

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, NOVEMBER 7, 2011 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the October 17, 2011, Regular Meeting (#1-8)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communication
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Water Treatment Plant Heater Replacement (#9)
 - 2. Set Public Hearing on CDBG Applications (#10)
 - C. Interim Public Works Director's Report
 - 1. Transformer Quotes (#11)
 - D. Sheriff's Department Report
 - E. City Engineer's Report
 - F. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Wellhead Protection Plan Adoption (#12)
 - B. Liquor and Cigarette License Renewals (#13)
 - C. Request for Extension (#14)
 - D. Review of 3rd Quarter Financials (#15)
 - E. Set Committee-of-the-Whole Meeting to Review Budget (#16)
- VII. Communications
- VIII. Announcements
- IX. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
OCTOBER 17, 2011

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, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Anderson, Municipal Services Secretary; Rod Flannigan, City Engineer; Michael Downs, Interim Public Works Director; Karl Sundquist, City Attorney; and John Backman, Sergeant.

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

1. Add the following items to the agenda:
 - IV. G. A. Calendar Parking Notification
 - B. Appoint Election Judges
2. Approve the minutes of the October 3, 2011, 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, 2011, totaling \$169,654.57, (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, 2011, totaling \$325,800.66, (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.

It was moved by Prebeg and seconded by Tuomela to accept the following bids for the surplus property:

- Three nonfunctioning generators for \$547.50 to Derek Strine
- Scrap metal (tank, ladders and mower) for \$496.00 to Douglas Delaney
- Two nonfunctioning pumps for \$10.00 to Lawrence Reedy

The motion carried on the following roll call vote: Zupancich, yes; Tuomela, yes; Roskoski, no; Prebeg, yes; and Skalko, yes.

The City Administrator commented on the following:

- Fire Prevention Week. He commended the Fire Department for visiting the Merritt Elementary School for Fire Prevention Week.
- Fire Department Auxiliary. He commended the Auxiliary for holding a fund raiser at the Mountain Iron Dairy Queen and thanked the Department for displaying the equipment there during the event.

- IRRR Grant Applications. He said that three grant applications were submitted for the next funding cycle. The projects were: waterline improvements for the Water Department to be coordinated with the Saint Louis County Road 7 overlay project; infrastructure for the relocation of County Road 102; and to partner with a Community Development Block Grant for an upgrade to the water system in the Original Town site area.
- Help America Vote Act. He said that he applied for a grant for handicapped accessible voting equipment.
- Silicon Energy Open House. He said that He and Councilor Tuomela, Councilor Roskoski, EDA Member Wilson, and EDA Member Fivecoate, attended the Open House. He said that EDA Member Fivecoate spoke on behalf of the Economic Development Authority.

The Mayor thanked the City Administrator for securing grants funding over the years for the City and for writing all of the grant applications that he has submitted.

Councilor Roskoski requested that “Third Quarter Financial Statements Review” be added to the November 7, 2011, City Council agenda.

The Interim Public Works Director commented on the following:

- Electrical Distribution System Study. He said a thermography study was completed on the system that is fed by the Virginia Public Utilities. He said that there were only four minor issues on the system to repair. He said that those issues would be taken care of in the next week.
- Power Outage. He said that there was a brief outage on October 15, 2011, in one block in Parkville caused by a tree falling on the line.

It was moved by Zupancich and seconded by Tuomela to authorize change order number one for the Bluebell Avenue and Daffodil Avenue street overlay projects to change the completion date to June 15, 2012. The motion carried.

The City Engineer stated that he would notify the residents on Bluebell Avenue and Daffodil Avenue of the change in the completion date on the project.

It was moved by Roskoski and seconded by Tuomela to accept the recommendation of the Public Health and Safety Board and approve the Automatic Aid Agreement with the City of Virginia, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Roskoski that Mountain Iron’s Calendar Parking dates, times, and procedures be posted on-line on the City’s web site, on the Public Access Channel 7 television, and be advertised in the Hometown Focus and the Mesabi Daily News. The **motion died** for lack of a second.

It was moved by Zupancich and seconded by Tuomela to direct City Staff to publish the Calendar Parking notification to be posted on-line on the City’s web site, on the Public Access Channel 7, and published in the Hometown Focus. The motion carried.

It was moved by Prebeg and supported by Tuomela that the Council appoints the following to serve as election judges for the November 8, 2011, General Election for the Virginia School District:

Precinct #2–City Hall, Wacootah Room

Caroline Kujala

Marilyn Perpich

Alternate: Sheri Johnson

And further, authorize them to be paid \$9.00 per hour for election hours and provide one hot meal to the election judges on election days. The motion carried.

During the liaison reports, Councilor Roskoski updated the Council on the October 6, 2011, Street and Alley Committee meeting held. He said that they discussed Jim Medure's request for a storm sewer; the Unity Drive extension; parking in the Locomotive Park area; a request for a handicapped parking spot by the Post Office; County Road 7 upgrade with regard to waterline looping in the area; Plaza 53 frontage road regarding the trucks hauling for the Menards construction site in Virginia; and the County Road 102 re-route.

It was moved by Zupancich and seconded by Roskoski to accept the recommendation of the Library Director and authorize Rhonda McConnell, Library Assistant, to become a permanent employee when her probation is up on November 9, 2011. The motion carried.

It was moved by Zupancich and seconded by Prebeg to authorize City Staff to post internally for the positions of Fire Chief and Fire Captain as per City Policy. The motion carried.

At 7:04 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Anderson, CMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Minnesota Department of Revenue, a notice of understanding the recent changes in the homestead benefits for property tax purposes.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	110,628.53
PERMITS	BUILDING	136.00
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	38.03
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	108.00
CD INTEREST	CD INTEREST 101	99.81
CD INTEREST	CD INTEREST 378	698.70
CD INTEREST	CD INTEREST 602	77.63
CD INTEREST	CD INTEREST 603	232.90
CD INTEREST	SMITH BARNEY CASH CD/FUND 101	44,000.00
MISCELLANEOUS	ASSESSMENT SEARCHES	60.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	500.00
BUILDING RENTALS	COMMUNITY CENTER	250.00
LICENSES	ANIMAL	15.00
BUILDING RENTALS	NICHOLS HALL	210.00
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	3,872.24
METER DEPOSITS	ELECTRIC	1,940.00
METER DEPOSITS	WATER	40.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	5,114.03
FINES	CRIMINAL	1,617.03
SPECIAL ASSESSMENTS	INTEREST-SP.ASSESS.-BONDS ISSU	16.67
Summary Totals:		<u>169,654.57</u>

Check Issue Date(s): 10/08/2011 - 10/21/2011

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/11	10/13/2011	141584	130011	MOUNTAIN IRON POSTMASTER	604-20200	467.82
10/11	10/14/2011	141585	130011	MOUNTAIN IRON POSTMASTER	604-20200	360.65
10/11	10/18/2011	141586	10056	A T & T MOBILITY	101-20200	1,319.91
10/11	10/18/2011	141587	10008	AIRGAS NORTH CENTRAL	101-20200	112.03
10/11	10/18/2011	141588	10033	ALERT-ALL CORPORATION	101-20200	3,140.32
10/11	10/18/2011	141589	1012	ALLEN NELSON	604-20200	55.56
10/11	10/18/2011	141590	130017	AMERICAN BANK	101-20200	475.93
10/11	10/18/2011	141591	10009	ARCHITECTURAL RESOURCES	301-20200	160.00
10/11	10/18/2011	141592	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	1.25
10/11	10/18/2011	141593	20055	BARNES & NOBLE BOOKSELLERS	101-20200	629.93
10/11	10/18/2011	141594	20022	BENCHMARK ENGINEERING INC	301-20200	29,002.00
10/11	10/18/2011	141595	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	2,969.72
10/11	10/18/2011	141596	170001	CENTURY LINK	602-20200	470.29
10/11	10/18/2011	141597	220003	CITY OF VIRGINIA	101-20200	254.08
10/11	10/18/2011	141598	30072	COMPUTER WORLD	101-20200	136.92
10/11	10/18/2011	141599	40027	DULUTH/SUPERIOR COMMUNICATION:	101-20200	491.18
10/11	10/18/2011	141600	60029	FERGUSON ENTERPRISES INC	101-20200	170.98
10/11	10/18/2011	141601	60006	FISHER PRINTING	101-20200	379.41
10/11	10/18/2011	141602	60038	FLEET SERVICES	101-20200	5,168.45
10/11	10/18/2011	141603	60042	FLUID-TECH	101-20200	659.39
10/11	10/18/2011	141604	1010	FRANCINE WILLIAMS	604-20200	7.38
10/11	10/18/2011	141605	1008	FRANSEN BANK & TRUST	602-20200	32.97
10/11	10/18/2011	141606	80022	HAWKINS INC	601-20200	943.76
10/11	10/18/2011	141607	80001	HILLYARD/HUTCHINSON	101-20200	696.85
10/11	10/18/2011	141608	80037	HOMETOWN FOCUS	101-20200	126.00
10/11	10/18/2011	141609	1015	JEAN HOLAPPA	604-20200	82.67
10/11	10/18/2011	141610	1011	JOSEPHRNE WALKER	604-20200	380.97
10/11	10/18/2011	141611	120006	L & M SUPPLY	101-20200	1,119.00
10/11	10/18/2011	141612	130093	MESABI RANGE COMMUNITY	604-20200	2,526.39
10/11	10/18/2011	141613	140026	MINNESOTA ENERGY RESOURCES	602-20200	691.52
10/11	10/18/2011	141614	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	445.40
10/11	10/18/2011	141615	130009	MINNESOTA POWER (ALLETE INC)	604-20200	60,965.02
10/11	10/18/2011	141616	130010	MINNESOTA UC FUND	101-20200	3.22
10/11	10/18/2011	141617	130015	MOUNTAIN IRON PUBLIC UTILITIES	101-20200	14,059.77
10/11	10/18/2011	141618	1007	PAULA SATRANG	101-20200	200.00
10/11	10/18/2011	141619	160032	PORTABLE JOHN	101-20200	408.20
10/11	10/18/2011	141620	170007	QUILL CORPORATION	101-20200	188.12
10/11	10/18/2011	141621	170002	QWEST/POLE RENTAL	604-20200	22.00
10/11	10/18/2011	141622	9013	RANGE MENTAL HEALTH CENTER	101-20200	200.00
10/11	10/18/2011	141623	180068	RAPIDS RENTAL & SUPPLY	101-20200	171.81
10/11	10/18/2011	141624	20015	ROBERT BROWN	101-20200	190.59
10/11	10/18/2011	141625	1013	SHAWN MORELAND	604-20200	100.71
10/11	10/18/2011	141626	1009	SHIRLEY WESTIN	604-20200	123.30
10/11	10/18/2011	141627	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	39,500.00
10/11	10/18/2011	141628	190033	STAR TRIBUNE	101-20200	120.25
10/11	10/18/2011	141629	1014	STEPHANIE LINDGREN & KATIE	604-20200	112.23
10/11	10/18/2011	141630	200050	T & M CONSTRUCTION INC	301-20200	21,680.82
10/11	10/18/2011	141631	200020	THE TRENTI LAW FIRM	101-20200	4,494.05
10/11	10/18/2011	141632	200028	TRI CITIES BIOSOLIDS DISPOSAL	602-20200	6,000.00
10/11	10/18/2011	141633	210001	UNITED ELECTRIC COMPANY	101-20200	2,114.74
10/11	10/18/2011	141634	1006	VERMILION DREAM QUILTERS	101-20200	200.00
10/11	10/18/2011	141635	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	41,848.15
10/11	10/18/2011	141636	220020	VISA OR AMERICAN BANK CC PMT	101-20200	6,265.37
10/11	10/18/2011	141637	1016	WHR GROUP INC	378-20200	98.53
10/11	10/18/2011	141638	240001	XEROX CORPORATION	101-20200	733.77
10/11	10/18/2011	141639	250001	YOUTH'S SAFETY COMPANY	101-20200	530.74

Check Issue Date(s): 10/08/2011 - 10/21/2011

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
Totals:						<u>253,810.12</u>
				Payroll-PP Ending 10/14/2011		58,333.78
				Electronic Trans.-Sales Tax 10/20/11		<u>13,656.76</u>
				TOTAL EXPENDITURES		<u>\$325,800.66</u>



City of Virginia and City of Mountain Iron Fire Department Automatic Aid Agreement

Automatic aid is assistance dispatched automatically by contractual agreement between the City of Mountain Iron and the City of Virginia and their respective fire departments. The Saint Louis County 911 Dispatch Center (Midway Dispatch) under the direction of the Sheriff shall automatically dispatch emergency response resources according to the following agreement:

Municipal Agreement

WHEREAS it is the intention of the Virginia Fire Department to assist the Mountain Iron Fire Department with fire related activities in the following events:

- Structure fires, fire alarms and motor vehicle crashes located within the geographical area of the City of Mountain Iron, Saint Louis County, and within the State of Minnesota.

WHEREAS it is the intention of the Mountain Iron Fire Department to assist the Virginia Fire Department with fire related activities in the following events:

- Structure fires, fire alarms and motor vehicle crashes located within the geographical area of the City of Virginia, Saint Louis County, and within the State of Minnesota.
- The Mountain Iron Fire Department will not be required to respond automatically to alarms at the Virginia Fire Departments Contract Fire Protection locations.


NOW, THEREFORE, be it resolved that the Fire Chief's of the participating Municipalities agree to offer the above-described assistance when appropriate and possible.

Saint Louis County 911 Dispatch Center Agreement

NOW, THEREFORE be it resolved that the Saint Louis County 911 Dispatch Center (Midway) agrees to dispatch the above-described Automatic Aid as agreed upon in the above-described Municipal Agreement.

CITY OF MOUNTAIN IRON:

CITY OF VIRGINIA:



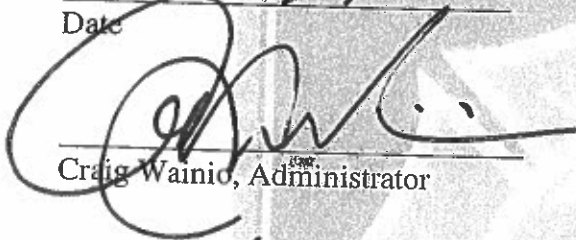
Gary Skalko, Mayor

Steve Peterson, Mayor

10/18/11

Date

Date



Craig Wanio, Administrator

John Tourville, City Operations Director

10/18/11

Date

Date



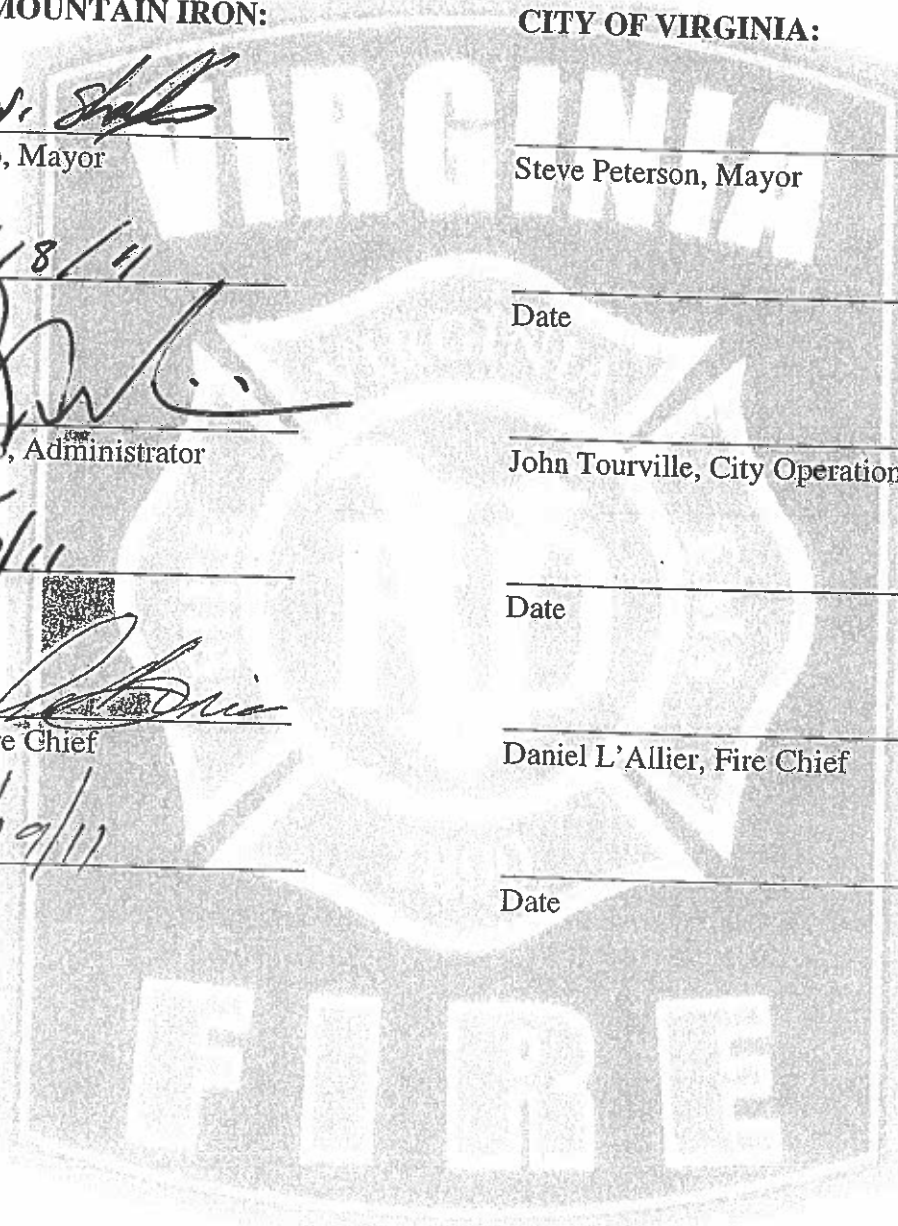
Joe Burla, Fire Chief

Daniel L'Allier, Fire Chief

10/19/11

Date

Date



COUNCIL LETTER 110711-IVB1

WATER DEPARTMENT

HEATER REPLACEMENT

DATE: October 27, 2011
FROM: Craig J. Wainio
City Administrator

The rooftop heating unit located at the Water Treatment Plant is not working and due to the age it is not feasible to repair. Staff has received two quotes for the replacement of the heater. One from ABE for \$10,155 and one from North Country Heating and Cooling for \$7,600, two other vendors were contacted for quotes but none were submitted. It is recommended that North Country Heating and Cooling be authorized to replace the heater at the Water Treatment Plant for the quoted price of \$7,600.

COUNCIL LETTER 110711-IVB2

ADMINISTRATION

PUBLIC HEARING

DATE: October 27, 2011
FROM: Craig J. Wainio
City Administrator

A requirement of the Community Development Block Grant program is that the City Council conducts a public hearing on the proposed grant applications. The City has submitted two pre-applications to the program, one for Locomotive Park and one for water system improvements in the Old Town area. It is recommended that the City Council set a public hearing for the next regular City Council meeting for public comment on the proposed CDBG applications.

COUNCIL LETTER 110711-IVC1

ELECTRIC DEPARTMENT

TRANSFORMER QUOTES

DATE: October 27, 2011
FROM: Mike Downs
Acting Director of Public Works

Craig J. Wainio
City Administrator

The following are quotes received for one (1) 112 KVA transformer and box pad:

QUOTE TABULATIONS

	<u>VENDOR</u>	<u>TRANSFORMERS</u>
1)	RESCO - Pauwels	\$ 6,107.33
2)	RESCO – Ermco	\$ 6,488.84
3)	BORDER STATES – Cooper	\$ 7,950.00
4)	WESCO - ABB	\$ 8,195.00

Staff recommends purchase of the one 112 KVA transformer from Resco – Pauwels brand at their low quote of \$6,107.33.

This will be purchased for the Lakehead Construction project.

**COUNCIL LETTER 110711-VIA
ADMINISTRATION
WELLHEAD PROTECTION PLAN**

DATE: October 27, 2011
FROM: Craig J. Wainio
City Administrator

Based upon the Public Hearing conducted prior to the City Council meeting, the City Council should adopt the Wellhead Protection Plan and authorize its submission to the Minnesota Department of Health.

EXCERPT OF CITY COUNCIL MEETING OF NOVEMBER 7, 2011

It was moved by Councilor _____ and seconded by Councilor _____ that the liquor and cigarette license applications for the period January 1, 2012 through December 31, 2012, 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
Home on the Range LLC DBA: Holiday Inn Express & Suites 8570 Rock Ridge Drive Mountain Iron, MN 55768	3.2 Beer License Wine License
WJ Holdings, Inc. DBA: AmericInn Lodge & Suites 5480 Mountain Iron Drive Virginia, MN 55792	3.2 Beer License

October 16, 2011

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

Mr. Wainio,

This is to request a one year construction extension on our lot in Unity Second Addition.

Thanks,

Michael Ann and Ron Mortaloni

M.A.M. R.M.

COUNCIL LETTER 110711-IVD

COUNCILOR ROSKOSKI

3RD QUARTER FINANCIALS

DATE: October 27, 2011
FROM: Councilor Roskoski
Craig J. Wainio
City Administrator

This item was placed on the Agenda by Councilor Roskoski concerning the review of the 3rd Quarter Financial Statement.

COUNCIL LETTER 110711-VIE

ADMINISTRATION

COW MEETING

DATE: October 27, 2011
FROM: Craig J. Wainio
City Administrator

The City Council may want to consider setting a date for a Committee of the Whole meeting to review the proposed 2012 budget.