

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, NOVEMBER 4, 2013 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. October 21, 2013, Regular Meeting (#1-12)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#38-50)
- III. Public Forum
 - A. Heart of the Continent Partnership
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Public Works Director's Report
 - D. Library Directors Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 2 – Sidewalk Improvements (#13-15)
 - 2. Pay Request Number 3 – Unity Drive Improvements (#16-18)
 - G. Parks and Recreation Board
 - 1. Advertise for Rink Attendants (#19-21)
 - H. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Ordinance Number 02-13 Amending Chapter 70 (#22-23)
 - B. Resolution Number 39-13 Adopting Assessment (#24-27)
 - C. Snowplowing and Ice Control Policy (#28-32)
 - D. Liquor and Cigarette Licenses (#33)
 - E. Temporary Liquor License (#34)
 - F. Authorization to Serve Liquor at Community Center (#35-36)
 - G. Set Committee of the Whole Meeting on 2014 Budget (#37)
- VII. Communications (#38-50)
- VIII. Announcements
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
OCTOBER 21, 2013

Mayor Skalko called the City Council meeting to order at 6:30 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; Rod Flannigan, City Engineer; and Brian Lindsay, City Attorney.

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

1. Add the following item to the agenda:
VI. E. Fire Department-Captain Position Hiring
2. Approve the minutes of the October 7, 2013, 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 October 1-15, 2013 totaling \$264,097.49, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period October 1-15, 2013, totaling \$394,402.85, (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:

- Minnesota Lynx. He commented that the team was doing well.
- World Barrel Racing Championship. He wished Councilor Prebeg and City Engineer Flannigan good luck at the competition in Atlanta, Georgia, next week.

It was moved by Zupancich and seconded by Tuomela to authorize, effective May 25, 2013, the maximum accumulation of sick leave for Mr. Wainio as ninety (90) working days. The City of Mountain Iron and Mr. Wainio agree to a payout of accumulated sick leave on the date of approval of this proposal. Payment shall be based on Mr. Wainio's base hourly rate plus longevity, and shall be placed into Mr. Wainio's current 457 retirement account. The motion carried.

The Council reviewed the Sheriff's Department September 2013 statistic report.

It was moved by Prebeg and seconded by Zupancich to adopt Resolution Number 37-13A, charitable gambling premise permit, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 38-13, setting a public hearing on a vacation commenced by petition of a majority of abutting landowners, (a copy is attached and made a part of these minutes). The motion carried.

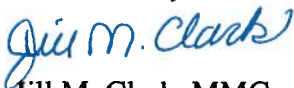
It was moved by Prebeg and seconded by Stanaway to approve the Contractor Safety Policy, Number 2013-02, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to authorize the audit proposal from Walker, Giroux and Hahne, Ltd. to perform the 2013 audit at the proposed price of \$22,500 for the Governmental Funds and \$10,500 for the Enterprise Funds. The motion carried unanimously on a roll call vote.

It was moved by Stanaway and seconded by Prebeg to accept the recommendation of the Public Safety and Health Board and hire Matt Mattson as a Fire Department Captain, Truck Inspection Officer Position. The motion carried.

At 6:45 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. Saint Louis County, a letter advising the City that the St. Louis County Board voted on September 24, 2013 to eliminate assessment fees effective January 1, 2014.
2. Saint Louis County, forwarding the draft St. Louis County Subsurface Sewage Treatment System Ordinance 61.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	135,391.52
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	40.35
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	34,525.50
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,100.00
BUILDING RENTALS	SENIOR CENTER	75.00
METER DEPOSITS	ELECTRIC	2,850.00
BUILDING RENTALS	COMMUNITY CENTER	450.00
LICENSES	ANIMAL	5.00
BUILDING RENTALS	NICHOLS HALL	200.00
MISCELLANEOUS	REIMBURSEMENTS	26,396.81
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
PERMITS	BUILDING	375.00
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	1,070.59
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	36,747.67
INTERGOVERNMENTAL REVENUE	STATE FIRE AID	13,931.64
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	35.00
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	10,858.41
Summary Totals:		<u>264,097.49</u>

Check Issue Date(s): 10/12/2013 - 10/23/2013

Report Criteria:

Check Check No = 144511-144565

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/13	10/15/2013	144512	130011	UNITED STATES POSTAL SERVICE	602-20200	388.27
10/13	10/22/2013	144513	10064	A B E ENVIRONMENTAL SYSTEMS	101-20200	655.25
10/13	10/22/2013	144514	10056	A T & T MOBILITY	604-20200	1,107.52
10/13	10/22/2013	144515	10033	ALERT-ALL CORPORATION	101-20200	1,520.00
10/13	10/22/2013	144516	10019	ARMORY SHELL	604-20200	55.00
10/13	10/22/2013	144517	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	18.75
10/13	10/22/2013	144518	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	3,327.96
10/13	10/22/2013	144519	30084	CARDMEMBER SERVICE	603-20200	4,820.01
10/13	10/22/2013	144520	170001	CENTURY LINK	101-20200	496.16
10/13	10/22/2013	144521	8140	CORRINE JORDAN	101-20200	200.00
10/13	10/22/2013	144522	1041	DEREK MAROVITZ	101-20200	100.00
10/13	10/22/2013	144523	40030	DULUTH CLINIC	604-20200	50.00
10/13	10/22/2013	144524	50048	ENERGY INSIGHT INC	604-20200	2,007.47
10/13	10/22/2013	144525	1043	ESTATE OF JEAN MAKI	604-20200	64.58
10/13	10/22/2013	144526	70016	GOPHER STATE ONE CALL INC	604-20200	90.00
10/13	10/22/2013	144527	70045	GRIVETTE ENVIRONMENTAL	301-20200	12,000.00
10/13	10/22/2013	144528	70009	GULBRANSON EXCAVATING CO	604-20200	11,500.00
10/13	10/22/2013	144529	80032	HARTIKKA, TERRY	101-20200	900.00
10/13	10/22/2013	144530	80022	HAWKINS INC	601-20200	1,995.84
10/13	10/22/2013	144531	80001	HILLYARD/HUTCHINSON	101-20200	751.32
10/13	10/22/2013	144532	80037	HOMETOWN MEDIA PARTNERS	601-20200	31.50
10/13	10/22/2013	144533	1042	JOHN LODGE	604-20200	100.12
10/13	10/22/2013	144534		Information Only Check	101-20200	.00 V
10/13	10/22/2013	144535	120006	L & M SUPPLY	101-20200	1,153.25
10/13	10/22/2013	144536	130164	MARKS, JEFF	604-20200	69.96
10/13	10/22/2013	144537	130004	MESABI DAILY NEWS	101-20200	224.75
10/13	10/22/2013	144538	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
10/13	10/22/2013	144539	130026	MESABI SIGN COMPANY	101-20200	333.34
10/13	10/22/2013	144540	140026	MINNESOTA ENERGY RESOURCES	101-20200	41.62
10/13	10/22/2013	144541	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	1,250.00
10/13	10/22/2013	144542	130009	MINNESOTA POWER (ALLETE INC)	604-20200	59,981.13
10/13	10/22/2013	144543	130097	MINNESOTA VALLEY TESTING LABS	602-20200	400.00
10/13	10/22/2013	144544	40009	MN DEPARTMENT OF COMMERCE	604-20200	70.24
10/13	10/22/2013	144545	120007	MOTION INDUSTRIES INC	101-20200	233.42
10/13	10/22/2013	144546	130013	MOUNTAIN IRON FIREMEN'S RELIEF	101-20200	16,631.64
10/13	10/22/2013	144547	130015	MOUNTAIN IRON PUBLIC UTILITIES	603-20200	15,100.58
10/13	10/22/2013	144548	140047	NARDINI FIRE EQUIPMENT CO INC	101-20200	108.18
10/13	10/22/2013	144549	140055	NORTHERN VISUAL SERVICES LLP	101-20200	30.00
10/13	10/22/2013	144550	140056	NORTHLAND TRUST SERVICES INC	601-20200	59,425.00
10/13	10/22/2013	144551	40032	OFFICE OF ENTERPRISE TECHNOLOG	101-20200	425.76
10/13	10/22/2013	144552	160037	PRAXAIR	601-20200	341.88
10/13	10/22/2013	144553	1039	RYAN SMITH	101-20200	200.00
10/13	10/22/2013	144554	190010	SEPPI BROTHERS	101-20200	376.89
10/13	10/22/2013	144555	190004	SKUBIC BROS INC	101-20200	2,539.91
10/13	10/22/2013	144556	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	41,667.00
10/13	10/22/2013	144557	190013	ST LOUIS COUNTY	301-20200	13,711.31
10/13	10/22/2013	144558	1046	TAYLOR WAHLBERG	604-20200	327.60
10/13	10/22/2013	144559	210001	UNITED ELECTRIC COMPANY	604-20200	5,256.93
10/13	10/22/2013	144560	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	49,146.73
10/13	10/22/2013	144561	1040	VIRGINIA WOMEN OF TODAY	101-20200	100.00
10/13	10/22/2013	144562	220020	VISA OR AMERICAN BANK CC PMT	101-20200	2,672.05
10/13	10/22/2013	144563	1044	WARREN & MIRANDA OLIPHANT	604-20200	118.87
10/13	10/22/2013	144564	60038	WRIGHT EXPRESS FINAN SERV CORP	101-20200	6,067.61
10/13	10/22/2013	144565	240001	XEROX CORPORATION	101-20200	652.36

M = Manual Check, V = Void Check

Check Issue Date(s): 10/12/2013 - 10/23/2013

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
Totals						<u>322,337.76</u>
				Payroll-PP Ending 10/11/13		58,856.89
				Electronic Trans.-Sales Tax 10/18/13		<u>13,208.20</u>
				TOTAL EXPENDITURES		<u>\$394,402.85</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 37-13A

CHARITABLE GAMBLING

WHEREAS, Climb Theater Inc. has applied for a Premise Permit for raffles, paddlewheels, tipboards, and pull-tabs at Mac's Bar, and;

WHEREAS, Climb Theater Inc. is requesting that their Premise Permit be issued.

NOW, THEREFORE, BE IT RESOLVED BY THE MOUNTAIN IRON CITY COUNCIL, that the Mountain Iron City Council hereby issues said Premise Permit to Climb Theater Inc. located at 6415 Carmen Ave E, Inver Grove Heights, Minnesota 55076.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF OCTOBER, 2013.

ATTEST.



City Administrator



Mayor Gary Skalko



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 38-13

SETTING A PUBLIC HEARING ON A VACATION COMMENCED BY A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

WHEREAS, a petition signed by the majority of property owners abutting Garden Drive in the City of Mountain Iron was received by the City Administrator on the 20th day of September, 2013; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate a portion of Garden Drive adjacent to Lots 11, 12 and 13, Block 9 and Lots 5, 6, and 7, Block 10, South Grove Addition, Mountain Iron, Minnesota.

WHEREAS, the City Administrator has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the street to be vacated; and

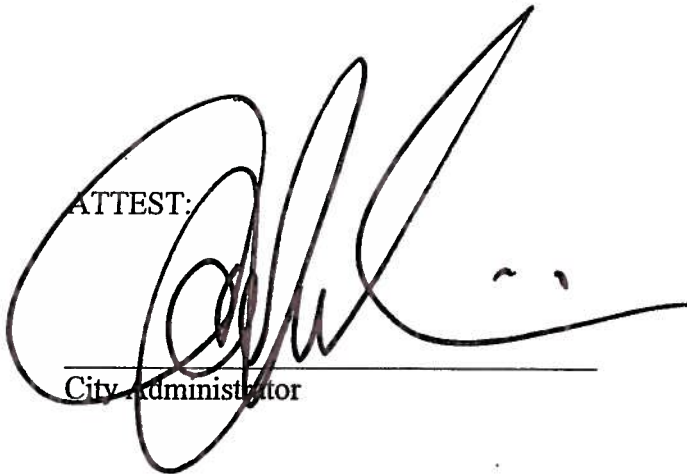
WHEREAS, a copy of said petition is attached hereto.

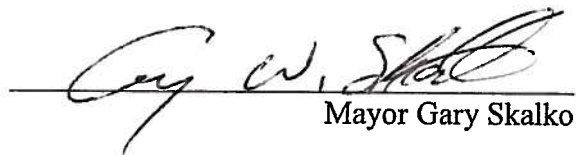
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, COUNTY OF SAINT LOUIS, MINNESOTA, that the Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 18th day of November, 2013, before the City Council in the Mountain Iron Room located at 8586 Enterprise Drive at 6:30 pm.

The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.


DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF OCTOBER, 2013.

ATTEST:



City Administrator

Mayor Gary Skalko

	<h1 style="margin: 0;">CONTRACTOR SAFETY POLICY</h1>	
	<p>Policy Number 2013-02</p>	<p>Adopted: October 21, 2013</p>

Section 1: Definitions

- A. Contract: A legally binding agreement between The City and a contractor to provide goods or perform services. All contracts should be written.
- B. Contractor: A contractor is any person or entity hired to perform work on a contract basis.
- C. Contractors are not City employees, are not directly supervised by City employees, and are paid according to terms of the contract. Also referred to as an Independent Contractor.
- D. On-call Contractor: A contractor who is used on an on-going basis for The City to perform work as needed.
- E. Sub-contractor: Any entity or person hired by the contractor to complete parts of the project.
- F. The City (or City): The City of Mountain Iron

Section 2: Program Requirements

- A. Contractor safety records
 - 1. The City will make efforts to hire contractors with good safety records. Bid specifications for contract work will, when possible, include a requirement that the contractor have a workers' compensation modifier of 1.1 or lower. Alternatively, bid specifications will include language that weighs workers' compensation modifiers when determining who will be awarded the contract.
 - 2. Before a contractor may be awarded a contract, the contractor must provide The City with proof of workers' compensation and liability insurance. The coverage must be adequate to provide proper protection to The City.
- B. Insurance requirements
 - 1. When a new contract is awarded, the contractor must name The City on all relevant policies as an "Additional Insured".
 - 2. On-call contractors must provide updated coverage information annually as well

as when their coverage changes and when their policies are renewed.

3. Prior to beginning work, the contractor must provide The City with the appropriate certificates of insurance.

C. Indemnification

1. Transfer risk to the contractor.
2. The contractor should agree to defend and indemnify The City for any claim against the City or City employees, officers or agents arising from the contractor's acts or omissions.

D. Unsafe acts

1. If a City employee witnesses a contractor or sub-contractor performing an unsafe act, the employee should report the act to his or her supervisor immediately. If action is necessary after evaluating the report, The City supervisor shall report the unsafe act to a person who can stop the act, or communicate with the contractor or sub-contractor to stop the act.
2. If a citizen or other non-employee reports an unsafe act, The City employee who receives the report should provide the report to his or her supervisor. It is the responsibility of the supervisor to investigate the report, and if necessary, stop the unsafe act in accordance with subsection (C)(1) above.
3. Employees who are working in conjunction with a contractor or sub-contractor may refuse any work that they perceive as dangerous to life or health.

E. Written safety programs and training

1. Bid specifications should include a requirement that the contractor provide any pertinent written safety programs to The City, if requested, prior to being awarded the contract.
2. Pertinent written safety programs are any written safety programs that would normally be required by OSHA, other regulatory bodies, or The City to perform the work in question.
3. The City will provide any pertinent written safety programs or verbal information, as requested or as required by regulation to the contractor prior to the beginning of the job.
4. Bid specifications will normally include a requirement that the contractor provide records of any pertinent safety training to The City prior to being awarded the contract.
5. Pertinent safety training is any training that would normally be required by OSHA, other regulatory bodies, or The City to perform the work in question. Examples of this training may be: permit-required confined space entry, employee right-to-know, etc.
6. After the contract is awarded, but prior to beginning work covered under the contract, The City will provide the contractor and any sub-contractors with an orientation of The City operations. This orientation will focus on workplace and

project safety. If the contractor has already received this orientation, and has all the information that is provided in the orientation, the orientation is not necessary. Orientation topics will normally include but not be limited to:

- a. Safe access to the work site
 - b. The City safety policies
 - c. Emergency contact information
 - d. The City emergency response procedures
7. Any of The City employees who are affected by the contract work must be briefed on any potential special hazards and protective measures necessary.
 8. The primary contractor on any project will determine which safety program(s) to follow for the contractor's employees and for sub-contractors.

F. Sub-contractors

1. Sub-contractors are bound by the same obligations as contractors for the purposes of this program. All sub-contractors must provide certificates of insurance, and name The City as an "Additional Insured" on their policies.
2. Supervision of sub-contractors is the responsibility of the primary contractor who has hired the sub-contractor.
3. The primary contractor is responsible for ensuring that sub-contractors, if any, perform their work in a safe and healthful manner.
4. Sub-contractors must provide a copy of any pertinent written safety programs and records of pertinent safety training to The City and to the primary contractor prior to beginning any work.

G. Supervision

1. The City will designate one manager or supervisor to act as a liaison to the contractor.
2. The designated representative of The City has the authority to immediately halt any acts performed by the contractor and sub-contractors, if any.
3. Contractors are responsible for supervision of their personnel and sub-contractors at all times.
4. All incidents involving property damage, injury to non-employees, or injury to employees resulting in hospital care must be communicated promptly.

H. Large projects

1. Details of fire safety and site security for a large project should be determined prior to awarding a contract, and should be written into the bid specifications and the contract. If these details change while the project is in progress, the contract should be amended.
2. If The City provides employees for fire watch, security, etc., those employees are to be supervised by a City supervisor.

3. The City employees who participate with the contractor or any sub-contractor as fire watch, security, etc. should receive training on any non-routine work they are performing.

I. Incidental/ Casual Jobs

1. From time to time The City may hire the services of sole proprietors, very small contractors or work program agencies. At the discretion of the City Administrator the requirements of this section may be waived with the following exceptions: B.3., D.1.-3., G.1.-4.
2. Very small contractors must always provide Workers' Compensation insurance for their employees and general liability insurance with reasonable limits of coverage.
3. Sole proprietors must maintain general liability insurance with reasonable coverage.

J. Use of equipment

1. Every effort should be made for contractors and sub-contractors to use their own equipment, and for City employees to use City equipment. If equipment is shared, there should be a written agreement between the parties on how to handle liability and property damage.
2. In an emergency, a contractor or sub-contractor may use City equipment (e.g. using a City fire extinguisher to put out a fire).

ADDENDUM A

Contract Requirement Checklist

Project/contract:

_____ Contract bid specifications include a requirement of workers' compensation modifier of 1.1 or below, OR include language that weighs the contractors' safety records.

_____ The City is named on the contractor's policy as an "Additional Insured". List coverage periods:

_____ The Contractor has provided a certificate of insurance to The City for both liability and workers' compensation. List coverage periods:

_____ The Contractor agrees to defend and indemnify The City of Mountain Iron, and the employees, officers and agents of The City of Mountain Iron for any claims filed against The City of Mountain Iron arising from the contractor's actions.

_____ The Contractor has provided The City with the following written safety programs:

_____ The Contractor has provided The City with the following safety training records:

_____ The Contractor has attended an orientation session for working with The City. List date:



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

October 29, 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. 2 for the Mountain Iron 2013 Sidewalk Improvements project in the amount of **\$80,634.91**, 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.

The final completion of the project occurred on October 22, 2013. This date officially begins the one year warranty period for work on the project.

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. 2

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 25, 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 29, 2013

By  _____

STATEMENT OF WORK

Original Contract Price	\$ <u>117,941.50</u>	Work & Materials to Date	\$ <u>112,449.85</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained (5%)	\$ <u>5,622.49</u>
Current Contract Price	\$ <u>117,941.50</u>	Subtotal	\$ <u>106,827.36</u>
		Previous Payments	\$ <u>26,192.45</u>
		Amount Due this Payment	\$ <u>80,634.91</u>



October 29, 2013

PAY REQUEST NO. 2
 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	74.0	\$740.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	3,214.0	\$3.00	3,264.0	\$9,792.00
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	255.0	\$3,570.00
2105.525	TOPSOIL BORROW (LV)	CU. YD.	81.0	\$22.00	96.0	\$2,112.00
2211.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	237.0	\$22.00	237.0	\$5,214.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	135.0	\$135.00	104.11	\$14,054.85
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES. SPECIAL	EACH	1.0	\$3,500.00	1.0	\$3,500.00
2521.501	4" CONCRETE WALK	SQ. FT.	12,906.0	\$4.25	12,412.0	\$52,751.00
2531.501	CONCRETE CURB & GUTTER DES. B618	LIN. FT.	89.0	\$23.00	74.0	\$1,702.00
2531.501	CONCRETE CURB & GUTTER DES. B624	LIN. FT.	400.0	\$23.00	396.0	\$9,108.00
2531.618	TRUNCATED DOMES	SQ. FT.	40.0	\$35.00	48.0	\$1,680.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$2,500.00	1.0	\$2,500.00
2575.505	SODDING TYPE LAWN	SQ. YD.	95.0	\$11.00	150.0	\$1,650.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$1,000.00	1.0	\$1,000.00

COMPLETED TO DATE: \$112,449.85
 LESS RETAINAGE (5%): (\$5,622.49)

SUBTOTAL PAY REQUEST #2: \$106,827.36
 LESS PREVIOUS PAYMENTS: (\$26,192.45)

TOTAL PAY REQUEST #2: **\$80,634.91**


 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

October 29, 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. 3 for Unity Drive Improvements project in the amount of **\$212,231.33** 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. 3

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: October 28, 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 28, 2013

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>586,445.50</u>	Work & Materials to Date	\$ <u>461,569.50</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained	\$ <u>23,078.47</u>
Current Contract Price	\$ <u>586,445.50</u>	Subtotal	\$ <u>438,491.03</u>
		Previous Payments	\$ <u>226,259.70</u>
		Amount Due this Payment	\$ <u>212,231.33</u>



Pay Request No. 3
IMPROVEMENTS TO UNITY DRIVE CORRIDOR
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI13-07

DATE: October 28, 2013

				CONTRACTOR: HIBBING EXCAVATING INC.			
SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY TO DATE	TOTAL AMOUNT
2101.502	CLEARING AND GRUBBING	LUMP SUM	1	\$48,000.00		1.00	\$48,000.00
2104.501	REMOVE FENCE - POST AND WIRE	LIN. FT.	1,083	\$5.00		1,083.00	\$5,415.00
2104.501	REMOVE SEWER PIPE (CULVERTS)	LIN. FT.	174	\$5.00		174.00	\$620.00
2104.501	REMOVE CURB & GUTTER	LIN. FT.	15	\$25.00		15.00	\$375.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	34	\$15.00		453.00	\$6,795.00
2104.513	SAWING BITUMINOUS PAVEMENT	LIN. FT.	60	\$5.00		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	\$2,500.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	3,396	\$7.00		3,547.00	\$24,829.00
2105.503	ROCK EXCAVATION	CU. YD.	100	\$55.00	20.0	20.00	\$1,100.00
2105.607	SELECT GRANULAR BORROW (CV)	CU. YD.	3,017	\$12.00		3,214.00	\$38,568.00
2105.523	COMMON BORROW (CV)	CU. YD.	768	\$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	90.0	2,145.00	\$15,015.00
2104.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	13,200	\$1.50		13,691.00	\$20,536.50
						0.00	
2211.503	AGGREGATE BASE (CV) CLASS V	CU. YD.	2,960	\$18.00	2,501.0	3,001.00	\$54,018.00
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	2,545.4	2,545.40	\$167,996.40
						0.00	
2501.511	12" CS PIPE CULVERT	LIN. FT.	152	\$22.00		224.00	\$4,928.00
2501.511	12" RC PIPE CULVERT	LIN. FT.	96	\$28.00		96.00	\$2,688.00
2501.511	24" RC PIPE CULVERT	LIN. FT.	144	\$38.00		144.00	\$5,472.00
2501.511	12" CS PIPE APRON	EACH	14	\$100.00		14.00	\$1,400.00
2501.515	12" RC PIPE APRON	EACH	5	\$450.00		5.00	\$2,250.00
2501.515	24" RC PIPE APRON	EACH	6	\$750.00		6.00	\$4,500.00
						0.00	
2503.511	6" PVC PIPE SEWER -	LIN. FT.	223	\$22.00		173.00	\$3,806.00
2503.511	8" PVC PIPE SEWER - SDR 35	LIN. FT.	15	\$50.00		25.00	\$1,250.00
2503.541	12" RC PIPE SEWER 3006 CL III	EACH	60	\$44.00		60.00	\$2,640.00
						0.00	
2503.602	8"x6" PVC WYE	EACH	4	\$275.00		5.00	\$1,375.00
2503.602	TRACER WIRE ACCESS BOX	EACH	7	\$75.00		5.00	\$375.00
2503.602	CONNECT TO EXISTING MANHOLE (SAN)	EACH	3	\$1,500.00		1.00	\$1,500.00
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	3	\$250.00		5.00	\$1,250.00
2504.608	DUCTILE IRON FITTINGS	POUNDS	230	\$4.00		115.00	\$460.00
2504.602	ADJUST VALVE BOX - WATER	EACH	5	\$150.00	10.0	10.00	\$1,500.00
2504.602	ADJUST CURB BOX	EACH	4	\$250.00	2.0	2.00	\$500.00
2504.602	3/4" CORPORATION STOP	EACH	6	\$275.00		5.00	\$1,375.00
2504.602	3/4" CURB STOP & 1.5" BOX	EACH	6	\$375.00		5.00	\$1,875.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	2	\$1,800.00		1.00	\$1,800.00
2504.602	6" GATE VALVE AND BOX	EACH	2	\$1,250.00		1.00	\$1,250.00
2504.603	6" WATERMAIN DUCTILE IRON CL. 52	LIN. FT.	66	\$65.00		15.00	\$975.00
2504.603	3/4" TYPE K COPPER	LIN. FT.	164	\$25.00		164.00	\$4,100.00
2504.604	2" INSULATION	SQ. YD.	20	\$20.00	8.0	8.00	\$160.00
						0.00	
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN. FT.	4.7	\$250.00		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	\$800.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	75	\$55.00	25.0	25.00	\$1,375.00
2540.602	RELOCATE MAIL BOX	EACH	10	\$100.00		6.00	\$600.00
						0.00	
2575.505	SODDING TYPE LAWN	SQ. YD.	350	\$8.75		0.00	\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00	0.5	1.00	\$2,500.00
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	\$4,426.60
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	\$3,000.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1	\$2,200.00	1.0	1.00	\$2,200.00
2575.602	SEDIMENT BASIN	EACH	4	\$2,500.00		4.00	\$10,000.00
Extra	Striping - Double Yellow	Lin.Ft.	3,040	\$0.55	3,040.0	3,040.00	\$1,672.00

CONTRACT AMOUNT: \$586,445.50

COMPLETED TO DATE: \$461,569.50

LESS RETAINAGE: (\$23,078.48)

SUBTOTAL PAY REQUEST #: \$438,491.03

LESS PREVIOUS PAYMENTS: (\$226,259.70)

TOTAL PAY REQUEST #: \$212,231.33

BENCHMARK ENGINEERING, INC.

COUNCIL LETTER 110413-IVG1

PARKS AND RECREATION

RINK WORKERS

DATE: October 31, 2013

FROM: Parks and Recreation Board

Craig J. Wainio
City Administrator

At their meeting on October 23rd, the Parks and Recreation Board recommended that the City Council authorize the advertise met for Winter Rink Workers.

Revise

TO: Home Town Focus

FROM: Craig J. Wainio, City Administrator

Date: October ~~23~~, 201~~2~~¹³

RE: CLASSIFIED AD

Please run the following classified ad as a box ad (1 x 3 approximately) in the HELP WANTED SECTION:

Please run this ad on: November 2nd, 9th, 16th & 23rd, 2012

HELP WANTED:

The City of Mountain Iron is accepting applications for seasonal/part-time rink attendants and worker in the Recreation Department.

You must be 16 years of age or older to apply.

Starting wage is \$8.00 per hour.

Applications are available at the City of Mountain Iron City Hall, 8586 Enterprise Drive South, Mountain Iron MN 55768 or online at www.mtniron.com.

Deadline for applications is 3:00 p.m. on Friday, November 30th, 2012. EOE.

POST

HELP WANTED:

The City of Mountain Iron is accepting applications for seasonal/part-time rink attendants in the Recreation Department. Rink attendants must be 16 years of age or older to apply. Starting wage is \$8.00 per hour. Applications are available at the City of Mountain Iron City Hall, 8586 Enterprise Drive South, Mountain Iron MN 55768 or online at www.mtniron.com.

Deadline for applications is 3:00 p.m. on Friday, December 2nd, 2011. EOE.

COUNCIL LETTER 110413-VIA

ADMINISTRATION

ORDINANCE 02-13

DATE: October 31, 2013

FROM: Street Committee

Craig J. Wainio
City Administrator

Due to complaints received concerning parking on Coral Street during School hours, the Street Committee is recommending the adoption of the attached ordinance. This ordinance modifies the City Code by banning parking on Coral Street during the day except for residents with permits. These restrictions are the same as on Marble Avenue during the school year.

ORDINANCE NUMBER 02-13

**AMENDING CHAPTER 70 OF THE MOUNTAIN IRON CITY
CODE**

THE CITY OF MOUNTAIN IRON HEREBY ORDAINS:

Section 1. Amending Section 70.14. Section 70.14, Subdivision 3 of the Mountain Iron City Code is hereby amended to read as follows:

70.14 Parking Restrictions on Marble Avenue and Main Street.

Subd. 3. Parking Permits. **All of Coral Street and** the west side of Marble Avenue between Main Street and Coral Street shall be posted and reserved for the parking of residents. To facilitate enforcement of the parking regulations, the City shall issue numbered parking permits to the residents along **all of Coral Street and** Marble Avenue between Main Street and Coral Street. Residents to whom such permits are issued are responsible for displaying the permits on the vehicle for which they are issued on the windshield or visor where they can be clearly seen. Loss or theft of the permit shall be reported to the Sheriff or City Administrator.

Section 2. Inconsistent Ordinances. All Ordinances or portions thereof inconsistent with this Ordinance shall be repealed and replaced with the provisions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be effective in accordance with State Statute.

DULY ADOPTED BY THE CITY COUNCIL THIS 4th DAY OF NOVEMBER, 2013.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 110413-VIB

ADMINISTRATION

RESOLUTION 39-13

DATE: October 31, 2013

FROM: Craig J. Wainio
City Administrator

Resolution Number 39-13 adopts the assessments as proposed during the public hearing for the improvements of Bluebell and Daffodil Avenues in the West Virginia neighborhood. Notices of the hearing were mailed to all adjoining property owners. The assessment is based upon 75% of the project costs.



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 39-13

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 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.

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 4th DAY OF NOVEMBER, 2013.

Mayor Gary Skalko

ATTEST:

City Administrator

NAME	LOT	BLOCK	FOOTAGE	PROJECT COST		RATE	ASSESSMENT AMOUNT	COST PER FOOT
				\$116,899.03				
KOSKI ROGER C	11	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
LACOURSIERE NICHOLAS C & BETHANY K	12	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
DUNDAS ROBERT W	12	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
RAUTOLA DONNA V	13	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
HYVONEN SCOTT A	13	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
SEMO JENNIFER L	14	1	125.38	\$3,167.04		75%	\$2,375.28	\$18.94
KISHEL MATTHEW M	15	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
MCCLELLAND ROBERT & ANNETTE	15	1	62.69	\$1,583.52		75%	\$1,187.64	\$18.94
SNIDARICH LINDA L	16	1	125.38	\$3,167.04		75%	\$2,375.28	\$18.94
GOODEN SUSAN	17	1	125.38	\$3,167.04		75%	\$2,375.28	\$18.94
DALE WILLIAM O	18	1	90.38	\$2,282.95		75%	\$1,712.22	\$18.94
MEDURE JAMES A ETUX	18	1	90	\$2,273.36		75%	\$1,705.02	\$18.94
MARTINSON TIMOTHY W	19	1	90.76	\$2,292.55		75%	\$1,719.41	\$18.94
RINELL BLAINE M	20	1	52.5	\$1,326.12		75%	\$994.59	\$18.94
REIMER TRAVIS J	1	2	31.3475	\$791.82		75%	\$593.87	\$18.94
YOUNGSTROM BRETT A	1	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
ALLEN JOHN W	2	2	75.39	\$1,904.31		75%	\$1,428.24	\$18.94
BRITTON CAROLLE L	2	2	75	\$1,894.46		75%	\$1,420.85	\$18.94
WESTOM JOHN D	3	2	100.39	\$2,535.80		75%	\$1,901.85	\$18.94
JACKLEN THOMAS & CYNTHIA	4	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
PONS JEANNE M/KEMPPAINEN BONNITTA L	4	2	125.39	\$3,167.29		75%	\$2,375.47	\$18.94
NISKA GREGORY	5	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
KINGSLEY, PATSY	6	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
LARSON, BRIAN & LAURA	6	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
JORDAN BRADLEY R & CORINNE K	7	2	83.6	\$2,111.69		75%	\$1,583.77	\$18.94
ELSNER BETTY L	7	2	41.79	\$1,055.59		75%	\$791.70	\$18.94
VESEL DANYELL J	8	2	75.39	\$1,904.31		75%	\$1,428.24	\$18.94
ESTATE OF CLEVELAND GEORGE K JR	8	2	50	\$1,262.98		75%	\$947.23	\$18.94
STEWART CHAD M	9	2	125.39	\$3,167.29		75%	\$2,375.47	\$18.94
EASTY MICHAEL J	10	2	62.695	\$1,583.64		75%	\$1,187.73	\$18.94
MOE HAROLD M & DORIS	11	1	31.335	\$791.51		75%	\$593.63	\$18.94
HILL AARON R	11	1	62.67	\$1,583.01		75%	\$1,187.26	\$18.94

NAME	LOT	BLOCK	FRONT FOOTAGE	PROJECT COST		RATE	ASSESSMENT		COST PER FOOT
				\$116,899.03			AMOUNT		
BODOVINITZ MICHAEL S	12	1	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
CHAD GREGORY J	12	1	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
ANDERSON NICHOLAS E	13	1	50.34	\$1,271.56		75%	\$953.67	\$18.94	
PRIJATEL PETER A ETUX	13	1	75	\$1,894.46		75%	\$1,420.85	\$18.94	
DANLEY SHAUN & DEBRA	14	1	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
EILOLA TRACY MAE	15	1	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
SHEREK RHONDA L	16	1	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
PRESTON JOSEPH R	16	1	110.34	\$2,787.13		75%	\$2,090.35	\$18.94	
GIFFORD JESSICA M	17	1	77.67	\$1,961.91		75%	\$1,471.43	\$18.94	
PETERSEN NORVILLE D	18	1	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
ANDRIE STEVE & JADE	19	1	84	\$2,121.80		75%	\$1,591.35	\$18.94	
BERGQUIST MARCIA	19	1	83.34	\$2,105.13		75%	\$1,578.85	\$18.94	
City of Mountain Iron	1	2	250.68	\$6,332.05		75%	\$4,749.04	\$18.94	
COCHRAN VICKIL	3	2	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
BLAKE KAREN F	4	2	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
US BANK NA AS TRUSTEE	4	2	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
SAARI DONNA MAE MARIE	5	2	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
KETOLA SHANE & LINDSAY	6	2	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
YOUNG RICHARD A ETUX	7	2	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
PONTINEN RYAN & STACY	8	2	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
NEWBERG ROBERT R	8	2	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
PONTINEN RYAN & STACY	9	2	125.34	\$3,166.03		75%	\$2,374.52	\$18.94	
PETERSON MARK R & BARBARA J	10	2	62.67	\$1,583.01		75%	\$1,187.26	\$18.94	
TOTALS			4627.9225	\$116,899.03			\$87,674.27		

COUNCIL LETTER 110413-VIC

STREET COMMITTEE


POLICY

DATE: October 31, 2013

FROM: Street Committee

Craig J. Wainio
City Administrator

Based upon a recommendation from the League of Minnesota Cities to limit liability, Staff has developed a Snow and Ice Control Policy. The Street Committee has review the policy and is recommending to the City Council that the Snow and Ice Control Policy be adopted.

	<h1>SNOWPLOWING AND ICE CONTROL POLICY</h1>	
	<p>Policy Number 2013-01</p>	<p>Adopted: October 21, 2013</p>

1. Introduction

The City of Mountain Iron, Minnesota, finds that it is in the best interest of the residents of the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When Will the City Start Snow or Ice Control Operations?

The Director of Public Works will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of three (3) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than three (3) inches.

3. How Snow will be Plowed?

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. Snow on cul-de-sacs will normally be plowed to the center in an attempt to provide the

largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow Removal

The Director of Public Works will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and Schedule of Streets to be Plowed

The City has classified City streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as "Snow Plow Routes" will be plowed first. These are high volume routes, which connect major sections of the City and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and City parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with City services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining

agreement. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

9. Use of Sand, Salt, and Other Chemicals

The City will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

10. Sidewalks

The City will maintain some of the sidewalks in the City. As there are a limited number of personnel available, the City will only maintain those sidewalks after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

11. Mailboxes

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The City will conduct a review of each mailbox damage claim to determine, whether the City has any legal responsibility for the damage and if so, to replace or provide reimbursement for the mailbox. If the City, in its discretion, determines that reimbursement or replacement is appropriate, the City may:

- A. At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the City;
- B. Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the City's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

12. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation From Policy

The Director of Public Works may deviate from this policy when in his or her judgment it is in the best interest of the City or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those City employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the City for emergency notifications.

14. Review and Modification of Policy

The Director of Public Works shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

EXCERPT OF CITY COUNCIL MEETING OF NOVEMBER 4, 2013

It was moved by Councilor _____ and seconded by Councilor _____ that the liquor and cigarette license applications for the period January 1, 2014 through December 31, 2014, be approved and issued to the following individuals and business establishments pursuant to the approval, where necessary, of the Liquor Control Commission and pursuant to the payment of all outstanding license fees and utility charges:

Jeff & Greg Properties, Inc.
DBA: B. G.'s Saloon
5494 Highway 7
Virginia (Mountain Iron), MN 55792

On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor
Off-Sale Non-Intoxicating Liquor

Silver Creek Liquor Company, Inc.
DBA: Silver Creek Liquor
5489 Highway 7
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
Cigarette

Commander
American Legion Post #220
5748 Mountain Avenue, PO Box 361
Mountain Iron, MN 55768

Club On-Sale Intoxicating Liquor
Off-Sale Non-Intoxicating Liquor

Mac's Bar, Inc.
DBA: Mac's Bar
8881 Main Street, PO Box 313
Mountain Iron, MN 55768

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor
Cigarette

F. P. Troutwine, C & B Warehouse Distr.
Mountain Iron Short Stop
5537 Nichols Avenue
Mountain Iron, MN 55768

Cigarette

Sundberg Enterprises, LLC
DBA: Sawmill Saloon & Restaurant
5478 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor
Cigarette

Adventures, Virginia, Inc.
Greg Hartnett
5475 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor

Walgreen Company
5474 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Cigarette

Keny J. Adams
May December Endeavors Inc.
DBA: Country Kitchen
5470 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Wine
3.2 Malt Liquor (On-Sale)

Home on the Range LLC
DBA: Holiday Inn Express & Suites
8570 Rock Ridge Drive
Mountain Iron, MN 55768

3.2 Beer License (On-Sale)
Wine

WJ Holdings, Inc.
DBA: AmericInn Lodge & Suites
5480 Mountain Iron Drive
Virginia, MN 55792

3.2 Beer License (On-Sale)



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar St. - Suite 133
 St. Paul, MN 55101-5133



(651) 215-6209 TTY (651) 282-6555

APPLICATION AND PERMIT FOR A TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION VKMC Foundation	DATE ORGANIZED - 1994 -	TAX EXEMPT NUMBER 41-1748809	
STREET ADDRESS 901 9th Street North	CITY Virginia	STATE Minnesota	ZIP CODE 55792
NAME OF PERSON MAKING APPLICATION Claudia Shaiko	BUSINESS PHONE (218) 749-9415	HOME PHONE (218) 735-8668	
DATES LIQUOR WILL BE SOLD Demon. Friday Nov. 22, 2013	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input checked="" type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME John Baxter Board Pres	ADDRESS 6025 Lake Street Aurora Minn.		
ORGANIZATION OFFICER'S NAME Gary Carlson - Board Vice P.	ADDRESS Range office supplies 319 Chestnut Street - Virginia, mn		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location where license will be used. If an outdoor area, describe:

mt. Iron Community Center - Festival of Trees
 Nov. 22nd Tour of Homes/ Wine tasting
 event

Will the applicant contract for intoxicating liquor services? If so, give the name and address of the liquor licensee providing the service.

Greg Peterson - Nov 20th & 22nd Cash Bar - BG's Bar
 { Patrick Cunningham - Phillips Wine & Spirits
 { Wine tasting demo

Will the applicant carry liquor liability insurance? If so, the carrier's name and amount of coverage.

(NOTE: Insurance is not mandatory.)

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____
 CITY FEE AMOUNT _____
 DATE FEE PAID _____

DATE APPROVED _____
 LICENSE DATES _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____

APPROVED Alcohol & Gambling Enforcement Director _____

Note: Do not separate these two parts, send both parts to the address above and the original signed by this division
 will be returned as the license. Submit to the City or County at least 30 days before the event.

BG'S BAR & GRILL
P.O. BOX 265
VIRGINIA, MN 55792

To Whom It May Concern,

In behalf of the Julie Carpenter wedding on November 16, 2013, at the Mt. Iron Community Center, BG'S Bar & Grill respectfully request permission to have a bar, at which to serve alcoholic beverages.

All laws apply for the sale of alcohol to minors and will be enforced.

Thank You

A handwritten signature in blue ink, appearing to read 'G. Peterson', with a large, stylized flourish at the end.

Greg Peterson

**BG'S BAR & GRILL
P.O. BOX 265
VIRGINIA, MN 55792**

To Whom It May Concern,

In behalf of the Festival of Trees on November 20 & 22, 2013, at the Mt. Iron Community Center, BG'S Bar & Grill respectfully request permission to have a bar, at which to serve alcoholic beverages.

All laws apply for the sale of alcohol to minors and will be enforced.

Thank You

A handwritten signature in blue ink, appearing to read "Greg Peterson", with a long horizontal line extending to the right.

Greg Peterson

COUNCIL LETTER 110413-VIG

ADMINISTRATION

COW MEETING

DATE: October 31, 2013

FROM: Craig J. Wainio
City Administrator

This agenda item provided the opportunity for the City Council to schedule a Committee-of-the-Whole meeting to review the proposed 2014 budget prior to its required adoption in December.

COMMUNICATIONS
NOVEMBER 4, 2013

1. Saint Louis County, forwarding a notice of vacancy on the Community Development Block Grant Citizen Advisory Committee.
2. Range Shrine Circus, soliciting advertising in the circus program to raise funds for the event.
3. Minnesota Pollution Control Agency, forwarding compliance evaluation inspections results.

**NOTICE OF VACANCY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE**

The St. Louis County Board of Commissioners will make appointments to the St. Louis County CDBG Citizen Advisory Committee; terms are for three years. The CDBG program provides funds for physical improvement, economic development, housing activities, and public service activities.

The CDBG Advisory Committee holds one public hearing and three public meetings to review applications and provide funding recommendations. Meetings are typically held in January between the hours of 9:00 a.m. and 5:00 p.m. CDBG Citizen Advisory Committee members are paid \$20 per diem and mileage at the current county rate.

The following vacancies exist:

- Eveleth representative
- Hermantown representative
- St. Louis County Township Officer's Association representative
- Rice Lake Township representative
- 2 at-large representatives from the county

Persons interested in these appointments should submit an application by **October 31, 2013** to: Phil Chapman, Clerk of County Board, 100 North 5th Avenue West, Room 214, Courthouse, Duluth, MN, 55802, fax: 218-725-5060, or e-mail chapmanp@stlouiscountymn.gov. Applications are available on-line at www.stlouiscountymn.gov, go to the Board of Commissioners home page - the citizen advisory application link is on the right.

DONALD DICKLICH, COUNTY AUDITOR
BY: Phil Chapman, Clerk of the County Board



Range Shrine Circus

North Star
Shrine Club

Ver Saba
Shrine Club

Range
Shrine Club

Mayor Gary Skalko
City of Mt Iron
8586 Enterprise Dr
Mt Iron, Mn 55768

Dear Mayor Skalko;

This year the Shrine Clubs across the Mesabi Range will bring a Shrine circus to the Hibbing Memorial Building. This year the circus will be held on May 4, 5, and 6 with three performances on the 4th, two on the 5th, and one on the 6th. The primary purpose is to provide an opportunity for every child on the Iron Range, both public and parochial, to see a legitimate circus at least once. Grade school children from six different grades are admitted free or all children up to the age of 12.

To offset the expenses of bringing the circus to town, the Shrine Clubs across the Range solicit advertising from various businesses, organizations and governing bodies in the area. The advertising is printed in a circus program that is distributed at each circus performance. The tremendous support from these groups has helped to establish this great event as a permanent Shrine activity on the Range.

We appreciate the support of all that purchase an ad in the past. We hope that you would help support our effort again. You may use any logo or other copy in your ad. Any PDF or JPEG files of an ad should be e-mailed to marybrandt@hibbing.edu. All checks should be made to the [Range Shrine Circus](#). Send all checks to [Range Shrine Circus, PO Box 761, Hibbing, Mn 55746-0761](#). We would appreciate hearing from you by Dec 15 in order to meet our printing schedule. If you have any questions, feel free to contact me.

Very truly yours,

Jim Fisher
Shrine Circus Director

1/4 PAGE \$95.00

1/6 PAGE \$80.00

1/12 PAGE \$50.00



1/8 PAGE \$65.00

1/2 PAGE \$150.00

FULL PAGE \$250.00

Contributor _____

Address _____

Received \$ _____ By _____ Date _____

**MAKE CHECKS PAYABLE TO RANGE SHRINE CIRCUS
P.O. BOX 761 – HIBBING. MN 55746**

Notes _____

Proceeds from this activity are not for the benefit of Shriners Hospitals for Crippled Children.



Minnesota Pollution Control Agency

Duluth Office | 525 Lake Avenue South | Suite 400 | Duluth, MN 55802 | 218-723-4660
800 657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

October 28, 2013

The Honorable Gary Skalko
Mayor, City of Mountain Iron
Mountain Iron Wastewater Treatment Plant
8586 Enterprise Drive South
Mountain Iron, MN 55768

RE: Mountain Iron Wastewater Treatment Plant
NPDES/SDS Permit No. MN0040835
Compliance Evaluation Inspection

Dear Mayor Skalko:

Enclosed is the Compliance Evaluation Inspection (CEI) report that resulted from an inspection of the Mountain Iron Wastewater Treatment Facility (WWTP) on October 8, 2013, by John Thomas of the Minnesota Pollution Control Agency (MPCA).

The CEI consisted of a visual inspection of the facility and a discussion with Tim Satrang (Wastewater Superintendent), Ty Heble (Wastewater Operator) and Alan Johnson (City Engineer). In addition, there was a review of the monthly Discharge Monitoring Reports (DMRs) for the time period from November 2010 – August 2013. The biosolids land application sites and records related to biosolids were not inspected. Based on the results of the CEI several violations of the terms and conditions set forth in the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) permit were noted. Please see the attached CEI Report for further detail. Given the frequency and severity of the violations a separate enforcement action will be issued, citing the same violations and requiring corrective actions to address the violations.

During the inspection the superintendent requested clarification of the MPCA's regulatory authority over biosolids in the currently unused wastewater ponds. Biosolids within a wastewater pond that is no longer used for wastewater treatment are regulated under the land application rules for final use/disposal (Minn. R. 7041). Minn. R.7041.0300 Subpart 1. states:

Applicability. Except as provided in subpart 2, item 1, the requirements of this chapter apply to any person who prepares sewage sludge that is applied to the land, to any person who applies sewage sludge to the land, to sewage sludge applied to the land (including sewage sludge remaining in a treatment works that is a wastewater treatment pond when the pond is emptied or ceases to be used to receive wastewater), and the land on which sewage sludge is applied.

The Honorable Gary Skalko

Page 2

October 28, 2013

The only options for use or disposal of sewage sludge are incineration, land application, or landfilling.

If you have questions, please contact me at 218-302-6616 or 800-657-3864.

Sincerely,

A handwritten signature in black ink, appearing to read "John Thomas", written in a cursive style.

John Thomas

Pollution Control Specialist Senior

Water Quality Compliance and Enforcement Unit

Industrial Division

JT:slm

Enclosure

cc: Tim Satrang, Wastewater Superintendent
NPDES/SDS Permit No. MN0040835 file (w/all enclosures)

**MINNESOTA POLLUTION CONTROL AGENCY
WATER QUALITY POINT SOURCE PROGRAM
Compliance Evaluation Inspection Report**

FACILITY INFORMATION:

Facility Name: Mountain Iron WWTP
Permit Number: MN0040835
Address: 8808 Grant Dr
Mountain Iron, MN 55768
Permit Expiration Date: January 31, 2017
Facility Design Flow: 0.55 mgd (AWW)
Major Minor Classification: Minor
Type of Flow: Domestic
Plant Class: B
Land Application Type: Type IV

24 Hour Contact: Tim Satrang, Wastewater Superintendent
Phone: 218-750-0121 (cell)

GEOGRAPHIC INFORMATION:

MPCA Region: Northeast
County: St. Louis
Basin: Lake Superior
Major Watershed: St. Louis River
Receiving Water: Unnamed Creek (2B,3C,4A,4B,5,6) to West Two River Reservoir
(2B,3C,4A,4B,5,6)

THOSE PRESENT DURING THE INSPECTION:

<u>Facility Representatives</u>	<u>Title</u>
Tim Satrang	Wastewater Superintendent
Ty Hebl	Wastewater Operator
Alan Johnson	City Engineer, Benchmark Engineering

<u>MPCA Representatives</u>	<u>Title</u>
John Thomas	Water Quality Inspector

INSPECTION INFORMATION:

Inspection Date: October 8, 2013
Inspection Type: CEI, Domestic Municipal without Sampling
Inspection Category: State

FACILITY COMPONENTS:

- 1 Bar Screen - mechanical
- 2 Grit Removal
- 1 Phosphorus Removal - chemical
- 1 Activated Sludge - contact stabilization, conventional, step feed
- 2 Secondary Clarifier
- 1 Chlorination
- 1 Dechlorination
- 1 Aerobic Digester, designed as a process control
- Land Application

WASTE CONTRIBUTORS:

No waste contributors are listed for this permit.

TREATMENT PLANT OPERATORS:

<u>Name</u>	<u>Phone</u>	<u>Class</u>	<u>Expiration</u>
Satrang, Tim C	218-735-8559	Type 40	3/1/2014
Satrang, Tim C		Class A	3/1/2014
Ty Hebl	218-735-8559	Class B	5/1/2015
Len Albrecht	218-750-7206	Class C	2/1/2016

INSPECTION SUMMARY

A Compliance Evaluation Inspection was conducted on October 8, 2013, by John Thomas of the MPCA to determine the facility's compliance with the terms and conditions of its NPDES/SDS Permit. The following is a summary of the findings and comments resulting from that inspection.

Areas of Concern/General Comments:

1. Overall the facility appeared to be well maintained with many recent equipment replacements/repairs including: new automatic bar screen and repaired concrete ceiling in the bar screen/flow monitoring room, new digester aerators, new SSI fine air digester diffusers and all new piping in the aeration tank, new soundproof Sutorbilt blowers with VFDs, a PLC driven by a D.O. signal from a new Hach D.O. probe. Everything in the secondary clarifiers have been replaced except the fiberglass dome (it was power washed and epoxy coated), and the cement tank (which had been inspected and found to be in excellent condition). All baffles, weirs, piping, bridge, drives, alarms, and wire from the control center in the blower room are new. A new lift station was installed to handle material removed by the full diameter scum scrapers on the secondary clarifiers.

In the chlorine room, the feed system was replaced this year with an Omni Hydrovalve system (flow proportion) and a new hydraulic chlorine scale. Future plans for upgrading include moving the chlorine tank and scale near the chlorine contact tank and using secondary clarifier water for chlorine make up water to reduce water usage.

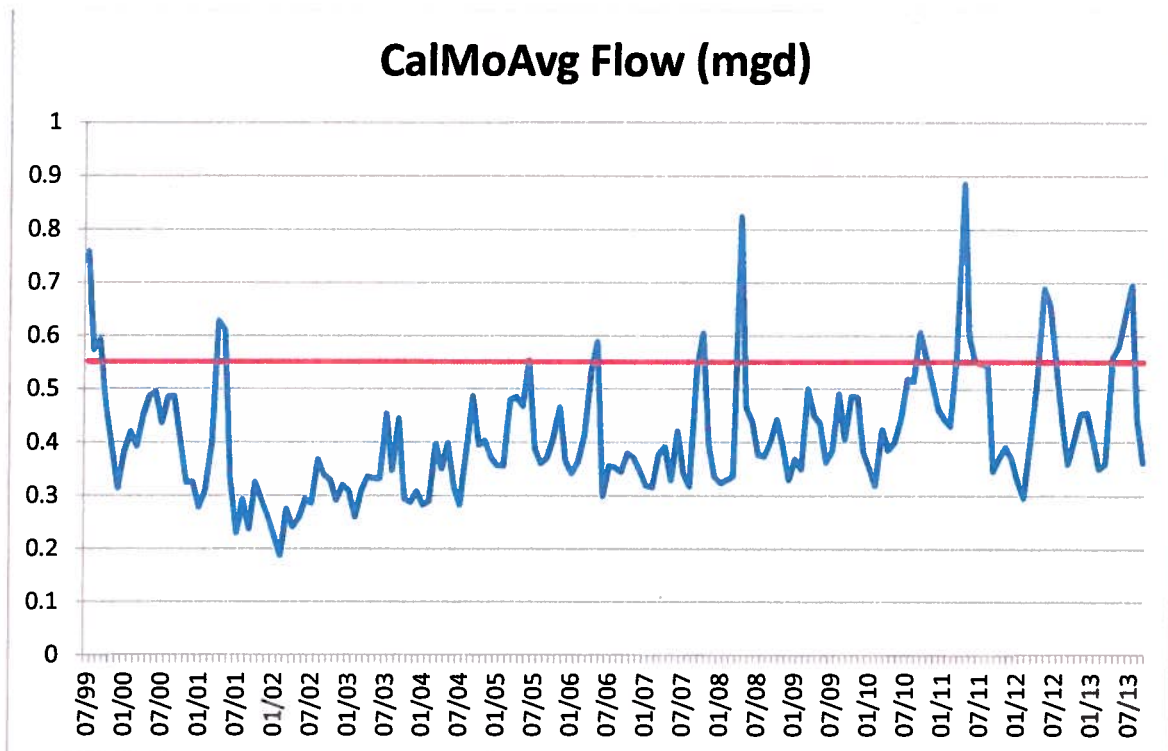
In the alum room the feed system was replaced with a flow proportion peristaltic pump. Usage of chemical has been reduced in the last couple of years with a LMI pumping system, however, the product near the last part of the supply tank would crystallize making it difficult to handle so the pump system was changed to a peristaltic pumping system.

2. Biosolids are land applied by the TriCity Biosolids Authority. Biosolids pathogen reduction and vector attraction reduction requirements are met by adding lime to the biosolids tank: the mixing pump is turned on prior to addition of lime, generally up to 15 (50 lb) bags of lime are added to the tank and mixing continues. Given the amount of lime added, ease of operation would be greatly improved by installation of a lime silo/holding tank above the biosolids holding tank.
3. Biosolids land application records were not reviewed. Biosolids Annual Reports were submitted on-time during the period of review.
4. All DMRs/eDMRs were submitted in a timely manner during the period of review.
5. Chapter 1 of the Permit requires submittal of a plan for decommissioning of the Nichols Ponds within one year of permit issuance (by February 24, 2013). The Permittee submitted a plan on April 12, 2013 (see violation #1). The plan indicates that a discussion of option for the ponds with MPCA staff would occur during the summer of 2013. MPCA staff met with Permittee staff and consultants prior to the inspection and discussed options for the ponds. MPCA staff indicated that if the City of Mountain Iron proposes to incorporate the ponds into the Facility's wastewater treatment facility,

the Permittee would be required to demonstrate that the ponds do not exceed MPCA leakage rate requirements (the criteria for these ponds would be not to exceed a leakage rate of 3,500 gallons/acre/day).

During the meeting MPCA staff and the Permittee agreed that the Permittee, assisted by their consultant, would submit a plan for a Preliminary Assessment, according to the MPCA publication "Decommissioning or Relining Domestic Wastewater Ponds", dated October 2010. The Plan will indicate the total number of samples to be taken in each pond and the approximate locations within the ponds where biosolids samples shall be obtained through the ice during the winter of 2013-2014. The Plan will indicate that the depth of biosolids in each sample will be recorded and what chemical constituent analysis will be completed on composite samples. The Plan should be submitted to MPCA (see address below) for review and approval within 30-days of receipt of this report.

- Flows at the facility have been highly variable, generally with high flows above design flows (0.550 mgd design average wet weather flow). The graph below indicates calendar month average flows relative to the design flow. Given the frequency of high flows, inflow and infiltration (I & I) needs to be further investigated and prevented. Please refer to violation (6) below.



Alleged Violations/Corrective Actions:

- Violation:** NPDES/SDS Permit No. MN0040835 Chapter 1 Part 1.1. states:

Within one year of permit issuance, the Permittee shall submit a plan, for MPCA review and approval, containing specific actions and timelines regarding the proper abandonment of the former wastewater treatment ponds. The specific actions and timelines must include, but are not limited to, sampling the pond floor for biosolids,

removal and disposal of the remaining biosolids, and final closure and abandonment of the ponds.

The Permit was reissued February 24, 2012. The Permittee submitted a plan on April 12, 2013 – 47 days late.

Corrective Action: the Permittee will receive a Notice of Violation (NOV) that will indicate corrective action requirements to address this violation.

- Violation:** NPDES/SDS Permit No. MN0040835 Chapter 1 Parts 1.1 and 1.3 (permit issued February 1, 2007) state, in-part:

The Permittee shall submit a stabilization pond action plan describing the actions it would take to either abandon the existing stabilization pond or upgrade the pond to meet current seepage requirements. The plan shall include a schedule of actions to be taken during the life of this permit to either abandon or upgrade the pond...If the Permittee chooses to upgrade the pond to meet current seepage guidelines, a schedule shall be submitted to complete a water balance test of the pond. The water balance test shall be performed according to MPCA policy and the results are subject to review and approval by the MPCA.

MPCA received a plan, dated February 5, 2008, indicating that the City wished to continue to use the ponds for wastewater treatment and that a water balance would be completed during the summer of 2008, with results submitted for MPCA review. If the water balanced passed the leakage criteria, a water balance would be performed on the second pond. MPCA staff has no record of receipt of the water balance for the first or second pond.

Corrective Action: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

- Violation:** NPDES/SDS Permit No. MN0040835 Limits and Monitoring Requirements (page 6) indicates effluent limits. During the period of review, the Permittee violated effluent limits as indicated below:

Parameter	Effluent Limit	Reported Value	Limit Type	Reporting Period
CBOD5 % Removal	85%	82.9%	MnCalMoAvg	April 2011
CBOD5 % Removal	85%	71.4%	MnCalMoAvg	April 2011
T. Phosphorus	2.08 kg/d	3.52 kg/d	CalMoAvg	December 2010
T. Phosphorus	1.0 mg/l	1.83 mg/l	CalMoAvg	December 2010
T. Phosphorus	1.0 mg/l	1.26 mg/l	CalMoAvg	January 2012
T. Phosphorus	1.0 mg/l	1.04 mg/l	CalMoAvg	September 2012
TSS	93.6 kg/d	142.1 kg/d	MxCalWkAvg	December 2010
TSS	93.7 kg/d	108.5 kg/d	MxCalWkAvg	April 2012

Parameter	Effluent Limit	Reported Value	Limit Type	Reporting Period
TSS	45 mg/l	67 mg/l	MxCaWkAvg	December 2010
TSS % Removal	85%	55%	MnCaMoAvg	December 2010
TSS % Removal	85%	82%	MnCaMoAvg	October 2011
TSS % Removal	85%	76%	MnCaMoAvg	April 2012
TSS % Removal	85%	9%	MnCaMoAvg	August 2012

Corrective Actions: The Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

Percent removal violations are likely due to relatively low concentrations of influent CBOD₅ and TSS, which are likely caused by inflow and infiltration (I & I) into the collection system. This is related to Violation (6).

4. **Violation:** NPDES/SDS Permit No. MN0040835 Limits and Monitoring Requirements (page 6) requires the Permittee to monitor according to the frequency indicated. The following parameter was not monitored:

Total mercury was not monitored at SD003 and WS001 during June 2012.

Corrective Actions: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

5. **Violation:** NPDES/SDS Permit No. MN0040835 Chapter 5 Part 1.6 states:

In addition to the sampling required in the Limits and Monitoring section of this permit, the Permittee shall sample effluent from the total facility discharge station for Dissolved Mercury and TSS twice per year throughout the life of this permit. The sampling method is concurrent grab sample for the two parameters. Dissolved Mercury shall be analyzed using an EPA approved low level mercury analysis method. Samples shall be taken in June and December and reported on the custom supplemental form provided by the MPCA. The custom supplemental form must be submitted with the DMR for the month when [the] sample[s] is [are] collected.

The Permittee did not take concurrent grab dissolved mercury and TSS samples at SD003 during June 2012, December 2012 and June 2013.

Corrective Action: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

6. **Violation:** NPDES/SDS Permit No. MN0040835 (issued February 1, 2007) Chapter 1 Part 1.4 states:

The Permittee shall submit an Annual Inflow and Infiltration (I/I) Evaluation Report. The report shall be submitted to the MPCA office in Duluth (attention Jaramie Logelin) by December 31st of each year following permit reissuance. The report shall

include an update on the City's efforts to reduce and eliminate sources of I/I, as well as future I/I reduction plans. Submit an I/I evaluation Report by December 31 of each year following permit issuance.

Annual I/I Reports were not submitted for 2010 (due December 31, 2010) and for 2011 (due December 31, 2011).

Corrective Action: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

7. **Violation:** NPDES/SDS Permit No. MN0040835 Chapter 2 Part 1.1 and Chapter 3 Part 1.1 state, in-part:

Submit a monthly DMR by 21 days after the end of each calendar month following permit issuance.

The Permittee submitted eDMRs for December, 2012, on February 12, 2013, for both SD003 and WS001.

Corrective Action: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

8. **Violation:** NPDES/SDS Permit No. MN0040835 Chapter 9 Part 1.18 states:

Equipment Calibration: Flow meters, pumps, flumes, lift stations or other flow monitoring equipment used for purposes of determining compliance with permit shall be checked and/or calibrated for accuracy at least twice annually.

The Permittee indicated that the influent flow meter is checked for accuracy/calibrated less than the permit required twice/year.

Corrective Action: the Permittee will receive a NOV that will indicate corrective action requirements to address this violation.

Signature of Inspector 	Date 10/28/13
--	---------------

Comments, questions and submittals should be addressed to:

John Thomas
Minnesota Pollution Control Agency
525 Lake Avenue South, Suite 400
Duluth, Minnesota 55802
218-302-6616