carnival which will be held on October 27 this year. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Sally Peterangelo". The signature is written in a cursive style with a large initial "S".

Sally A. Peterangelo

Craig J. Wainio

From: John Backman [backmanj@stlouiscountymn.gov]
Sent: Thursday, October 03, 2013 11:04 AM
To: Craig J. Wainio
Subject: In Squad Video

Please add to the agenda for October 7 the purchase of a new in-squad video recorder. I hope to have a final estimate of costs by the meeting. The system is over the \$5,000 unapproved spending limit.

This purchase would be contingent on the Towards Zero Death grant covering \$2,500 of the cost.


Sgt. John Backman
St. Louis Co. Sheriff's Office
8586 Enterprise Dr. S.
Mountain Iron, MN 55768
(218)748-7578
backmanj@stlouiscountymn.gov



Saint Louis County

8586 Enterprise Dr. S., Mountain Iron, MN 55768
(218) 748-7574

Sheriff Ross Litman

To: Mountain Iron Mayor and City Council
From: Sgt. John Backman 
Re: August 2013 Statistics
Date: September 23, 2013

The Mountain Iron Office of the St. Louis County Sheriff reports the below activity for the month of August 2013:

25	Disturbances (arguments, threats, unwanted persons, 911 hangup)
4	Public assists (roadside assistance/checks, patrol requests, vehicle unlocks)
18	Suspicious persons/vehicles/circumstances
4	Motor vehicle crashes
4	Welfare checks, suicide threats, neglect/abandoned persons, runaway/lost/missing
6	Fire & medical
0	Drug related calls
10	Alarms
7	Assaults
3	Damage to Property
12	Thefts
0	Burglary (or attempted)
8	Miscellaneous calls (civil/custody/property disputes, animal & traffic complaints, warrant/paper service)
41	Traffic Stops
9	Traffic Citations
2	DUI
19	Assists: 11 Sheriffs, 6 Virginia PD, 0 Other PD's, 2 MSP, 4 inside Mt. Iron

This activity resulted in 4 custodial arrests.



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

September 30, 2013

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

Re: City of Mountain Iron, MN
2011 Street Improvements
Project No. MI11-06

Dear Mr. Wainio;

Enclosed please find final Pay Request No. 4-Final for the City of Mountain Iron 2011 Street Improvements project in the amount of **\$6,000.00**, for approval at your next scheduled City Council meeting. All work has been completed in accordance with the contract documents.

Also enclosed for approval is final compensating change order #1 that *decreases* the final project cost by \$13,132.86. The change order is due to minor final contract quantity adjustments. Once approved, please sign and date the change order and return two (2) copies to our office. Our office will forward a fully executed copy of the final change order to the Contractor.

In addition, enclosed are the project IC-134 forms for your files. It is recommended that the City Council first approve the final change order and then the final pay request for the above referenced project.

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

Sincerely,
Benchmark Engineering, Inc.


Alan J. Johnson, P.E.

Enclosure

Pc: Mr. Tom Nemanich, Mesabi Bituminous

CHANGE ORDER

Order No. 1 - FINAL

Date: 9/10/13

NAME OF PROJECT/PROJECT NO: 2011 Street Improvements Project / MI11-06

OWNER: City of Mountain Iron

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

ENGINEER: Benchmark Engineering, Inc.

Reason for Change Order:

This final compensating change order is required to set the contract amount equal to the actual project cost. The decrease in cost is due to final contract quantity adjustments.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is decreased by **\$13,132.86**.

Change to CONTRACT PRICE:

Original CONTRACT PRICE	\$ <u>123,968.00</u>
Current CONTRACT PRICE adjusted by previous CHANGE ORDERS	\$ <u>123,968.00</u>
The CONTRACT PRICE due to this CHANGE ORDER will be <u>decreased</u> by:	\$ <u>(13,132.86)</u>
The new CONTRACT PRICE including this CHANGE ORDER will be:	\$ <u>110,835.14</u>

Recommended by: 
Engineer (Authorized Signature)

9/30/13
Date:

Approved by: _____
Owner (Authorized Signature)

Date:

Accepted by: 
Contractor (Authorized Signature)

9/19/13
Date:

RECOMMENDATION OF PAYMENT

No. 4-Final

Owner's Project No.: _____

Engineer's Project No.: MI11-06

Project: 2011 STREET IMPROVEMENTS PROJECT

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

For Period Ending: September 10, 2013

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: September 10, 2013

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>123,968.00</u>	Work & Materials to Date	\$ <u>110,835.14</u>
Net Change Orders	\$ <u>(13,132.86)</u>	Amount Retained	\$ <u>0.00</u>
Current Contract Price	\$ <u>110,835.14</u>	Subtotal	\$ <u>110,835.14</u>
		Previous Payments	\$ <u>104,835.14</u>
		Amount Due this Payment	\$ <u>6,000.00</u>



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email: info@bm-eng.com

October 2, 2013

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

Re: City of Mountain Iron, MN
2013 Sidewalk Improvements
Project No. MI13-10

Dear Mr. Wainio;

Enclosed please find Pay Request No. 1 for the Mountain Iron 2013 Sidewalk Improvements project in the amount of **\$26,192.45**, for approval at your next scheduled City Council meeting. This amount includes withholding 5% 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.
Vice President

Enclosure

Pc: Mr. Jim Bougalis – Hibbing Excavating, Inc.

RECOMMENDATION OF PAYMENT

No. 1

Owner's Project No.: _____

Engineer's Project No.: MI13-10

Project: 2013 Sidewalk Improvements

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

For Period Ending: October 1, 2013

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 October 2, 2013

By  _____

STATEMENT OF WORK

Original Contract Price	\$ <u>117,941.50</u>	Work & Materials to Date	\$ <u>27,571.00</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained (5%)	\$ <u>1,378.55</u>
Current Contract Price	\$ <u>117,941.50</u>	Subtotal	\$ <u>26,192.45</u>
		Previous Payments	\$ <u>0.00</u>
		Amount Due this Payment	\$ <u>26,192.45</u>



October 2, 2013

PAY REQUEST NO. 1
2013 SIDEWALK IMPROVEMENTS
MOUNTAIN IRON, MINNESOTA
PROJECT NO.: MI13-10

CONTRACTOR: HIBBING EXCAVATING, INC.

ITEM NO.	ITEM	UNITS	PLAN QUANTITY	UNIT COST	QUANTITY TO DATE	TOTAL AMOUNT
2104.501	REMOVE CURB & GUTTER	LIN. FT.	89.0	\$10.00	70.0	\$700.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	3,214.0	\$3.00	3,000.0	\$9,000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	190.0	\$4.00	190.0	\$760.00
2104.513	SAWING BITUMINOUS PAVEMENT	LIN. FT.	579.0	\$4.00	579.0	\$2,316.00
2105.501	COMMON EXCAVATION	CU. YD.	255.0	\$14.00	100.0	\$1,400.00
2105.525	TOPSOIL BORROW (LV)	CU. YD.	81.0	\$22.00		\$0.00
2211.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	237.0	\$22.00	100.0	\$2,200.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	135.0	\$135.00		\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES. SPECIAL	EACH	1.0	\$3,500.00		\$0.00
2521.501	4" CONCRETE WALK	SQ. FT.	12,906.0	\$4.25	2,340.0	\$9,945.00
2531.501	CONCRETE CURB & GUTTER DES. B618	LIN. FT.	89.0	\$23.00		\$0.00
2531.501	CONCRETE CURB & GUTTER DES. B624	LIN. FT.	400.0	\$23.00		\$0.00
2531.618	TRUNCATED DOMES	SQ. FT.	40.0	\$35.00		\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$2,500.00	0.5	\$1,250.00
2575.505	SODDING TYPE LAWN	SQ. YD.	95.0	\$11.00		\$0.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$1,000.00		\$0.00

COMPLETED TO DATE: \$27,571.00
LESS RETAINAGE (5%): (\$1,378.55)

SUBTOTAL PAY REQUEST #1: \$26,192.45
LESS PREVIOUS PAYMENTS: \$0.00

TOTAL PAY REQUEST #1: \$26,192.45


 BENCHMARK ENGINEERING, INC.



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email: info@bm-eng.com

September 30, 2013

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

Re: City of Mountain Iron, MN
Unity Drive Improvements
Project No. MI13-07

Dear Mr. Wainio:

Enclosed please find Pay Request No. 2 for Unity Drive Improvements project in the amount of **\$200,260.25** for approval at your next scheduled City Council meeting. This payment is for the 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.


Alan J. Johnson, P.E.

Enclosures

pc: Mr. Jim Bougalis, Hibbing Excavating, Inc.

RECOMMENDATION OF PAYMENT

No. 2

Owner's Project No.: _____

Engineer's Project No.: MI13-07

Project: Unity Drive Improvements

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

For Period Ending: September 30, 2013

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: September 30, 2013

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>586,445.50</u>	Work & Materials to Date	\$ <u>238,168.10</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained	\$ <u>11,908.40</u>
Current Contract Price	\$ <u>586,445.50</u>	Subtotal	\$ <u>226,259.70</u>
		Previous Payments	\$ <u>25,299.45</u>
		Amount Due this Payment	\$ <u>200,960.25</u>



Pay Request No. 2
IMPROVEMENTS TO UNITY DRIVE CO RRIDOR
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI13-07

DATE: September 30, 2013

CONTRACTOR: HIBBING EXCAVATING INC.

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY	QUANTITY	QUANTITY	TOTAL AMOUNT
					THIS PERIOD	PREVIOUS PERIOD	TO DATE	
2101.502	CLEARING AND GRUBBING	LUMP SUM	1	\$48,000.00	0.75	0.25	1.00	\$48,000.00
2104.501	REMOVE FENCE - POST AND WIRE	LIN. FT.	1,083	\$5.00	1,083.00		1,083.00	\$5,415.00
2104.501	REMOVE SEWER PIPE (CULVERTS)	LIN. FT.	124	\$5.00			124.00	\$620.00
2104.501	REMOVE CURB & GUTTER	LIN. FT.	15	\$25.00	15.00		15.00	\$375.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	34	\$15.00	453.00		453.00	\$6,795.00
2104.513	SAWING BITUMINOUS PAVEMENT	LIN. FT.	60	\$5.00	126.00		126.00	\$630.00
2104.521	SALVAGE WOVEN WIRE FENCE	LIN. FT.	194	\$5.00			0.00	\$0.00
2104.602	RELOCATE MISC. STRUCTURES	EACH	2	\$2,500.00	1.00		1.00	\$2,500.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	3,396	\$7.00	3,547.00		3,547.00	\$24,829.00
2105.503	ROCK EXCAVATION	CU. YD.	100	\$55.00			0.00	\$0.00
2105.607	SELECT GRANULAR BORROW (CV)	CU. YD.	3,017	\$12.00	3,214.00		3,214.00	\$38,568.00
2105.523	COMMON BORROW (CV)	CU. YD.	268	\$12.00			0.00	\$0.00
2105.525	TOPSOIL BORROW	CU. YD.	350	\$22.00			0.00	\$0.00
2105.603	CONSTRUCT DRAINAGE DITCH	LIN. FT.	2,162	\$7.00	2,055.00		2,055.00	\$14,385.00
2104.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	13,200	\$1.50	13,691.00		13,691.00	\$20,536.50
2211.503	AGGREGATE BASE (CV) CLASS V	CU. YD.	2,960	\$18.00	500.00		500.00	\$9,000.00
2221.503	AGGREGATE SHOULDERING (CV) CL.1	CU. YD.	396	\$18.00			0.00	\$0.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	2,070	\$73.00			0.00	\$0.00
2360.503	TYPE SP 12.5 NON-WEAR COURSE MIXTURE (3,B)	TON	1,651	\$66.00			0.00	\$0.00
2501.511	12" CS PIPE CULVERT	LIN. FT.	152	\$22.00	224.00		224.00	\$4,928.00
2501.511	12" RC PIPE CULVERT	LIN. FT.	96	\$28.00	96.00		96.00	\$2,688.00
2501.511	24" RC PIPE CULVERT	LIN. FT.	144	\$38.00	144.00		144.00	\$5,472.00
2501.511	12" CS PIPE APRON	EACH	14	\$100.00	14.00		14.00	\$1,400.00
2501.515	12" RC PIPE APRON	EACH	5	\$450.00	5.00		5.00	\$2,250.00
2501.515	24" RC PIPE APRON	EACH	6	\$750.00	6.00		6.00	\$4,500.00
							0.00	
2503.511	6" PVC PIPE SEWER -	LIN. FT.	223	\$22.00		173.0	173.00	\$3,806.00
2503.511	8" PVC PIPE SEWER - SDR 35	LIN. FT.	15	\$50.00	25.00		25.00	\$1,250.00
2503.541	12" RC PIPE SEWER 3006 CL III	EACH	60	\$44.00	60.00		60.00	\$2,640.00
2503.602	8"X6" PVC WYE	EACH	4	\$275.00	1.00	4.0	5.00	\$1,375.00
2503.602	TRACER WIRE ACCESS BOX	EACH	7	\$75.00		5.0	5.00	\$375.00
2503.602	CONNECT TO EXISTING MANHOLE (SAN)	EACH	3	\$1,500.00	1.00		1.00	\$1,500.00
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	3	\$250.00	2.00	3.0	5.00	\$1,250.00
2504.608	DUCTILE IRON FITTINGS	POUNDS	230	\$4.00	115.00		115.00	\$460.00
2504.602	ADJUST VALVE BOX - WATER	EACH	5	\$150.00			0.00	\$0.00
2504.602	ADJUST CURB BOX	EACH	4	\$250.00			0.00	\$0.00
2504.602	3/4" CORPORATION STOP	EACH	6	\$275.00		5.0	5.00	\$1,375.00
2504.602	3/4" CURB STOP & 1.5" BOX	EACH	6	\$375.00		5.0	5.00	\$1,875.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	2	\$1,800.00	1.00		1.00	\$1,800.00
2504.602	6" GATE VALVE AND BOX	EACH	2	\$1,250.00	1.00		1.00	\$1,250.00
2504.603	6" WATERMAIN DUCTILE IRON CL. S2	LIN. FT.	66	\$65.00	15.00		15.00	\$975.00
2504.603	3/4" TYPE K COPPER	LIN. FT.	164	\$25.00		164.0	164.00	\$4,100.00
2504.604	2" INSULATION	SQ. YD.	20	\$20.00			0.00	\$0.00
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN. FT.	4.7	\$250.00	4.70		4.70	\$1,175.00
2506.516	CASTING ASSEMBLY	EACH	1	\$500.00			0.00	\$0.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	7	\$200.00			0.00	\$0.00
2506.603	RECONSTRUCT SANITARY MANHOLES	LIN. FT.	7	\$400.00	2.00		2.00	\$800.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	75	\$55.00			0.00	\$0.00
2540.602	RELOCATE MAIL BOX	EACH	10	\$100.00	6.00		6.00	\$600.00
2575.505	SODDING TYPE LAWN	SQ. YD.	350	\$8.75			0.00	\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00		0.50	0.50	\$1,250.00
2564.602	F&I SIGN PANEL (STOP SIGN) NOT INCL. POST	EACH	1	\$100.00			0.00	\$0.00
2573.502	SILT FENCE - PREASSEMBLED	LIN. FT.	1,580	\$3.10	1,426.00		1,426.00	\$4,420.60
2573.530	STORM DRAIN INLET PROTECTION	EACH	4	\$100.00			0.00	\$0.00
2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2	\$1,500.00	2.00		2.00	\$3,000.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1	\$2,200.00			0.00	\$0.00
2575.602	SEDIMENT BASIN	EACH	4	\$2,500.00	4.00		4.00	\$10,000.00

CONTRACT AMOUNT: **\$586,445.50**

COMPLETED TO DATE: **\$238,168.10**

LESS RETAINAGE: (\$11,908.41)

SUBTOTAL PAY REQUEST #2: \$226,259.70

LESS PREVIOUS PAYMENTS: (\$25,299.45)

TOTAL PAY REQUEST #2: **\$200,960.25**



BENCHMARK ENGINEERING, INC.

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8878 Main Street ▪ P.O. Box 261
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email: info@bm-eng.com

September 30, 2013

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

Re: City of Mountain Iron, MN
County Road 102 Utility Extensions
Project No. MI12-04

Dear Mr. Wainio:

Enclosed please find Pay Request No. 2 for County Road 102 Utility Extension project in the amount of **\$6,102.32** for approval at your next scheduled City Council meeting. This payment is for the 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.


Alan J. Johnson, P.E.

Enclosures

pc: Mr. Andrew Wagner, Ulland Brothers, Inc.

RECOMMENDATION OF PAYMENT

No. 2

Owner's Project No.: _____

Engineer's Project No.: MI12-04

Project: County Road 102 Utility Extensions

CONTRACTOR: Ulland Brothers, Inc., 505 West 37th Street, Hibbing, MN 55746

For Period Ending: September 30, 2013

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: September 30, 2013

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>625,000.00</u>	Work & Materials to Date	\$ <u>315,312.80</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained	\$ <u>15,765.64</u>
Current Contract Price	\$ <u>625,000.00</u>	Subtotal	\$ <u>299,547.16</u>
		Previous Payments	\$ <u>293,444.84</u>
		Amount Due this Payment	\$ <u>6,102.32</u>



September 30, 2013

PAY REQUEST NO. 2
 UTILITY EXTENSION COUNTY ROAD 102
 CITY OF MOUNTAIN IRON, MINNESOTA

PROJECT NO: MI12-04

CONTRACTOR: ULLAND BROTHERS

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY REVIOUS PERIO	QUANTITY TO DATE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1.0	\$18,637.55		1.0	1.00	\$18,637.55
2101.501	CLEARING	ACRE	2.0	\$1,000.00		2.0	2.00	\$2,000.00
2101.506	GRUBBING	ACRE	2.0	\$2,500.00		2.0	2.00	\$5,000.00
2104.501	REMOVE PIPE SEWERS	LIN. FT.	366.0	\$15.00			0.00	\$0.00
2104.523	SALVAGE MANHOLES	EACH	1.0	\$1,000.00			0.00	\$0.00
2105.501	COMMON EXCAVATION	CU. YD.	24,000.0	\$3.00		24,000.0	24,000.00	\$72,000.00
2105.503	ROCK EXCAVATION	CU. YD.	300.0	\$12.00	15.00	44.0	59.00	\$708.00
2105.535	SALVAGED TOPSOIL (LV)	CU. YD.	403.0	\$7.00		403.0	403.00	\$2,821.00
2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU. YD.	40.0	\$24.00	(2.00)	2.0	0.00	\$0.00
2501.515	12" RC PIPE APRON	EACH	2.0	\$560.00	1.00	1.0	2.00	\$1,120.00
2501.515	48" RC PIPE APRON	EACH	1.0	\$1,400.00		1.0	1.00	\$1,400.00
2501.511	6" PVC PIPE SEWER, SDR 35	LIN. FT.	76.0	\$26.00		84.0	84.00	\$2,184.00
2503.511	8" PVC PIPE SEWER, SDR 35	LIN. FT.	596.0	\$42.00		381.0	381.00	\$16,002.00
2503.541	12" RC PIPE SEWER, DES. 3006	LIN. FT.	1,021.0	\$48.00		1,029.0	1,029.00	\$49,392.00
2503.541	42" RC PIPE SEWER, DES. 3006	LIN. FT.	21.0	\$134.00	16.00		16.00	\$2,144.00
2503.541	48" RC PIPE SEWER, DES. 3006	LIN. FT.	150.0	\$136.00		144.0	144.00	\$19,584.00
2503.602	CONNECT TO EXISTING MANHOLES (SANITARY)	EACH	1.0	\$2,000.00		1.0	1.00	\$2,000.00
2503.603	8" X 6" WYE	EACH	1.0	\$100.00		1.0	1.00	\$100.00
2503.602	TRACER WIRE ACCESS BOX	EACH	1.0	\$100.00			0.00	\$0.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	5.0	\$1,700.00		1.0	1.00	\$1,700.00
2504.602	HYDRANT	EACH	3.0	\$5,000.00		1.0	1.00	\$5,000.00
2504.602	6" GATE VALVE AND BOX	EACH	3.0	\$1,350.00		1.0	1.00	\$1,350.00
2504.602	8" GATE VALVE AND BOX	EACH	4.0	\$1,650.00		1.0	1.00	\$1,650.00
2504.602	12" GATE VALVE AND BOX	EACH	7.0	\$2,650.00		2.0	2.00	\$5,300.00
2504.602	6" HDPE MECHANICAL JOINT ADAPTER	EACH	5.0	\$325.00			0.00	\$0.00
2504.602	12" HDPE MECHANICAL JOINT ADAPTER	EACH	24.0	\$400.00		7.0	7.00	\$2,800.00
2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	120.0	\$48.00		80.0	80.00	\$3,840.00
2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	64.0	\$60.00		40.0	40.00	\$2,400.00
2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	8.0	\$90.00		8.0	8.00	\$720.00
2504.603	12" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	10.0	\$95.00		2.0	2.00	\$190.00
2504.603	6" WATERMAIN HDPE	LIN. FT.	167.0	\$34.00			0.00	\$0.00
2504.603	12" WATERMAIN HDPE	LIN. FT.	5,506.0	\$45.00		1,320.0	1,320.00	\$59,400.00
2504.604	2" POLYSTYRENE INSULATION	SQ. YD.	114.0	\$8.00		6.0	6.00	\$48.00
2504.608	DUCTILE IRON FITTINGS	POUND	740.0	\$8.00		400.0	400.00	\$3,200.00
2506.501	CONST. DRAINAGE STRUCTURE DES. F	LIN. FT.	25.3	\$200.00		25.3	25.30	\$5,060.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 4007	LIN. FT.	43.2	\$230.00		24.7	24.70	\$5,681.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 84-4020	LIN. FT.	18.0	\$525.00		18.0	18.00	\$9,450.00
2506.516	CASTING ASSEMBLY	EACH	8.0	\$470.00			0.00	\$0.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	1.0	\$3,600.00		1.0	1.00	\$3,600.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	4.1	\$100.00		30.0	30.00	\$3,000.00
2557.501	WIRE FENCE DESIGN 72-9322	LIN. FT.	1,120.0	\$24.00			0.00	\$0.00
2557.517	INSTALL VEHICLE GATE (DOUBLE)	EACH	2.0	\$2,060.00			0.00	\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$1,000.00			0.00	\$0.00
2573.502	SILT FENCE, TYPE PREASSEMBLED & MAINTAINED	LIN. FT.	825.0	\$2.25	50.00	775.0	825.00	\$1,856.25
2573.512	TEMPORARY DITCH CHECK TYPE 3	LIN. FT.	200.0	\$0.01			0.00	\$0.00
2573.512	TEMPORARY DITCH CHECK TYPE 7	CU. YD.	100.0	\$0.01			0.00	\$0.00
2573.602	STABILIZED CONSTRUCTION ENTRANCE	EACH	2.0	\$500.00		1.0	1.00	\$500.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 3	SQ. YD.	1,995.0	\$0.01			0.00	\$0.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 6	SQ. YD.	2,125.0	\$0.01			0.00	\$0.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$6,950.00	0.50		0.50	\$3,475.00

CONTRACT AMOUNT: \$625,000.00

COMPLETED TO DATE: \$315,312.80

LESS RETAINAGE: (\$15,765.64)

SUBTOTAL PAY REQUEST #2: \$299,547.16

LESS PREVIOUS PAYMENTS: (\$293,444.84)

TOTAL PAY REQUEST #2: **\$6,102.32**

Ala J. Johnson

COUNCIL LETTER 100713-IVH1

PERSONNEL COMMITTEE

LEAD LINEMAN

DATE: October 03, 2013
FROM: Personnel Committee
Craig J. Wainio
City Administrator

On Monday, prior to the City Council meeting, the Personnel Committee will be conducting interviews for the Lead Journeyman Lineman position and will be presenting a recommendation at this meeting.

COUNCIL LETTER 100713-IVH2

ADMINISTRATION

FIRE CAPTAINS

DATE: October 03, 2013

FROM: Personnel Committee

Craig J. Wainio
City Administrator

The Personnel Committee, the Public Health and Safety Committee and the fire Department have been revising the position analysis for the Captains for the Fire Department. Enclosed are the revised descriptions as recommended by these entities.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter Captain (Wild Land Officer)

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 and rescuing of persons.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities including small engines.
- ◆ Responsible for setting up all wild land personal protective equipment and fire fighting apparatus.
- ◆ Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, and training in wild land firefighting.
- ◆ Monitors departmental activities to ensure conformance 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 all activities on wild land fire scene; 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 apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ 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 firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license
- ◆ Rapid Intervention Team trained.
- ◆ 50% call rate response
- ◆ S130 – S190 class completion as well as required refreshers.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter Captain (Head Safety Officer)

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 and to oversee all safety procedures are followed.

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 and rescuing of persons.
- ◆ Oversees all safety training each year.
- ◆ Responsible for all rehabilitation and safety concerns at the fire scene, may also assign firefighter safety duties as needed.
- ◆ Responsible for all personal protective equipment inspection and replacement and will keep records of all personal protective equipment, SCBA's and other safety equipment.
- ◆ Monitors departmental activities to ensure conformance 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; 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 apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ 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 firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.
- ◆ Completed 12 hour Safety Officer class.
- ◆ Completed Fire 1001 including live burn.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter Captain (Truck Inspection Officer)

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 and rescuing of persons.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities.
- ◆ Responsible for all truck inspections including checking fuel levels, fueling trucks, truck safety, reviewing equipment on trucks, call sheets and SCBA's on trucks.
- ◆ Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue work.
- ◆ Monitors departmental activities to ensure conformance 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; 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 apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ 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 firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license
- ◆ Rapid Intervention Team trained.
- ◆ 50% call rate response

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter Captain (Secretary/Purchasing Officer)

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 and rescuing of persons.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities.
- ◆ Responsible for all departmental purchases and associated paperwork.
- ◆ Responsible for tracking and entering all fire calls and posting bi-monthly reports.
- ◆ Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue work.
- ◆ Monitors departmental activities to ensure conformance 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; 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 apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ 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 firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license
- ◆ Rapid Intervention Team trained.
- ◆ 50% call rate response



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 26-13

ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for Improvement Number MI11-05 the improvements to the Mountain Iron Water System along County Road 7 between Spruce Drive and Southern Drive by installing a water main.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January 2014, and shall bear interest at the rate of eight percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF OCTOBER, 2013.

Mayor Gary Skalko

ATTEST:

City Administrator

Parcel Code	Name	Address	City	Front Footage	Total	Assessment Amount	Per Foot
175-0071-01360	RGGS	100 WAUGH DRIVE SUITE 400	HOUSTON TX 77007	730	\$ 62,661.19	\$ 6,266.12	\$ 8.58
175-0071-01365	Mountain Iron EDA	8586 Enterprise Drive South	Mountain Iron MN 55768	286	\$ 24,549.45	\$ 2,454.95	\$ 8.58
175-0071-01395	Mountain Iron EDA	8586 Enterprise Drive South	Mountain Iron MN 55768	573	\$ 49,184.74	\$ 4,918.47	\$ 8.58
175-0071-01390	RGGS	100 WAUGH DRIVE SUITE 400	HOUSTON TX 77007	535	\$ 45,922.93	\$ 4,592.29	\$ 8.58
				2124	\$ 182,318.32	\$ 18,231.83	



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RESOLUTION NUMBER 37-13

CALLING A HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the council on September 16, 2013, the City Administrator was directed to prepare a proposed assessment of the cost of Improvement Number M111-06 the improvements of Bluebell Avenue and Daffodil Avenue between the centerline of Unity Drive and the centerline of Jasmine Street by reconstruction or overlayment, and

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

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

1. A hearing shall be held at 5:30 p.m. on November 4, 2013 in the Community Center located at 8586 Enterprise Drive South to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Mountain Iron, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF OCTOBER, 2013.

Mayor Gary Skalko

ATTEST:

City Administrator

NAME	ADDRESS	CITY	STATE	ZIP	LOT	BLOCK	FRONT FOOTAGE	PARCEL CODE	PROJECT COST	ASSESSMENT RATE	ASSESSMENT AMOUNT	COST PER FOOT
PONTINEN RYAN & STACY	5468 DAFFODIL AVE	VIRGINIA MN	55792		8	2	62.67	175-0014-00340	\$142,862.38	75%	\$1,450.95	\$23.15
NEWBERG ROBERT R	5472 DAFFODIL AVE	VIRGINIA MN	55792		8	2	62.67	175-0014-00345	\$1,934.60	75%	\$1,450.95	\$23.15
PONTINEN RYAN & STACY	5468 DAFFODIL AVE	VIRGINIA MN	55792		9	2	125.34	175-0014-00350	\$3,869.20	75%	\$2,901.90	\$23.15
PETERSON MARK R & BARBARA J	8391 JASMINE ST	VIRGINIA MN	55792		10	2	62.67	175-0014-00360	\$1,934.60	75%	\$1,450.95	\$23.15
TOTALS							-4627.9225		\$142,862.38		\$107,146.79	

SPECIAL EVENTS PERMIT REQUIREMENTS

TYPE OF EVENT: 10K, 5K, 2 mile run/walk

NAME OF PERSON/BUSINESS: Mesabi Family YMCA

NAME OF PERSON RESPONSIBLE FOR EVENT: Becky Zubich

PHONE NUMBER: 218-749-8020

LOCATION OF EVENT: YMCA, Unity Drive, Mud Lake Road

DATE & TIME OF EVENT: October 12, 2013 10:00am

IS SANITATION FACILITIES AND POTABLE WATER AVAILABLE?: yes

IS SECURITY/CROWD MANAGEMENT PROVIDED FOR?: yes

WHAT TYPE OF PARKING AND/OR TRAFFIC ISSUES ARE PRESENT?: runners/walkers on Unity Drive + Mud Lake Road

WILL EMERGENCY & MEDICAL SERVICES BE NEEDED?: no

WILL FIRE/SAFETY SERVICES BE NEEDED?: no

INSURANCE AFFIDAVIT: on file

PROVISIONS FOR CLEAN-UP OF PREMISES & SURROUNDING AREA/TRASH DISPOSAL: YMCA Staff/volunteers will clean up

ARE TEMPORARY CONSTRUCTION BARRICADES/FENCING NEEDED?: no

PROVISIONS FOR REMOVAL OF ADVERTISING/PROMOTIONAL MATERIALS: no

WILL THERE BE ALCOHOL CONSUMPTION?: no

IF SO, INSURANCE AFFIDAVIT: na

FEE PAID PER CITY ORDINANCE: \$25.00 paid

DATE(S) PERMIT IS ACTIVE FOR: October 12, 2013

PAID

Rec.# 2.153586.
SEP 18 2013

MTN IRON
PUBLIC UTILITIES

APPROVED BY: _____

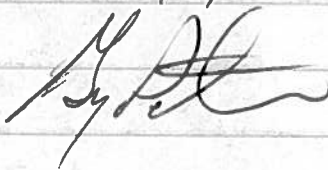
DATE APPROVED: _____

CC/Sheriff's Dept.

10/3/13

To Whom It May Concern,

In regards to the Pelletier wedding on Oct. 18th, Bob's Bar & Grill has been requested to have a bar setup at said wedding. All laws & regulations will be in accordance.

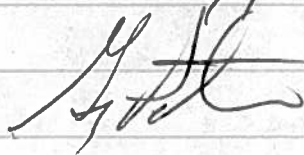
Sincerely,


10/3/13

To Whom It May Concern,

In regards to the Carpenter wedding on Nov. 16th, B&B Bar & Grill has been requested to have a bar set-up at said wedding. All laws & regulations will be in accordance.

Wedding Date
Nov. 16th 2013

Sincerely,


COMMUNICATIONS
OCTOBER 7, 2013

1. VRMC Foundation for Festival of Trees, a request for sponsorship of the event.
2. State of Minnesota, Office of the State Auditor, forwarding the Volunteer Relief Association Investment Report Card.
3. Mountain Iron-Buhl Schools Cross Country Coach, a request for a donation.



September 20, 2013

Dear Sponsor,

It is with great pleasure and enthusiasm to be able to share with you that the VRMC Foundation will once again host the “Festival of Trees” celebration, November 2013.

The “Festival of Trees” has grown into a tradition that kicks off the holiday season and it helps raise valuable funds for key projects and programs, at our local hospital, now Essentia Health – Virginia.

Please mark your calendars for this year’s “Festival of Trees” being held at the Mt Iron Community Center starting Wednesday November 20th with “Business after Hours” and running through Saturday November 23rd.

The proceeds from this year’s Festival of Trees will be designated for the new Urgent Care Center addition that is being created on the Essentia Health –Virginia Campus. This new addition will allow patients to obtain more convenient medical care. This will complement the development of a secondary health care hub in Virginia and it will be an important part of the growing health needs of our regional community. It is part of the vision that Essentia Health has for the growth of our hospital and it remaining a viable part of the medical community.

We hope you will consider supporting this worthwhile cause. Enclosed is a sponsorship form with various levels of sponsorship.

Please return the enclosed form and your contribution to:

The Festival of Trees 2013
VRMC Foundation c/o: Claudia Skalko
901 9th St N.
Virginia, MN 55792.

Thank you for your continued support.

Claudia Skalko
VRMC Foundation/ Event Planner

Presenting the 13th Annual

2013 Festival of Trees

November 20th - 23th, 2013

All proceeds from Festival of Trees event will go towards the New Urgent Care Center being built on the Essentia Health - Virginia Campus

Donation Form

Company Name/Organization _____
Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ e-mail _____

- | | |
|--------------------------|--------------------------------|
| ___ Diamond Sponsor | \$1,000 and above contribution |
| ___ Platinum Sponsor | \$500 to \$999 contribution |
| ___ Gold Level Sponsor | \$200 to \$499 contribution |
| ___ Silver Level Sponsor | \$100 to \$199 contribution |
| ___ Bronze Level Sponsor | \$50 to \$99 contribution |
| ___ Iron Level Sponsor | \$10 to \$49 contribution |

If in-kind donation, please list donation and it's value below:



Checks can be made payable to VRMC Foundation
Mail to Claudia Skalko-VRMC FOUNDATION
901 9th Street North, Virginia, Minnesota 55792
(218) 749-9415

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Volunteer Fire Relief Association Investment Report Card

The Office of the State Auditor is providing the attached “Investment Report Card” as an educational tool for your relief association. The report card provides one-year and multi-year rates of return calculated for your relief association, as well as a custom benchmark rate of return. The custom benchmark rate of return can be used to measure your relief association’s actual investment performance for 2012 against market returns. This cover document provides information to help your relief association understand its individualized report card. It does not contain investment or legal advice and should not be relied upon in lieu of investment or legal advice.

Rates of Return

The one-year rate of return is the return calculated based on your relief association’s Special Fund investments for calendar year 2012. The three-year, five-year, ten-year, and fifteen-year rates of return are also provided, which show the average annual returns for the respective periods.

Custom Benchmark: The custom benchmark rate of return shows what your relief association could have earned had it invested its assets passively for the entire year. A passive investment strategy is more commonly called indexing. Indexing is an investment management approach that seeks to replicate the rates of return of a particular benchmark or index. The management style is considered passive because portfolio managers do not make decisions about which securities to buy and sell. Instead, managers simply copy the index by purchasing the same securities included in a particular stock or bond market index. Index funds are widely available for stocks and bonds (e.g., Russell 3000, Barclays Capital Aggregate). For cash, a relief association could invest in a money market fund or shop for the highest returning certificate of deposit.

The benchmark return is calculated for your relief association by multiplying your association’s asset class proportions by the rate of return earned on a common benchmark index for each asset class. If your relief association changed investment strategies during the year, the calculated benchmark return does not reflect the changes.

Benchmark Calculation Example:

January 1, 2012 Asset Allocation	Benchmark	Return	(a) x (b)
(a)		(b)	(c)
Domestic Stock	Russell 3000	16.42%	6.95%
International Stock	MSCI ACWI ex. U.S.	16.83%	1.58%
Bonds	Barclays Capital Aggregate	4.21%	1.07%
Cash	90-Day U.S. T-Bill	0.08%	0.02%
Other	Russell 3000	16.42%	0.26%
Benchmark Return		Sum (c) =	9.88%

Asset Allocation

The beginning of year and end of year asset allocations show the percentage of your relief association's portfolio that was invested in various asset classes. By diversifying an asset base, the goal is to create a favorable risk/reward ratio for the portfolio. When returns for one asset class decline, the expectation is that returns for another asset class will increase, offsetting the loss. The "other" asset class includes all investments besides cash, stocks, and bonds, including small allocations to this class within mutual funds.

Benchmark Information

Rates of return are provided for each index used to calculate your relief association's custom benchmark rate of return. Rates of return for the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan and State Board of Investment accounts are also provided for reference purposes.

2012 Index Returns: The benchmark indices used to calculate your relief association's custom benchmark rate of return are provided in the Benchmark Information section of the attached report card, along with the rate of return for each respective index.

- **Russell 3000 Index** – A performance measure of the overall U.S. stock market. This index includes the 3000 largest publicly traded U.S. companies.
- **MSCI ACWI ex. U.S. Index** – A performance measure of international stocks, including developed markets and emerging markets. This index does not include the U.S. stock market's performance.
- **Barclays Capital Aggregate U.S. Index** – A performance measure of the U.S. investment grade bond market, including corporate and government bonds.
- **90-Day U.S. T-Bill** – A performance measure of short term cash investments.

2012 State Board of Investment Returns: Relief associations are authorized to invest assets in the State Board of Investment (SBI) Supplemental Investment Fund. There are six investment accounts, or investment options, within the Supplemental Investment Fund that are available for relief association investment. It is not the intent of the SBI to advise relief associations regarding their choice among accounts. Relief associations may wish to consult an investment advisor for guidance. The SBI Returns section of the attached report card provides the rates of return for the six SBI accounts. The SBI rates of return serve as a good benchmark for your relief association, showing returns that were available during 2012. The six accounts are listed below.

- **Bond Market Account** – Bonds
- **Common Stock Account** – Domestic Stock (Passively Managed)
- **Growth Share Account** – Domestic Stock (Actively Managed)
- **Income Share Account** – Balanced
- **International Share Account** – International Stock
- **Money Market Account** – Cash



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REBECCA OTTO
STATE AUDITOR

Investment Report Card

Mountain Iron Fire Relief Association
For the Year Ended December 31, 2012

Rates of Return

One-Year	8.03%
Three-Year	4.17%
Five-Year	0.74%
Ten-Year	3.85%
Fifteen-Year	3.69%
Custom Benchmark (One-Year)	8.71%

Asset Allocations

	Domestic Stock	International Stock	Bonds	Cash	Other
As of 01/01/12	31.58%	15.94%	19.42%	33.05%	0.01%
As of 12/31/12	25.98%	23.86%	20.17%	27.48%	2.51%

Benchmark Information

2012 Index Returns	Voluntary Statewide Plan
Russell 3000 (Domestic Stock)	11.67%
MSCI ACWI ex. U.S. (International Stock)	6.67%
Barclays Capital Aggregate (Bonds)	16.35%
90-Day U.S. Treasury Bill (Cash)	16.83%
Russell 3000 (Other)	12.21%
	SBI International Share
	17.58%
	SBI Money Market
	0.27%
	2012 State Board of Investment Returns
	SBI Bond Market
	6.67%
	SBI Common Stock
	16.35%
	SBI Growth Share
	16.83%
	SBI Income Share
	12.21%
	SBI International Share
	17.58%
	SBI Money Market
	0.27%

This Investment Report Card is provided for informational purposes and should not be construed as containing investment or legal advice, and its contents are subject to revision.

TO: MAYOR AND CITY COUNCIL MEMBERS OF MOUNTAIN IRON

FROM: DAVID TAUS, CROSS COUNTRY COACH AT MIB

I am writing to you to request a donation for our Cross Country team. We have had our own team for the past two years and are excited about our future plans, of growth, for our student/athletes.

We would like to Thank You in advance for any financial support.

Checks may be writing out to MIB CC Club and mailed to:

David Taus
8353 Spruce Drive
Mt. Iron, MN 55768

Sincerely,

A handwritten signature in blue ink that reads "David Taus". The signature is written in a cursive style with a long, sweeping underline.

David Taus
Cross Country Coach
MIB
780-5109