

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, OCTOBER 19, 2015 - 6:30 P.M.
A G E N D A**

- I. Roll Call
 - II. Consent Agenda
 - A. Minutes of the October 5, 2015, meeting (#1-10)
 - B. Minutes of the October 12, 2015, special meeting (#11)
 - C. Receipts
 - D. Bills and Payroll
 - E. Communications (#28)
 - III. Public Forum
 - IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. EDA Appointment (#12)
 - B. City Administrator's Report
 - 1. Transformer Quotes (#13)
 - C. Library Director/Special Events Coordinator
 - D. Sheriff's Department Report
 - E. City Attorneys Report
 - F. City Engineer's Report
 - 1. Change Order Number 1 – Storm Sewer Replacement (#14, #17)
 - 2. Pay Request Number 2 – Storm Sewer Replacement (#14-16)
 - G. Liaison Reports
 - V. Unfinished Business
 - VI. New Business
 - A. RAMS Constitution Changes (#18-27)
 - VII. Communications (#28)
 - VIII. Announcements
 - A. Halloween Carnival-October 25, 2015 from Noon to 3:00 p.m.
 - IX. Closed Meeting on Employee Evaluations (#29)
 - X. Action on Items Discussed During the Closed Meeting
 - XI. Adjourn
- # Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
OCTOBER 5, 2015

Mayor Skalko called the City Council meeting to order at 6:31 p.m. with the following members present: Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Absent members include: Susan Tuomela and Joe Prebeg, Jr. Also present were: Craig J. Wainio, City Administrator; Jill M. Clark, Municipal Services Secretary; Michael Downs, Director of Public Works; Rod Flannigan, City Engineer; John Backman, Sergeant; and Greg Chad, Fire Chief.

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:
 - VI. B. To advertise for Fire Department and Emergency Medical Service Personnel
 - C. Resolution Number 25-15, Property Transfer
2. Approve the minutes of the September 21, 2015, regular meeting as submitted.
3. 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.
4. To acknowledge the receipts for the period September 16-30, 2015, totaling \$587,144.19, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period September 16-30, 2015, totaling \$484,243.24, (a list is attached and made a part of these minutes).

The motion carried on the following roll call vote: Prebeg, absent; Zupancich, yes; Stanaway, yes; Tuomela, absent; and Skalko, yes.

During the public forum, Commissioner Keith Nelson addressed the Council regarding the request of the City of Mountain Iron to have a tax forfeited land parcel transfer back to the City.

The Mayor reported on the following:

- Condolences. To the families of Larry Wiitala, Eleanor Jenko, and Marilyn Rikala.
- WCCO Excellent Educator Award. Congratulated Melissa (Norvitch) Zahn for winning the award.

It was moved by Stanaway and seconded by Zupancich to approve the Special Event Permit for the Sawmill Saloon for a 5K Run Fundraiser for Soldiers on December 12, 2015. The motion carried with Prebeg and Tuomela absent.

The Administrator invited residents to attend the 5th and 6th Mountain Iron-Buhl Grade School Nine Man Football game on Saturday at noon on October 10, 2015; they are playing the Cherry "Tigers" for the League Championship.

It was moved by Zupancich and seconded by Stanaway to accept the contract price of \$6,132.00 to purchase six street light standards from Millerbernd Manufacturing Company to be used on Mountain Iron Drive. The motion carried on the following roll call vote: Stanaway, yes; Tuomela, absent; Prebeg, absent; Zupancich, yes; and Skalko, yes.

The Director of Public Works said that the City was currently flushing fire hydrants and that City Staff would be marking the hydrants according to size.

It was moved by Zupancich and seconded by Stanaway to authorize payment request number one to Mesabi Bituminous for the Reconstruction of Mountain Iron Drive in the amount of \$265,062.47. The motion carried on the following roll call vote: Zupancich, yes; Stanaway, yes; Tuomela, absent; Prebeg, absent; and Skalko, yes.

It was moved by Stanaway and seconded by Zupancich to accept the recommendation of the Public Health and Safety Board and approve the proposal with Hundrieser Consulting LLC to develop, facilitate, and wrap-up a regional tabletop exercise for emergency services in an amount not to \$18,000. The motion carried on the following vote: Stanaway, yes, Tuomela, absent; Prebeg, absent; Zupancich, yes; and Skalko, yes.

It was moved by Zupancich and seconded by Stanaway to adopt Resolution Number 24-15, declaring cost to be assessed, and ordering preparation of proposed assessments for the Fairview Lane, Rock Ridge Drive and Silicon Way street improvement projects, (a copy is attached and made a part of these minutes). The motion carried with Tuomela and Prebeg absent.

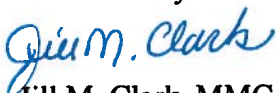
It was moved by Stanaway and seconded by Zupancich to authorize City Staff to advertising for Fire Fighters and Emergency Medical Service personnel through the Hometown Focus, the City web site, and the public access television. The motion carried with Tuomela and Prebeg absent.

It was moved by Zupancich and seconded by Stanaway to adopt Resolution Number 25-15, recognizing Saint Louis County's reservation of mineral rights on land to be re-conveyed to the City of Mountain Iron. The motion carried with Tuomela and Prebeg absent.

The Mayor announced that there is a special meeting scheduled for October 12, 2015 at 6:30 p.m. to discuss employee evaluations.

At 7:26 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned. The motion carried with Tuomela and Prebeg absent.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

Summary By Category And Distribution

Category	Distribution	Amount
INTERGOVERNMENTAL REVENUE	TACONITE MUNICIPAL AID	390,076.00
UTILITY	UTILITY	145,867.71
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	155.92
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,400.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	40.62
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	7,200.63
MISCELLANEOUS	GRANT-MN POWER FOUNDATION	600.00
PERMITS	BUILDING	3,608.16
BUILDING RENTALS	COMMUNITY CENTER	285.00
COPIES	COPIES	3.00
BUILDING RENTALS	NICHOLS HALL	50.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
CD INTEREST	CD INTEREST 101	39.75
CD INTEREST	CD INTEREST 378	45.27
CD INTEREST	CD INTEREST 602	16.57
CD INTEREST	CD INTEREST 603	5.52
CD INTEREST	CD INTEREST 604	3.30
CAMPGROUND RECEIPTS	FEES	700.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	11.23
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	21.00
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	51.80
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	33,847.33
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	378.33
MISCELLANEOUS	SALE-COPIES, MAPS, LABOR-ADMIN	17.55
MISCELLANEOUS	REIMBURSEMENTS	350.00
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	129.50
METER DEPOSITS	ELECTRIC	650.00
PERMITS	SPECIAL EVENTS	25.00
LICENSES	ANIMAL	5.00
METER DEPOSITS	WATER	40.00
MISCELLANEOUS	FIRE DEPT-MISC. INCOME	1,500.00
Summary Totals:		<u>587,144.19</u>

Check Issue Date(s) 09/26/2015 - 10/09/2015

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/15	09/30/2015	147326	829	VOID - ANTHONY POALETTE	604-20200	99.11 M
10/15	10/06/2015	147599	10078	ALLIED GENERATORS (DBA)	602-20200	1,670.00
10/15	10/06/2015	147600	10075	AMERIPRIDE SERVICES	101-20200	39.88
10/15	10/06/2015	147601	10006	ANDERSON AUTO CENTER	101-20200	1,517.00
10/15	10/06/2015	147602	10066	AQUA POWER	602-20200	2,974.13
10/15	10/06/2015	147603	10041	ARROWHEAD EMS ASSOCIATION	101-20200	75.00
10/15	10/06/2015	147604	5007	ASSURANT EMPLOYEE BENEFITS	602-20200	952.24
10/15	10/06/2015	147605	20010	BISS LOCK INC	101-20200	320.00
10/15	10/06/2015	147606	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	79.43
10/15	10/06/2015	147607	30004	CITY OF MOUNTAIN IRON	101-20200	2,418.34
10/15	10/06/2015	147608	30072	COMPUTER WORLD	101-20200	10,174.91
10/15	10/06/2015	147609	230021	CRAIG J WAINIO	101-20200	151.23
10/15	10/06/2015	147610	50050	EMERGENCY RESPONSE SOLUTIONS	101-20200	1,395.00
10/15	10/06/2015	147611	60026	FASTENAL COMPANY	101-20200	81.89
10/15	10/06/2015	147612	60029	FERGUSON ENTERPRISES INC	101-20200	782.99
10/15	10/06/2015	147613	60006	FISHER PRINTING COMPANY	602-20200	558.00
10/15	10/06/2015	147614	70050	GOLDER ASSOCIATES	301-20200	8,209.45
10/15	10/06/2015	147615	70016	GOPHER STATE ONE CALL INC	604-20200	71.05
10/15	10/06/2015	147616	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
10/15	10/06/2015	147617	80021	H R DIRECT/G.NEIL	101-20200	68.42
10/15	10/06/2015	147618	140013	HD SUPPLY WATERWORKS, LTD.	601-20200	18,330.40
10/15	10/06/2015	147619	80017	HENRY'S WATERWORKS INC	601-20200	2,460.67
10/15	10/06/2015	147620	80042	HERMANTOWN HYDRAULICS LLC	101-20200	780.40
10/15	10/06/2015	147621	1023	IRIS HOTAKAINEN	101-20200	200.00
10/15	10/06/2015	147622	110013	JERRY D KUJALA	101-20200	85.00
10/15	10/06/2015	147623	1021	JULIE ANDERSON	101-20200	200.00
10/15	10/06/2015	147624	654	KARIN ANDERSON	101-20200	1,000.00
10/15	10/06/2015	147625	120054	LINDER, JESSE	604-20200	60.41
10/15	10/06/2015	147626	130164	MARKS, JEFF	604-20200	127.46
10/15	10/06/2015	147627	130041	MESABI BITUMINOUS	301-20200	265,062.47
10/15	10/06/2015	147628	130008	MINNESOTA MUNICIPAL UTILITIES	101-20200	2,962.50
10/15	10/06/2015	147629	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,938.73
10/15	10/06/2015	147630	130097	MINNESOTA VALLEY TESTING LABS	602-20200	358.00
10/15	10/06/2015	147631	140047	NARDINI FIRE EQUIPMENT CO INC	101-20200	118.70
10/15	10/06/2015	147632	140004	NORTHERN ENGINE & SUPPLY INC	101-20200	64.09
10/15	10/06/2015	147633	160066	PACE ANALYTICAL SERVICES	602-20200	144.60
10/15	10/06/2015	147634	160072	PRECISION PRINTS OF WRIGHT	604-20200	171.04
10/15	10/06/2015	147635	170007	QUILL CORPORATION	101-20200	392.53
10/15	10/06/2015	147636	180005	ROAD MACHINERY AND SUPPLY	101-20200	4.88
10/15	10/06/2015	147637	190004	SKUBIC BROS INC	101-20200	59.04
10/15	10/06/2015	147638	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
10/15	10/06/2015	147639	1022	TAA/DEED STATE OF MN	101-20200	200.00
10/15	10/06/2015	147640	200057	TOTAL ENERGY SYSTEMS LLC (DBA)	301-20200	2,591.58
10/15	10/06/2015	147641	200028	TRI CITIES BIOSOLIDS DISPOSAL	602-20200	4,095.00
10/15	10/06/2015	147642	200036	TRITEC OF MINNESOTA INC	101-20200	1,330.00
10/15	10/06/2015	147643	220025	VERIZON WIRELESS	601-20200	20.71
10/15	10/06/2015	147644	220014	VIKING INDUSTRIAL NORTH	604-20200	129.12
10/15	10/06/2015	147645	260005	ZEP MANUFACTURING COMPANY	101-20200	191.68

Totals:

377,107.46

Payroll-PP Ending 9/25/15

107,135.78

TOTAL EXPENDITURES

\$484,243.24



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 24-15

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

WHEREAS, costs have been determined for Improvement Number 14-02, the proposed improvement of Silicon Drive between the centerline of the proposed County Road 102 to the end of Silicon Drive by paving, the improvement of Rock Ridge Drive between Park Ridge Drive and Highway 169 by reconstruction and the improvement of Fairview Lane between Mineral Avenue and Greenwood Lane by overlay and the contract price for such improvement is \$317,207.45, and the expenses incurred in the making of such improvement amount to \$44,761.04 so that the total cost of the improvement will be \$367,968.49.


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 \$156,304.58 and the portion of the cost to be assessed against benefited property owners is declared to be \$205,663.91.
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, 2016, and shall bear an interest rate at two percent above the going prime rate 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 5th DAY OF OCTOBER, 2015.

ATTEST:

City Administrator


Mayor Gary Skalko



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RESOLUTION NUMBER 25-15

RECOGNIZING ST. LOUIS COUNTY'S RESERVATION OF MINERAL RIGHTS ON LAND TO BE RE-CONVEYED TO THE CITY OF MOUNTAIN IRON

BE IT RESOLVED, by the City Council (the "Council") of the City of Mountain Iron, St. Louis County, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01 The City entered into a Development Agreement dated August 17, 2005, (the "Development Agreement"), by and among the City, the Mt. Iron Economic Development Authority, a public body, corporate and politic, and a political subdivision, duly organized and existing under the laws of the State of Minnesota (the "Authority"), and Mountain Timber Properties, LLC, a limited liability company duly organized and existing under the laws of the State of Minnesota (the "Developer").

1.02 Pursuant to the terms of the Development Agreement the Developer agreed to purchase the Development Property, and construct the Minimum Improvements on the Development Property, as both terms are defined in the Development Agreement.

1.03 The Development Agreement and the deed transferring the Development Property to the Developer contain a right of reverter stating that ownership of the Development Property reverts back to the City/Authority in the event the Developer does not construct the Minimum Improvements (the "Right of Reverter").

1.04 With the permission of the City and the Authority, the Developer transferred a portion of the Development Property to another entity. The portion of the Development Property remaining after said transfer is legally described on Attachment A attached hereto and is referred to herein as the "Tax-Forfeit Property."

1.05 The Minimum Improvements have not been constructed on the Tax-Forfeit Property and Developer is in default of the Development Agreement.

1.06 Developer failed to pay the property taxes on the Tax-Forfeit Property, it has gone tax-forfeit, and is now owned by the State of Minnesota.

1.07 Pursuant to Minnesota Statutes, Section 282.01 Subdivision 1a.(f), the commissioner of revenue shall convey a parcel of non-conservation tax-forfeited land to a local government subdivision upon the favorable recommendation of the county board if the governmental subdivision has certified to the board that prior to forfeiture the subdivision was entitled to the parcel under a written development agreement, but the conveyance failed to occur prior to forfeiture.

Section 2. Council recognizes St. Louis County's reservation of mineral rights on the Tax-Forfeit Property.

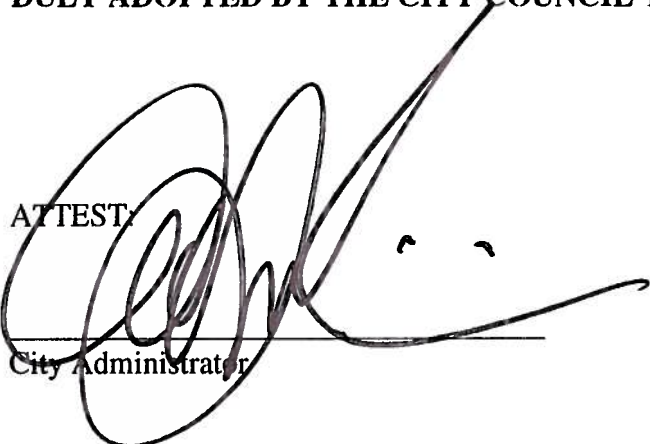
2.01. The Council has certified to the Board of Commissioners for St. Louis County that the City is entitled to the Tax-Forfeit Property pursuant to the Development Agreement and the Deed, but the conveyance failed to occur prior to forfeiture.

2.02. The Council understands that pursuant to Minnesota Statutes, Section 282.01 Subdivision 1a.(f), any conveyance to the City is subject to a favorable recommendation of the Board of Commissioners for St. Louis County.

2.03. The Council recognizes that the Board of Commissioners for St. Louis County intends to make a favorable recommendation conditioned on the Minnesota Department of Revenue reserving all surface and subsurface minerals and mineral rights, specifically including, but not limited to, all iron-bearing tailings material currently owned by the State of Minnesota in trust for the benefit of the local taxing authorities.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF OCTOBER, 2015.

ATTEST



City Administrator



Mayor Gary Skalko

ATTACHMENT A

Tract III

All that portion of the NW¼ of SW¼, Section 10, Township 58 North, Range 18 West, St. Louis County, Minnesota, lying Easterly of the East line of the DM&IR Railroad right-of-way, as currently constructed;

-and-

Tract IV

All that portion of the NE¼ of SW¼, Section 10, Township 58 North, Range 18 West, St. Louis County, Minnesota, lying Westerly of the West line of the County Road 102 right-of-way, as currently constructed, and lying Northerly of the North line of the St. Louis and Lake Counties Regional Railroad Authority railroad right-of-way (a/k/a Wacootah Spur right-of-way), as currently constructed;

-and-

Tract V

All that portion of the SW¼ of SW¼, Section 10, Township 58 North, Range 18 West, St. Louis County, Minnesota, lying Easterly of the East line of the DM&IR Railroad right-of-way and lying Northerly of the North line of the St. Louis and Lake Counties Regional Railroad Authority railroad right-of-way (a/k/a Wacootah Spur right-of-way), as currently constructed

EXCEPT

That part of the NW¼ of SW¼ and the SW¼ of SW¼, Section 10, Township 58 North, Range 18 West of the Fourth Principal Meridian, City of Mt. Iron, St. Louis County, Minnesota, described as follows: Commencing at the northeast corner of said NW¼ of SW¼ of Section 10, thence South 00° 51' 26" West, assigned bearing, along the east line of said NW¼ of SW¼ 853.51 feet to the point of beginning; thence continue South 00° 51' 26" West along said east line 97.65 feet; thence South 65° 07' 39" West 251.23 feet; thence South 53° 47' 55" West 221.29 feet; thence South 28° 46' 58" West 146.92 feet to the north line of said SW¼ of SW¼; thence continue South 28° 46' 58" West 47.45 feet; thence South 18° 57' 17" West 88.91 feet; thence South 33° 08' 30" West 121.43 feet; thence South 43° 34' 04" West 62.81 feet; thence North 85° 26' 13" West 86.86 feet; thence North 59° 24' 12" West 85.11 feet; thence North 34° 18' 34" West 74.90 feet; thence North 04° 15' 24" West 174.64 feet to the north line of said SW¼ of SW¼; thence continue North 04° 15' 24" West 203.12 feet; thence North 20° 40' 31" West 77.58 feet; thence North 42° 54' 35" West 165.96 feet; thence North 37° 39' 35" West 226.53 feet; thence South 90° 00' 00" East 1054.39 feet; thence South 36° 45' 35" East 158.07 feet to the point of beginning. Containing 12.0 acres, more or less.

-and-

That part of the NW¼ of SW¼ and the SW¼ of SW¼, Section 10, Township 58 North, Range

18 West of the Fourth Principal Meridian, City of Mt. Iron, St. Louis County, Minnesota, described as follows:

Commencing at the northeast corner, thence South 00° 51' 26" West, assigned bearing, along the east line of said NW¼ of the SW¼, 726.86 feet; thence West 1,150.88 feet, to the point of beginning; thence continue West 29.60 feet, South 14° 30' 16" East 342.64 feet; thence southeasterly along a tangential curve 697.23 feet, radius of 2,120.96 feet, and a central angle of 18° 50' 06"; thence South 33° 20' 22" East tangent to said curve 160.16 feet; thence North 00° 47' 37" West 244.63 feet; thence North 59° 24' 12" West 85.11 feet; thence North 34° 18' 34" West 74.90 feet; thence North 04° 15' 24" West 174.64 feet to the north line of said SW¼ of SW¼; thence continue North 04° 15' 24" West 203.12 feet; thence North 20° 40' 31" West 77.58 feet; thence North 42° 54' 35" West 165.96 feet; thence North 37° 39' 35" West 226.53 feet, to the point of beginning. Containing 3.19 acres, more or less.

Together with:

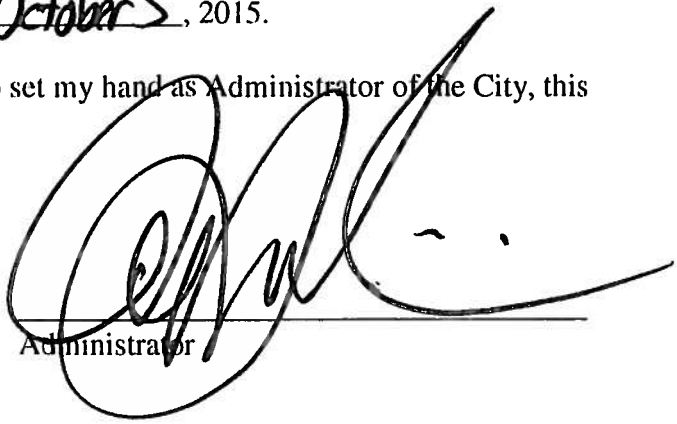
A perpetual, non-exclusive 66.00 foot roadway easement over, under and across that part of the NW¼ of the SW¼ and the NE¼ of the SW¼ of Section 10, Township 58 North, Range 18 West, for access to, ingress to and egress from the above-described parcels of land, the centerline of which easement is described as follows: Commencing at the northeast corner of said NW¼ of SW¼, thence South 00° 51' 26" West, assigned bearing, along the east line of said NW¼ of SW¼ 799.45 feet; thence North 36° 45' 35" West 90.59 feet to the beginning of said center line; thence South 36° 45' 35" East 113.00 feet, thence South 59° 50' 00" East 86.05 feet; thence North 89° 48' 59" East 164.04 feet; thence North 63° 15' 03" East 58.82 feet to the west right-of-way of County Road 102 and said center line there terminating.

The sidelines of said easement are presumed to be prolonged or shortened to terminate at the west right-of-way line of County Road 102.

STATE OF MINNESOTA)
) ss.
COUNTY OF ST. LOUIS)

I, the undersigned, the duly qualified and acting Administrator of the City of Mountain Iron, Minnesota (the "City"), do hereby certify that I am the official custodian of the records of the City, and that I have compared the attached copy with the original records of the City, and that it is a true and correct transcript taken from the records of a meeting of the City Council, held at the City of Mountain Iron in said State, on October 5, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand as Administrator of the City, this 7th day of October, 2015.



Administrator

MINUTES
SPECIAL MEETING
MOUNTAIN IRON CITY COUNCIL
OCTOBER 12, 2015

Mayor Skalko called the City Council meeting to order at 6:32 p.m. with the following members present: Joe Prebeg, Jr., Tony Zupancich, Susan Tuomela, Alan Stanaway, and Mayor Gary Skalko. Also present was: Craig J. Wainio, City Administrator.

It was moved by Prebeg and seconded by Tuomela to authorize Sundberg Enterprises, LLC, dba: Sawmill Saloon and Restaurant, to serve on-sale alcohol on October 16, 2015, October 30, 2015, November 5, 2015, and January 29, 2016, at the Mountain Iron Community Center. The motion carried.

At 6:35 p.m., it was moved by Zupancich and seconded by Tuomela to recess the special meeting and enter into a closed meeting to discuss employee evaluations. The motion carried.

The City Administrator stated that the purpose of the closed meeting was to discuss management employee evaluations.

At 8:25 p.m., it was moved by Zupancich and seconded by Tuomela to adjourn the closed meeting and reconvene the special meeting. The motion carried.

At 8:26 p.m., it was moved by Skalko and seconded by Prebeg that the meeting be adjourned. The motion carried.

Respectfully submitted:



Jill M. Clark, MMC
Municipal Services Secretary

www.mtniron.com

COUNCIL LETTER 101915-IVA1

MAYOR SKALKO

EDA APPOINTMENT

DATE: October 15, 2015

FROM: Mayor Skalko

Craig J. Wainio
City Administrator

Recommendations to appoint Peter Zattoni to the EDA Board. Mr. Zattoni will fill Mr. Jesch's term set to expire 12/31/2018.

COUNCIL LETTER 101915-IVB1

PUBLIC WORKS

TRANSFORMER QUOTES

DATE: October 15, 2015

FROM: Mike Downs
Director of Public Works

Craig J. Wainio
City Administrator

Staff has received quotes for the following transformers as follows:

WESCO DISTRIBUTION

Two (2) new 25 kva single phase, pole mount transformers: \$1,798.00
One (1) new 25 kva single phase, pad mount transformer 4160 grd: \$1,623.00
One (1) new 25 kva single phase, pad mount transformer 7970 primary: \$1,639.00
TOTAL COST: \$5,060.00

RESCO ELECTRIC UTILITY SUPPLY

Two (2) new 25 kva single phase, pole mount transformers: \$1,544.00
One (1) new 25 kva single phase, pad mount transformer 4160 grd: \$1,485.60
One (1) new 25 kva single phase, pad mount transformer 7970 primary: \$1,495.60
TOTAL COST: \$ 4,525.20

BORDER STATES ELECTRIC

Two (2) new 25 kva single phase, pole mount transformers: \$1,558.00
One (1) new 25 kva single phase, pad mount transformer 4160 grd: \$1,495.00
One (1) new 25 kva single phase, pad mount transformer 7970 primary: \$1,470.00
TOTAL COST: \$4,523.00

Staff is requesting City Council authorization to purchase the transformers from Border States Electric at their low quote of \$4,523.00.

October 14, 2015

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

Re: City of Mountain Iron, MN
Main Street to Agate Street Storm Sewer Improvements
Project No. MI14-11

Dear Mr. Wainio;

Enclosed, please find Pay Request No. 2-Final for the Mountain Iron Main Street to Agate Street Storm Sewer Improvements project in the amount of **\$49,153.50** for approval at your next scheduled City Council meeting. Also find enclosed Change Order No. 1-Final. Change Order No. 1-Final decreases the contract amount by **\$8,800.00**.

Please approve Change Order No. 1-Final first and then consider Pay Request No. 2-Final. Make Pay Request No. 2-Final contingent upon receiving IC-134 Forms. Sign all copies and keep one for your records, returning the rest to the Benchmark Engineering office.

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.

Jeremy Schwarze
Engineer in Training

Enclosure

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

RECOMMENDATION OF PAYMENT

No. 2-Final

Owner's Project No.: _____

Engineer's Project No.: MI14-11

Project: Main Street to Agate Street Storm Sewer Improvements

CONTRACTOR: Hibbing Excavating, Inc., 3402 15th Ave E, Hibbing, MN 55746

For Period Ending: October 14, 2015

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 14, 2015

By _____

STATEMENT OF WORK

Original Contract Price	\$ <u>152,032.00</u>	Work & Materials to Date	\$ <u>143,232.00</u>
Net Change Orders	\$ <u>(8,800.00)</u>	Amount Retained (5%)	\$ <u>0</u>
Current Contract Price	\$ <u>143,232.00</u>	Subtotal	\$ <u>143,232.00</u>
		Previous Payments	\$ <u>94,078.49</u>
		Amount Due this Payment	\$ <u>49,153.50</u>



**BENCHMARK
ENGINEERING, INC.**

PAY REQUEST #2 - FINAL

MAIN STREET TO AGATE STREET STORM SEWER IMPROVEMENTS

CONTRACTOR: HIBBING EXCAVATING, INC.

CITY OF MOUNTAIN IRON, MINNESOTA

PROJECT NO: MI14-11

DATE: OCTOBER 14, 2015

BASE BID

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	TOTAL AMOUNT	QUANTITY TO DATE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1.0	\$28,000.00	\$28,000.00	1	\$28,000.00
2104.501	REMOVE PIPE SEWERS	LIN. FT.	356.0	\$10.00	\$3,560.00	186	\$1,860.00
2104.501	REMOVE CURB & GUTTER	LIN. FT.	95.0	\$5.00	\$475.00	95	\$475.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	306.0	\$3.00	\$918.00	306	\$918.00
2104.505	REMOVE PAVEMENT	SQ. YD.	553.0	\$5.00	\$2,765.00	181	\$905.00
2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	78.0	\$10.00	\$780.00	78	\$780.00
2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	5.0	\$250.00	\$1,250.00	4	\$1,000.00
2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN. FT.	498.0	\$4.00	\$1,992.00	498	\$1,992.00
2105.501	COMMON EXCAVATION	CU. YD.	146.0	\$18.00	\$2,628.00	156	\$2,808.00
2105.525	TOPSOIL BORROW (LV)	CU. YD.	12.0	\$65.00	\$780.00	12	\$780.00
2221.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	146.0	\$45.00	\$6,570.00	156	\$7,020.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2, B)	TON	70.0	\$95.00	\$6,650.00	100	\$9,500.00
2360.503	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2,B)	TON	82.0	\$95.00	\$7,790.00	116	\$11,020.00
2503.511	4" PVC PIPE SEWER - SDR 35	LIN. FT.	8.0	\$100.00	\$800.00	0	\$0.00
2503.541	12" CPP PIPE SEWER DESIGN 3006	LIN. FT.	8.0	\$100.00	\$800.00	8	\$800.00
2503.541	36" RC PIPE SEWER DESIGN 3006	LIN. FT.	282.0	\$106.00	\$29,892.00	282	\$29,892.00
2503.541	42" RC PIPE SEWER DESIGN 3006	LIN. FT.	48.0	\$175.00	\$8,400.00	16	\$2,800.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	6.0	\$500.00	\$3,000.00	4	\$2,000.00
2503.602	CONNECT TO EXISTING MANHOLES (STORM)	EACH	1.0	\$5,000.00	\$5,000.00	1	\$5,000.00
2506.501	CONST. DRAINAGE STRUCTURE DES. F	LIN	6.9	\$400.00	\$2,760.00	6.9	\$2,760.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 60-4020	LIN. FT.	5.2	\$450.00	\$2,340.00	5.2	\$2,340.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 72-4020	LIN. FT.	23.7	\$500.00	\$11,850.00	23.7	\$11,850.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 84-4020	LIN. FT.	7.0	\$600.00	\$4,200.00	0	\$0.00
2506.516	CASTING ASSEMBLY	EACH	7.0	\$600.00	\$4,200.00	6	\$3,600.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	2.0	\$450.00	\$900.00	2	\$900.00
2521.501	4" CONCRETE WALK	SQ. FT.	306.0	\$7.00	\$2,142.00	306	\$2,142.00
2531.501	CONCRETE CURB & GUTTER, DES. B618	LIN. FT.	95.0	\$40.00	\$3,800.00	95	\$3,800.00
2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	78.0	\$55.00	\$4,290.00	78	\$4,290.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$1,500.00	\$1,500.00	1	\$1,500.00
2573.530	STORM DRAIN INLET PROTECTION	EACH	5.0	\$150.00	\$750.00	0	\$0.00
2575.505	SODDING, LAWN TYPE	SQ. YD.	50.0	\$25.00	\$1,250.00	100	\$2,500.00

COMPLETED TO DATE: \$143,232.00
LESS RETAINAGE (5%): \$0.00

SUBTOTAL PAY REQUEST #1: \$143,231.99
LESS PREVIOUS PAYMENTS: (\$94,078.49)

TOTAL PAY REQUEST #2: \$49,153.50

CHANGE ORDER

Order No. 1-Final

Date: 10/14/15

NAME OF PROJECT/PROJECT NO: Main Street to Agate Street Storm Sewer Improvements

OWNER: City of Mountain Iron

CONTRACTOR: Hibbing Excavating
3403 15th Avenue East, Hibbing, MN 55746

ENGINEER: Benchmark Engineering, Inc.

Reason for Change Order:

This Change Order is to compensate for small quantity changes that occurred during the project.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is decreased by **\$8,800.00**.

Change to CONTRACT PRICE:

Original CONTRACT PRICE \$ 152,032.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$ 152,032.00

The CONTRACT PRICE due to this CHANGE ORDER will be decreased by: \$ (8,800.00)

The new CONTRACT PRICE including this CHANGE ORDER will be: \$ 143,232.00

Recommended by:



Engineer (Authorized Signature)

10/14/15


Date:

Approved by:

Owner (Authorized Signature)

Date:

Accepted by:



Contractor (Authorized Signature)

10/14/15

Date:

RAMS Members:

Please share this information with your board, council, supervisors ASAP. The attachments include your OFFICIAL BALLOT, the bylaws with redline and strikethrough to show changes, and the proposed by-laws in RED to show how they will look if approved. **THE BALLOT MUST BE RETURNED BY 6:00 PM OCTOBER 22, 2015. YOU CAN EMAIL OR MAIL OR FAX THE BALLOT.**

EMAIL: sgiorgi@ramsmn.org FAX: 218-741-1719 MAIL: RAMS 5525 EMERALD AVENUE MT. IRON, MN 55768 If you currently have a member on the board of directors, they may return the ballot at the Board meeting on Thursday, October 22, 2015.

The Board of Directors of RAMS has been working to update and improve the constitution and by-laws for RAMS. The last time they were updated was 2005. Things have changed and the by-laws needed to be changed. There is no longer a functioning Association of Mayors. That reference will be deleted by this update. The most significant change will be in how the Executive Officers (President, Vice President and new Secretary/Treasurer) are elected. Now all 24 Board of Director members will be elected at the annual RAMS meeting. Then at the first meeting following that annual meeting, the Board of Directors will nominate and elect the Executive Officers.

Other changes are now there is a provision for each member to also select an alternate to attend RAMS board meetings and have voting privileges in the absence of the elected director. This is done to help assure that we can secure a quorum for our Board meetings and follows the protocols of many of our members in their committee appointments. Also, if you are an elected board member and run for an Executive Officer position and do not prevail, you will not lose your seat on the Board of Directors for the balance of your term. The sitting Board of Directors reviewed and approved these changes for full membership consideration at the September 24, 2015 meeting.

Thank you,

Steve Giorgi
Executive Director
RAMS
SGiorgi@ramsmn.org
218-780-8877



5525 Emerald Avenue · Mountain Iron, MN 55768
Phone: 218.780.8877 · Email: SGiorgi@ramsmn.org

Official Ballot

EACH ASSOCIATE MEMBER OF RAMS IS BEING PROVIDED WITH A BALLOT AS PER THE RAMS CONSTITUTION ON PROPOSED CHANGES TO THE CONSTITUTION AND BY-LAWS. **BALLOTS MUST BE MARKED AND RETURNED BY OCTOBER 22, 2015 BY 6:00 PM. BALLOTS MAY BE MAILED TO: RAMS - 5525 Emerald Ave, Mt. Iron MN 55769 or via email to: sgiorge@ramsmn.org or FAX: 218-741-1719**

Each Associate Member is entitled to one (1) vote on this issue: (fill in the blank with your Associate Member identity)

The _____ voted to approve the constitutional amendments as provided in written form, October 2015.

The _____ voted against the proposed constitutional amendments as provided in written form October 2015.

If you have a member on the board of directors, they can carry the ballot to the meeting on October 22, 2015.

CONSTITUTION AND BY-LAWS

OF THE

RANGE ASSOCIATION OF MUNICIPALITIES

AND SCHOOLS

Adopted: January 26, 2005

Revised August 25, 2015

September 11, 2015

September 24, 2015

CONSTITUTION AND BY-LAWS OF THE
RANGE ASSOCIATION
OF MUNICIPALITIES AND SCHOOLS

ARTICLE I - NAME

Section 1: The name of the organization shall be the: RANGE ASSOCIATION OF MUNICIPALITIES AND SCHOOLS.

Section 2: The principal office of the organization shall be at a place in the Taconite Relief Area as described by MN. Statute 273.134, as designated by the Board of Directors. The organization may have such other offices as may from time to time be designated by the Board of Directors.

ARTICLE II - DEFINITIONS

Section 1: The term "Association" shall mean the "Range Association of Municipalities and Schools". Said association shall be construed as a governmental subdivision for all purposes envisioned by applicable Minnesota law.

Section 2: The term "municipality" shall mean any city or town in the previously described Taconite Relief Area.

Section 3: The term "Board of Directors" shall mean the delegates elected to serve as the board of directors of the Association.

Section 4: The term "members" shall mean any municipality or school district whose dues are current.

Section 5: The term "alternate" shall mean the substitute member for an elected board member who shall have full board privileges while filling in during the absence of the elected board member. An alternate must have been selected by the governing body of the elected Board member's organization.

Section 6: The term "Corporate Member" shall mean an organization, board, cooperative or other governing body that upon application, approval and payment of nominal dues shall have the privileges of full participation in Association activities, but shall not have the right to vote at annual meetings or the right to membership on the Board.

ARTICLE III- PURPOSE

THE PURPOSE OF THIS ASSOCIATION SHALL BE TO:

1. Promote the economic development and general welfare of the municipalities and school districts located within the Iron Range area of northeastern Minnesota.
2. Serve as the primary representative of the collective interests of all Range municipalities and school districts on Range-wide issues and statewide issues with unique Range significance.
3. Provide collaborative problem solving efforts between and among municipalities and schools districts, the State, the Legislature, and private interests which demand area-wide coordination and cooperation.
4. Effectively express in a unified voice, policies concerning the structure, powers, and other local government matters relating to municipalities and school districts in northeastern Minnesota to the legislature, state agencies, ~~League of Minnesota Cities, Minnesota School Board Association, media,~~ **Coalition of Greater Minnesota Cities, affiliates of like mind and purpose** and other private interests.
5. Serve as a forum for the interchange of ideas in which all members may develop and propose policies and positions on matters of concern to the Range and develop strategies for advocating such policies or positions.
6. Assist members on issues or concerns specific to their municipality or school district.
7. Develop and provide, in concert with statewide organizations or agencies, programs of technical assistance to members, and enhance member effectiveness through conferences and research.
8. Establish specific prioritized agenda, including legislative proposals, to address member needs.
9. Generate and promote information concerning issues and proposed solutions affecting Range municipalities and school districts to the legislature, state agencies, and to the public at large.
10. Coordinate the efforts of members to promote the Association's interests within other statewide organizations.
11. Enhance the quality of life in northeastern Minnesota by promoting efficient and progressive service delivery for our residents.

ARTICLE IV - MEMBERSHIP

Section 1: ACTIVE MEMBERS - Any municipality or school district located within the Taconite Relief Area as described by M.S. 273.134, is eligible for active membership in the Association by notifying the Board of such desire, and by paying the annual dues prescribed by the Board.

Section 2: ASSOCIATE MEMBERS - CORPORATE MEMBERS - The Board may approve, upon application and payment of nominal dues determined by the Board, Associate Corporate Membership to the Association. An Associate Corporate Member shall have the privilege of full participation in Association activities, but shall not have the right to vote at annual meetings or the right to membership on the Board.

Section 3: When a municipality or school district becomes a member of this Association, any official or officials of such municipality or school district by the normal appointment procedure of such municipality or school district may become a delegate or delegates to any official meeting of this Association, and shall have the normal floor privileges thereat. Only those Association members who have a delegate elected to the Board of Directors will have voting privileges at regular RAMS Board meetings. Each member organization, however, at the annual meeting shall have but a single vote and the delegates for each member shall vote as a unit. Association members may also designate an alternate to the board, and upon notification to RAMS of said appointment, the alternate when filling in for the official elected delegate shall have full Board of Directors privileges.

Section 4: Any member may withdraw from the organization upon payment of all dues to-date and by notifying the Board in writing.

ARTICLE V - DUES AND ASSESSMENTS

Section 1: SCHEDULE - The annual dues for each member of the Association shall be established by the Board under the guidelines of M.S. 471.58. The dues shall be fixed by the Board in amounts which together with other income and surplus funds, if any, are sufficient to finance the budget adopted by the Board. A change in dues shall be made no later than December 1st of the year prior to the effective change. Dues shall be payable annually and will be billed to members in January.

Section 2: FAILURE TO PAY DUES - Any member that has failed to pay its dues by the first of May following the due date shall be stricken from the membership roll unless the time of payment is extended by the Board. Reinstatement shall be upon such terms and conditions as prescribed by the Board.

Section 3: SPECIAL ASSESSMENT - A special assessment may be charged to a member or group of members for Association purposes above and beyond normal membership services upon recommendation of the Board and approval by the membership at either the annual meeting or a special meeting called for that purpose.

Section 4: ACCOUNTS - All membership fees, dues, and special assessments shall be kept on the books of the **Secretary/Treasurer** in a Membership Fund and all funds received from the State of Minnesota from the Taconite Production Tax and all money donated, given, granted or devised to the Association shall be kept in a special Operating General Fund on the books of the **Secretary/Treasurer**. Such books and records shall be open for public review as dictated by applicable Minnesota law as it applies to the association. Such funds shall be under the supervision of the Board and shall be expended only for the purposes of meeting the expenses of the Association and Board to accomplish the purpose and objectives of this Association.

ARTICLE VI - FISCAL REQUIREMENTS

Section 1: BUDGET - The annual budget shall be adopted by the Board by December 1st immediately preceding the fiscal year for which the budget is applicable.

Section 2: FISCAL YEAR - The fiscal year of the Association shall be January 1 through December 31.

Section 3: AUDITS - The accounts and finances of the Association shall be post-audited annually **within sixty (60) days of the end of RAMS fiscal year (January 1 – December 31)**.

ARTICLE VII – OFFICERS- BOARD OF DIRECTORS AND COMMITTEES

Section 1: ELIGIBILITY - To be eligible to serve as an officer of the Board of Directors of the Association, a person shall be either an elected official of a governing body, or a school superintendent **from a unit of government located in the Taconite Relief Area that is current on payment of their annual Association dues.**

Section 2: DIRECTOR'S TERMS - **The Board of Directors** shall be elected **at the Annual meeting of the Association and they shall take office at the next regular meeting immediately following the Annual Meeting.** The **directors** shall be elected for two-year overlapping terms. **Nine Eleven (11) directors** elected in even numbered years, and **nine eleven (11) directors** in odd numbered years. **In addition to the twenty-two (22) directors elected at the annual Association meeting, two (2) additional director positions will be filled in the following manner making a total of 24 officers on the Board of Directors: (The board did not intend to eliminate any current board positions, thus the increase in the number of delegates elected each year... previously the 3 Executive Officers were not included as part of the 9 director positions being elected)**

- 1) **By a delegate of the Range Mayor's or the Township's Association's delegate and they shall rotate representation on the two year terms whenever possible.** (this is eliminated since there is no acting Mayor's Association)
- 2) **By two (2) superintendents who are employed by Districts within the Taconite Relief Area shall be selected by the Superintendent's Association for overlapping two (2) year terms. One superintendent will be on the ballot each year.**

~~The Representative of the Mayors or the Township's Association director and one (1) of the two (2) delegate Superintendent's shall be elected each year at the Annual Membership Meeting. In the event any Director chooses to run for a vacancy as an Executive Officer position of the board and has a year left on his/her term, they shall not forfeit the balance of their term in the event they do not prevail in the election.~~

The delegates having been duly elected at the annual meeting of the Association shall serve as the Board of Directors with each member, or his/her designated alternate, having full voting privileges at official board meetings. In no case will any Association unit have more than one vote at an official board meeting. (seems to all flow better – much easier to follow the sequence of events and clarifies 11 each year plus the 2)

Section 3: EXECUTIVE OFFICERS of the BOARD of DIRECTORS - The Executive Officers of the Association shall include an elected President, an elected Vice-President, and an elected Secretary/Treasurer. The Executive Director of RAMS shall serve as an Ex-Officio on the board. At the first board meeting following the annual Association meeting, the Executive Officers of the Board of Directors shall be nominated and elected by the duly elected members of the Board of Directors for one year terms. The same person may not be elected to the office of President for more than two consecutive terms. (This is a significant change in the election process, as the members of the Board of Directors will elect their Executive officers, not the Association members. This is a more common process with elected bodies)

Section 4: EXECUTIVE OFFICERS DUTIES - The President shall be Chair of the Board. The President shall preside at the Annual Meeting and all other meetings of the Association. The President shall appoint all committees established by the Board. In the absence of the President, the Vice-President shall act as President. The Secretary/Treasurer shall along with the President, be a signatory on the bank accounts of the Association and shall ensure that the finances of the Association are maintained and accounted for. (was in a different section did not mention Treasurer and the responsibilities)

Section 5. VACANCIES - Any vacancy in an elective office shall be filled for the remainder of the term by the Board except that a vacancy in the office of the President shall be filled for the remainder of the term by the succession of the Vice-President, and except that a vacancy in the office of a Director occurring within 60 days prior to the Annual Meeting and which term has more than one year remaining shall be filled by election at the Annual meeting for the remainder of the term.

To fill a vacancy on the Board of Directors that occurs after the annual meeting, unless elected to the Presidency, Vice-Presidency, or Secretary/Treasurer, primary consideration for vacancy replacement shall be given to Association member units who have not been represented on the board during the past 12 months. (just makes sense to have a specific Section covering vacancies)

Section 6: EXECUTIVE DIRECTOR - The Executive Director shall be appointed by the Board for an indefinite period and may be removed by the Board. The Executive Director

shall be the Chief Executive Officer of the Association, subject to the general supervision of the Board. The Executive Director shall appoint the Association employees and shall administer the Association office and member services. The Executive Director shall prepare an annual budget of revenues and expenditures for the consideration of the Board and shall limit expenditures to the total budget approved by the Board. The Executive Director shall submit to the Board and to the members at the Annual Meeting an annual report of the Association affairs, services, and finances. The Executive Director **or his/her designee** shall have charge of the Association records, accounts and property. The Executive Director shall act as recorder of the Board and cause an official record of the annual and other meetings of the Association to be made. The Executive Director shall be responsible for an account to the Board for all Association funds. ~~The Executive Director **or his/her designee** shall act as secretary of the Board and cause an official record of the annual and other meetings of the Association to be made. The Executive Director shall act as treasurer and handle all Association funds. (The last two sentences are being deleted as they are a simple redundancy of what is already stated in this section)~~

Section 7: SPECIAL COMMITTEES - Special committees may be authorized by the Board as necessary for meeting the objectives of the Association. The committee, appointed by the President, shall, on the completion of its work, make a report to the Board or such forum as the Board may request.

ARTICLE VIII BOARD MEETINGS

Section 1: - The Board shall meet at such time as may be determined by it, or by the President, or by any five members, but shall meet at least four times annually. A quorum of the Board is fifty percent of the number elected, plus one, and action by the Board shall require the favorable vote of a majority but not less than fifty percent of the quorum present, plus one. The Board shall be responsible for the general management of the affairs of the Association and shall approve any and all expenditures. It shall establish the positions and fix the rates of pay for employees of the Association. It shall adopt a budget for Association operations for each fiscal year. It shall determine the various committees to be appointed and may appoint such consultants, as it deems necessary.

Section 2: The Association shall hold an Annual Meeting of the membership each year **following the general election in November and before January 31st**, for the purpose of reviewing the activities of the prior year, to elect the new officers and directors of the Board for the coming year, and to conduct whatever other business that may come before the meeting. The time and place of the meeting shall be designated by the Board which shall also present a proposed agenda for the meeting and a recommended slate of officers and Board of Directors for the consideration of the membership. **(this will assure that the annual meeting is held in a timely fashion)**

Section 3: Special meetings of the membership may be held upon the call of the Board but the business of the meeting shall be limited to purpose slated in the call and notice of said meeting

ARTICLE IX - AMENDMENTS

Section 1: This constitution may be amended, repealed, or altered in whole or in part by a

two-thirds vote of the members voting at either the Annual Meeting or at a special meeting called for that purpose or by official United States mail, should it be impractical to call a special meeting for said purpose, provided, however, (1) that the proposed amendment shall have been submitted to and considered by the Board at one of its prior meetings, and (2) that proper notice of the proposal to amend the constitution and a written copy thereof shall have been mailed to each of the members at least 10 days prior to said annual, special meeting or request to amend via United States mail.

ARTICLE X - DISSOLUTION

Section 1: If at any meeting of the Board the Board determines that the Association should be dissolved, a special meeting of the membership shall be set up to consider the proposed dissolution. Written notice of the special meeting including the purpose thereof shall then be mailed to each of the members at least 20 days prior to the meeting and if two-thirds of the members vote in favor of dissolution, the Association shall be dissolved within 60 days thereafter.

Section 2: Immediately after a vote favoring dissolution, the Board shall proceed to settle any financial obligations pending against the Association and to dispose of all property held by the Association. Any funds remaining after all claims have been settled and all property disposed of shall be returned to each member in proportion to the annual dues which the member paid.

CONSTITUTIONAL AMENDMENTS WERE ADOPTED BY A VOTE OF ASSOCIATION MEMBERS:

DATED: _____

VOTE TALLY: IN FAVOR OF: _____

OPPOSED: _____

Jill M. Clark
9291 Highway 53
Cotton MN 55724

October 14, 2015

Honorable Mayor Gary Skalko
and City Council Members
City of Mountain Iron
8586 Enterprise Drive South
Mountain Iron MN 55768

Dear Mayor and Council Members:

After much consideration, I have decided to retire effective January 29, 2016, after 37 years, one month, and three days. It has been an incredible experience working for the public. I have had the honor of meeting and assisting so many of the City's residents throughout the years. I have had the pleasure of representing the City on the Pro-Care Insurance Board and the Minnesota Clerks and Finance Officers Association Board, along with serving as President of the Association. I have assisted the City to move from manual bookkeeping to a fully automated and integrated accounting system. In 1978, I began work in the "Old Town" City Hall (which I loved), to the new Community Center/City Hall. We grew from 52 square miles to over 70 square miles. Watching the City grow has been a tremendous experience and working with eight different Mayors and six different City Administrators has also been fulfilling. Coming to work each day was never a chore; I really have enjoyed my job throughout the years!

I have always taken great pride in my work, and establishing and improving procedures throughout the years has been a highlight. If the Council desires, after 30 days, I can come back and work periodically to assist in teaching my replacement the responsibilities of the position, as there are many. If the Council wishes to go in a different direction with the position, I would certainly understand that also.

With that, I would like to thank you for all the wonderful memories, rewarding experiences, and new challenges that I have grown with in the positions that I've held in the City of Mountain Iron.

Sincerely yours,


Jill M. Clark

COUNCIL LETTER 101415-IX

PERSONNEL COMMITTEE

CLOSED MEETING

DATE: October 15, 2015
FROM: Personnel Committee
Craig J. Wainio
City Administrator

The Personnel Committee is requesting a closed meeting under MN Statute 13.05D, subdivision 3(a) for performance evaluations concerning individuals subject to the public body's authority.

The following procedure must be used to close a meeting under this exception:

The public body must identify the individual to be evaluated prior to closing the meeting.

The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make a decision.

Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary.