

**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**MONDAY, OCTOBER 2, 2017**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER**

**MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, OCTOBER 2, 2017 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
  - II. Consent Agenda
    - A. Minutes of the September 18, 2017, Regular Meeting (#1-6)
    - B. Receipts
    - C. Bills and Payroll
    - D. Communications
  - III. Public Forum
  - IV. Committee and Staff Reports
    - A. Mayor's Report
    - B. City Administrator's
      - 1. Heat Share Agreement (#7-12)
      - 2. MMUA Safety Management Contract (#13-16)
    - C. Director of Public Works Report
      - 1. Transformer Quotes (#17-24)
    - D. Library Director/Special Events Coordinator's Report
    - E. Sheriff's Department Report
    - F. City Engineer's Report
    - G. Parks and Recreation Board
      - 1. Authorize Advertisement for Winter Workers (#25)
    - H. Public Health and Safety Board
      - 1. Payment Request – SCBA's (#26-28)
      - 2. Emergency Operations Plan Update (#29-31)
      - 3. Fire Department Radio Purchase (#32-33)
      - 4. First Responder Hire (#34)
    - I. Liaison Reports
  - V. Unfinished Business
  - VI. New Business
    - A. Resolution Number 28-17 Regulation Sulfides (#35-37)
    - B. Real Property Declaration (#38-42)
    - C. Community Center Water Heater (#43-45)
  - VII. Communications (#46-47)
  - VIII. Announcements
  - IX. Adjourn
- # Page Number in Packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
September 18, 2017

Mayor Skalko called the City Council meeting to order at 6:33p.m. with the following members present: Joe Prebeg, Jr., Alan Stanaway, Steve Skogman, Susan Tuomela, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Lisa Stevens, Accounting Technician; Sally Yuccas, Librarian Director/Special Events Director; Bryan Lindsey, City Attorney; Rod Flannigan, City Engineer; and SGT John Backman, Sheriff's Department.

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

1. Approve the minutes of the September 5, 2017, regular meeting as submitted.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period September 1-15, 2017, totaling \$469,325.73 (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period September 1-15, 2017, totaling \$325,464.54 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- No one spoke during forum

The Mayor reported on the following:

- Condolences to the Sokoloski Family in the passing of Larry Sokoloski
- Condolences to the family of Doctor Don Warner in his passing.
- Congratulations to the 6 newest inductees to the High School football hall of fame: Richard Anderson class of 1952, Melroy Maki class of 1958, Tom Clark class of 1962, Dave Langowski class of 1964, Mike Setterland class of 1976, and Zach Rowe class of 2005.

The City Administrator reported on the following:

- Difficulties selling lots on the back side of South Grove; attorneys want to clear up some things with US Steel and RGGS before they can be sold
- Starting of the decommissioning of the Nichols ponds- there will be equipment going in and out of there

Director of Public Works:

- Flushing hydrants for the fall and people may notice some discoloration of water and water pressure fluctuations
- Continuing to jet the sewers around town so citizens will be seeing crews and equipment

Library Director/Special Events Coordinator:

- This Wed, Sept 20 a program with a gentleman performing Walt Whitman poetry at the library
- Next Wednesday there is a Latin American music program; both programs are going to have the MIB High School music and English classes attending
- Special events- plans are on their way for the Halloween Carnival, Oct 29.

Sheriff's Department:

- No formal or informal report

City Engineer:

- No formal report

City Attorney:

- No formal report

It was moved by Skogman and seconded by Tuomela to accept the recommendation of the Planning and Zoning Commission Board and approve the Variance application for the Hugo & Suzanne Mariucci, for a reduction in the required 25ft setback to 16ft setback on Unity Drive. The property is legally described as Lot 0001, Block 0001, 5499 Diamond Land, Mountain Iron, Parcel Cole: 175-0063-00010. The motion carried.

It was moved by Skogman and seconded by Tuomela to accept the recommendation of the Planning and Zoning Commission Board and approve the Conditional Use Permit application for Gerald & Patricia Claesson, to construct a garage larger than the 900 sq. ft. as permitted by the City of Mountain Iron Zoning Ordinance. The property is legally described as Section 10, Township 58, Range 18, 8749 Unity Drive, Mountain Iron, Parcel Cole: 175-0070-01327. The motion carried.

It was moved by Stanaway and seconded by Skogman to accept the recommendation of the City of Mountain Iron Staff to authorize the purchase of the SCBA's from Emergency Response Solutions at the low bid price of \$149,995.85, with 80% of the purchase price being funded through the Assistance to Firefighters Grant from FEMA. The motion carried on a roll call vote.

It was moved by Prebeg and seconded by Stanaway to authorize staff to seek quotes for the replacement of a waterline under Mud Lake Road located between Mud Lake and Unity Drive. The water line has been repaired twice and is currently leaking which is having a negative effect on Mud Lake Road. If approved staff would seek quotes and present them to City Council for final review and approval. The motion carried.

The council reviewed the list of communications.

The Range Mental Health Center, Inc. requests contribution for their 2017 "6<sup>th</sup> Annual Project Warmth," fundraiser held Friday, October 6<sup>th</sup> at the Range Recreation Civic Center, Eveleth, MN. It was moved by Prebeg and seconded by Stanaway to donate \$300 for a table ticket, to the Range Mental Health Center, Inc. out of the Charitable Gambling Fund. The motion carried on a roll call vote.

**Announcements:**

Steve Skogman announced that Thursday Sept. 21 is the St. Michael's chili cook-off at the Miners Memorial Building and he will be there with the Salvation Army serving chili; The Library will also be represented at the cook-off.

At 6:58 p.m., it was moved by Skalko and seconded by Skogman that the meeting be adjourned. The motion carried.

**Submitted by:**

Lisa Stevens  
Accounting Technician  
[www.mtniron.com](http://www.mtniron.com)

**Communications:**

1. Thank you from the Greater Minnesota Partnership for support and continued membership.
2. St. Louis County Environmental Services Department sent a letter informing the City of a proposed \$2.00 per ton tip fee increase for mixed municipal solid waste (MSW) for 2018. Fees will be used for landfill abatement purposes, costs of closure, post closure care, response actions or for purposes of mitigating and compensating for the local risks, costs and other adverse effects of facilities.

Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,100.00
BUILDING RENTALS	COMMUNITY CENTER	425.00
BUILDING RENTALS	NICHOLS HALL	50.00
BUILDING RENTALS	SENIOR CENTER	50.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	162.32
CAMPGROUND RECEIPTS	FEES	6,817.42
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	202.50
CAMPGROUND RECEIPTS	PAVILION FEES	110.00
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	505.98
CD INTEREST	CD INTEREST 101	105.00
CD INTEREST	CD INTEREST 378	1,065.00
CD INTEREST	CD INTEREST 602	150.00
CD INTEREST	CD INTEREST 603	135.00
CD INTEREST	CD INTEREST 604	45.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	270.54
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	270.53
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	270.53
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	270.53
FINES	CRIMINAL	1,122.72
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	3,488.00
INTERGOVERNMENTAL REVENUE	TACONITE PRODUCTION TAX	314,146.31
METER DEPOSITS	ELECTRIC	1,700.00
MISCELLANEOUS	ASSESSMENT SEARCHES	40.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	622.50
MISCELLANEOUS	REIMBURSEMENTS	351.84
PERMITS	BUILDING	454.65
UTILITY	UTILITY	135,394.36
Grand Totals:		469,325.73

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/19/2017	150420	110036	K-ENGRAVING & TROPHY SHOP	101-20200	274.00- V
09/17	09/19/2017	150590	10056	A T & T MOBILITY	604-20200	1,798.04
09/17	09/19/2017	150591	10070	A-1 RENTAL SERVICES INC	101-20200	26.78
09/17	09/19/2017	150592	10012	ABE ENVIRONMENTAL SYSTEMS, INC	101-20200	23,589.25
09/17	09/19/2017	150593	10004	ALWAYS THERE STAFFING, INC.	101-20200	529.92
09/17	09/19/2017	150594	403	BRUCE BLAIR	101-20200	33.11
09/17	09/19/2017	150595	30055	BTAC ACQUISITION CORP.	101-20200	272.05
09/17	09/19/2017	150596	30084	CARDMEMBER SERVICE	603-20200	7,221.60
09/17	09/19/2017	150597	30027	CENTER FOR EDUCATION & EMPLOYMENT LAW	101-20200	254.95
09/17	09/19/2017	150598	30072	COMPUTER WORLD	101-20200	2,014.35
09/17	09/19/2017	150599	819	ED ROSKOSKI	101-20200	1.97
09/17	09/19/2017	150600	80022	HAWKINS INC	602-20200	782.28
09/17	09/19/2017	150601	100023	JIM'S CLEANING	101-20200	320.00
09/17	09/19/2017	150602	100027	JK MECHANICAL CONTRACTORS INC	101-20200	167.00
09/17	09/19/2017	150603	110038	KLM ENGINEERING, INC.	601-20200	2,800.00
09/17	09/19/2017	150604	120013	L & L RENTALS INC	101-20200	1,854.90
09/17	09/19/2017	150605	120006	L & M SUPPLY	601-20200	3,207.55
09/17	09/19/2017	150606	305	MARY BETH PELLETIER	101-20200	200.00
09/17	09/19/2017	150607	415	MATTHEW BIRD	604-20200	116.91
09/17	09/19/2017	150608	130004	MESABI DAILY NEWS	101-20200	990.64
09/17	09/19/2017	150609	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
09/17	09/19/2017	150610	110035	MIDWEST COMMUNICATIONS	101-20200	450.00
09/17	09/19/2017	150611	140026	MINNESOTA ENERGY RESOURCES	602-20200	643.43
09/17	09/19/2017	150612	130009	MINNESOTA POWER (ALLETE INC)	604-20200	88,393.38
09/17	09/19/2017	150613	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	577.57
09/17	09/19/2017	150614	9005	MOUNTAIN IRON LIONS CLUB	101-20200	285.00
09/17	09/19/2017	150615	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	15,891.14
09/17	09/19/2017	150616	405	NICOLE COPLIN	604-20200	177.78
09/17	09/19/2017	150617	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	81,071.00
09/17	09/19/2017	150618	150022	OTIS-MAGIE INS, AGENCY INC	101-20200	204.00
09/17	09/19/2017	150619	160066	PACE ANALYTICAL SERVICES	602-20200	722.00
09/17	09/19/2017	150620	861	PERKINS	101-20200	200.00
09/17	09/19/2017	150621	160037	PRAXAIR	101-20200	163.75
09/17	09/19/2017	150622	160071	PURCHASE POWER	602-20200	1,500.00
09/17	09/19/2017	150623	170007	QUILL CORPORATION	101-20200	150.61
09/17	09/19/2017	150624	9022	RANGE MENTAL HEALTH CENTER	101-20200	200.00
09/17	09/19/2017	150625	180083	RAPID RENTAL & SUPPLY VIR	101-20200	570.53
09/17	09/19/2017	150626	180012	RESCO	604-20200	14,351.00
09/17	09/19/2017	150627	222	RICK WUORI	101-20200	200.00
09/17	09/19/2017	150628	410	RODNEY NISSILA	604-20200	319.91
09/17	09/19/2017	150629	406	ST. LOUIS COUNTY PHHS	604-20200	233.25
09/17	09/19/2017	150630	414	ST. LOUIS COUNTY PHHS	604-20200	166.86
09/17	09/19/2017	150631	308	STEVE JOHNSON	604-20200	137.22
09/17	09/19/2017	150632	180028	TEXTILESPUS	101-20200	463.00
09/17	09/19/2017	150633	200020	THE TRENTI LAW FIRM	101-20200	2,676.67
09/17	09/19/2017	150634	306	THOMAS FRIANT	604-20200	124.04
09/17	09/19/2017	150635	221	USDA FOREST SERVICE-SUPERIOR NATIONAL	101-20200	200.00
09/17	09/19/2017	150636	220014	VIKING INDUSTRIAL NORTH	604-20200	2,750.94
09/17	09/19/2017	150637	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	55,444.61
09/17	09/19/2017	150638	220020	VISA OR AMERICAN BANK CC PMT	101-20200	2,973.04
09/17	09/19/2017	150639	416	WILLIAM & JANETTE MATTSON	604-20200	138.12
09/17	09/19/2017	150640	230028	WISCONSIN ENERGY CONSERVATION	604-20200	270.64
09/17	09/19/2017	150641	60038	WRIGHT EXPRESS FINAN SERV CORP	604-20200	6,090.93

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/19/2017	150642	240001	XEROX CORPORATION	101-20200	42.84
09/17	09/19/2017	150643	110036	K-ENGRAVING & TROPHY SHOP	101-20200	274.00
Grand Totals:						325,464.54



**COUNCIL LETTER 100217-IVB1**

**ADMINISTRATION**

**HEATSHARE**

**DATE:** September 28, 2017

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

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For a number of years the City of Mountain Iron has participated in the Salvation Army's Heatshare Program. This program provided assistance to families who are unable to pay their utilities during the winter months and allows them to keep the heat on. Once again Staff is recommending that the City of Mountain Iron participate in the Salvation Army's Heat Share program by approving the enclose agreement.



# HEATSHARE.ORG

August 16, 2017

Dear Friend:

Greetings from The Salvation Army's HeatShare

Thank you for being an active participant of the HeatShare program. Hopefully, we can again count on your community to be a part of our HeatShare network. HeatShare is celebrating its 34<sup>th</sup> year thanks to the commitment of utilities such as yours.

HeatShare is a positive way for you to reach out to customers in need especially with higher energy costs for everyone this year. There are many households who have limited resources to turn to, especially after the state programs are closed or unavailable.

I have enclosed a copy of the agreement with The Salvation Army and utilities participating in HeatShare. Please present this to your governing authorities to review and sign. A self-addressed stamped envelope is enclosed for your convenience. A fully executed agreement will be returned to you.

We are asking that you do one or more of the following:

**Distribute bill inserts**

**Use your web site,**

**Use your utility newsletter**

to solicit donations for HeatShare. I have enclosed examples to show what some utilities have done.

**Our web site address is: [www.heatshare.org](http://www.heatshare.org).**

If you have any questions about HeatShare, or need to place an order for more bill inserts, please contact me at 651-746-3542.

Our program continues to be a success in Minnesota, thanks to individuals and organizations like you.

Thank you for your support.

Sincerely,

Michael McGlone  
Statewide HeatShare Director

2445 Prior Ave  
Roseville, MN 55113

## **HEATSHARE PROGRAM AGREEMENT**

**COMES NOW, Mountain Iron Public Utilities**, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

### **PROGRAM NAME:**

HeatShare (A voluntary non-governmental program of The Salvation Army) which has been in existence since 1982.

### **PURPOSE:**

The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

### **CUSTOMER NOTIFICATION:**

Customers will be notified through Mountain Iron Public Utilities. Notifications will be made via bill inserts and/or newsletters. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and Mountain Iron Public Utilities.

### **TRANSFER/DISTRIBUTION OF FUNDS:**

Mountain Iron Public Utilities will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to Mountain Iron Public Utilities in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the attached guidelines A-1 and A-2.

### **IMPLEMENTATION:**

Implementation is scheduled with the insertion of customer notification/authorization in at least one monthly bill or newsletter each year thereafter, unless this agreement is terminated.

### **ADDITIONAL:**

Mountain Iron Public Utilities proposes at this time to defray the expense of solicitation through paying of bill insert costs, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

### **EFFECTIVE DATE:**

This plan becomes effective this October 1, 2017, and stays effective until September 30, 2018, or until Mountain Iron Public Utilities or The Salvation Army terminates this agreement by giving a 90 day written notice to the other party.

**NOTICE:**

The Salvation Army will follow the operational guidelines (A-1 and A-2) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

**If to Mountain Iron Public Utilities:**

Attn: Craig Wainio  
Title: City Administrator  
Address: 8586 Enterprise Dr S  
Mountain Iron, MN 55768  
Phone: 218-748-7570

**If to The Salvation Army:**

Attn: Mike McGlone  
Title: Statewide HeatShare Director  
Address: 2445 Prior Avenue  
Roseville, MN 55113  
Phone: 651-746-3542

**WHEREFORE, Mountain Iron Public Utilities,** requests that its proposed joint customer contribution fund program be approved as submitted.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2017

**The Salvation Army**  
An Illinois Corporation

By: \_\_\_\_\_  
Title: Divisional Commander  
Attest: \_\_\_\_\_  
Title: Statewide HeatShare Director  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2017

## THE SALVATION ARMY HEATSHARE PROGRAM GUIDELINES

### **TO QUALIFY FOR ASSISTANCE FROM HEATSHARE:**

1. Applicants must have a final or shut off notice and;
2. Applicants must be income eligible as per Attachment A-2 and;
3. Applicants must have applied for assistance previously from other available public or private agencies and;
4. Applicants must reside in the designated areas where funds are raised for the program.
5. Applicants must be:
  - a. 60 years of age or older, or disabled/handicapped, such that financial assistance from the HeatShare program would relieve a substantial need or
  - b. Circumstances have arisen which deplete an individuals or families immediate cash resources. For example, an illness, major repair bill or sudden lay off, may leave a family, usually able to cope with insufficient cash resources to meet heating needs even though normally they have sufficient income to do so.
  - c. After initial assistance has been received, if an underlying problem exists (such as a client paying more rent than their income will allow) attempts must be made to remedy the situation before further assistance will be given.
  - d. Households who request assistance in consecutive years will be asked to participate in activities to strengthen the self-sufficiency of the family.
6. Assistance is available only once per year at a maximum of \$300.
7. Types of assistance granted will be for natural gas, electric, fuel oil, and propane.

**Note:** These are guidelines and on occasion, due to extenuating circumstances, clients may be given special considerations.

# **THE SALVATION ARMY HEATSHARE INCOME GUIDELINES**

## **2017-2018 ANNUAL NET INCOME**

<b>HOUSEHOLD SIZE</b>	<b>TOTAL ANNUAL INCOME</b>	<b>TOTAL MONTHLY INCOME</b>	<b>TOTAL HOURLY WAGE</b>
<b>1</b>	<b>\$23,948</b>	<b>\$1,996</b>	<b>\$10.85</b>
<b>2</b>	<b>\$31,316</b>	<b>\$2,609</b>	<b>\$14.22</b>
<b>3</b>	<b>\$38,684</b>	<b>\$3,223</b>	<b>\$17.67</b>
<b>4</b>	<b>\$46,056</b>	<b>\$3,838</b>	<b>\$20.89</b>
<b>5</b>	<b>\$53,424</b>	<b>\$4,452</b>	<b>\$23.99</b>
<b>6</b>	<b>\$60,792</b>	<b>\$5,066</b>	<b>\$27.35</b>
<b>7</b>	<b>\$62,172</b>	<b>\$5,181</b>	<b>\$27.93</b>
<b>8</b>	<b>\$63,556</b>	<b>\$5,296</b>	<b>\$28.62</b>
<b>9</b>	<b>\$64,936</b>	<b>\$5,411</b>	<b>\$29.21</b>
<b>10</b>	<b>\$66,289</b>	<b>\$5,524</b>	<b>\$29.83</b>
<b>11</b>	<b>\$67,670</b>	<b>\$5,638</b>	<b>\$30.47</b>
<b>12</b>	<b>\$69,050</b>	<b>\$5,753</b>	<b>\$30.99</b>

The above guidelines are based on 50% of State Median Income.

**COUNCIL LETTER 100217-IVB2**

**SAFETY**

**MMUA SAFETY TRAINING CONTRACT**

**DATE:** September 28, 2017

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

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The City of Mountain Iron's Safety Committee recommends that the contract for employee training be approved for the year 2017-2018 in the amount of \$10,850.00. The fee for the previous year (2016-2017) was \$10,500.00. For the fee, MMUA provides monthly training for all employees as well as keeps all our required OSHA documentation up to date.



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400  
Plymouth, MN 55447-5142  
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)  
Fax 763.551.0459  
[www.mmua.org](http://www.mmua.org)

August 1, 2017

## MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2017-18 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2017 through September 30, 2018, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. Please do not send payment at this time. You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance  
Minnesota Municipal Utilities Association  
3025 Harbor Lane North, Suite 400  
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail [mwilletts@mmua.org](mailto:mwilletts@mmua.org)  
Larry Pederson: phone 763-746-0704 or e-mail [lpederson@mmua.org](mailto:lpederson@mmua.org)

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.



Minnesota Municipal Utilities Association  
AMENDMENT TO SERVICES AGREEMENT  
**Safety Management Program**

Contract Date: July 11, 2017

Contract Number: 20-2018

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Mountain Iron Public Utilities (Mountain Iron), dated July 14, 2016, contract number 20-2017, is amended as follows:

**PART II, Section 1.**

1. DURATION: This Agreement shall remain in force from October 1, 2017 until September 30, 2018 (the "expiration date").

**PART III, Section 1.**

1. COMPENSATION: For the services covered by this Agreement, Mountain Iron shall pay MMUA an annual fee of ten thousand eight hundred fifty dollars and 00 cents (\$10,850.00) for the 2017-18 annual period. Such compensation shall be due and payable according to the selected payment terms below.


Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Annual Payment (\$10,850.00)
- ☐ Quarterly Payments (\$2,712.50 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

Mountain Iron Public Utilities  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Purchase Order # \_\_\_\_\_

Minnesota Municipal Utilities Association  
By  \_\_\_\_\_  
Title Executive Director  
Date July 11, 2017

Minnesota Municipal Utilities Association  
Safety Management Program  
Northeast Group Fee Calculation (Dave Lundberg)  
October 1, 2017 - September 30, 2018

City	Population	2017-18 Annual Charge	2017-18 Quarterly Charge	2016-17 Annual Charge	Difference	Total 2017-18 with JTS	# of Days
Aitkin	2,127	\$14,850.00	\$3,712.50	\$14,500.00	\$350.00	\$14,850.00	2
Grand Marais	1,419	\$14,850.00	\$3,712.50	\$14,500.00	\$350.00	\$16,650.00	2
Keewauin	1,172	\$9,500.00	\$2,375.00	\$9,000.00	\$500.00	\$9,500.00	1
Moose Lake	2,445	\$14,850.00	\$3,712.50	\$14,500.00	\$350.00	\$17,250.00	2
Mountain Iron	2,843	\$10,850.00	\$2,712.50	\$10,500.00	\$350.00	\$12,650.00	1
Nashwaak	949	\$9,350.00	\$2,337.50	\$9,000.00	\$350.00	\$9,350.00	1
Princeton	4,503	\$0.00	\$0.00	\$9,801.65	(\$9,801.65)	\$0.00	1
Princeton (city)	4,503	\$9,900.00	\$2,475.00	\$9,501.65	\$398.35	\$10,900.00	1
Two Harbors	3,685	\$10,500.00	\$2,625.00	\$0.00	\$10,500.00	\$10,500.00	1
White Bear Lake	23,000	\$14,850.00	\$3,712.50	\$0.00	\$14,850.00	\$14,850.00	1
Zimmerman	5,335	\$10,500.00	\$2,625.00	\$0.00	\$10,500.00	\$10,500.00	1
RSG - Lakes		\$0.00	\$0.00	\$14,000.00	(\$14,000.00)	\$0.00	1
RSG - Pine County		\$7,200.00	\$1,800.00	\$7,200.00	\$0.00	\$7,200.00	0.5
RSG - Vermilion		\$7,200.00	\$1,800.00	\$7,200.00	\$0.00	\$7,200.00	0.5
RSG - Lake Superior		\$7,200.00	\$1,800.00	\$7,200.00	\$0.00	\$7,200.00	0.5
RSG - Circle Pines (CCL)		\$14,000.00	\$3,500.00	\$14,000.00	\$0.00	\$14,000.00	1
RSG - Mesabi		\$14,000.00	\$3,500.00	\$0.00	\$14,000.00	\$14,000.00	1
Totals:		\$169,600.00	\$42,400.00	\$140,903.30	\$28,696.70	\$175,600.00	16.5

\* Moved to C group for 2017-18  
\* New program  
\* New program - transfer from EC  
\* New program  
\* Moved to WM group for 2017-18

Annual JTS (Electric) \$600.00 per lineman	2017-18	2016-17
Aitkin	\$0.00	\$0.00
Gilbert	\$0.00	\$0.00
Grand Marais	\$1,800.00	\$1,800.00
Keewauin	\$0.00	\$0.00
Moose Lake	\$2,400.00	\$2,400.00
Mora	\$0.00	\$0.00
Mountain Iron	\$1,800.00	\$1,800.00
Nashwaak	\$0.00	\$0.00
Princeton	\$0.00	\$3,000.00
Totals:	\$6,000.00	\$9,000.00

\* Moved to C group

Please notify Larry Pederson of changes to your city.

**COUNCIL LETTER 100217-IVC1**

**PUBLIC UTILITIES**

**TRANSFORMERS**

**DATE:** September 28, 2017

**FROM:** Tim Satrang  
Director of Public Works

Craig J. Wainio  
City Administrator

---

Staff is requesting authorization to purchase one 225 KVA 3 phase pad mount transformer to replace a failing transformer located near the Raintree Apartment Complex. Following are the quotes the City received:

Wesco	\$10,399.00
Border States	\$10,259.47
Resco	\$8,968.00

Staff is recommending that the City Council authorize the purchase of the transformer from Resco for the low quote of \$8,968.00.



Rural Electric Supply Cooperative

## QUOTE ORDER

Order #

693056-00

Quote Date

09/19/17

PO #

Page #

1

Bill To MOUNTAIN IRON PUBLIC UTILITIES

8586 ENTERPRISE DR. SOUTH

Cust # MOUNTAIN IRON, MN 55768

44393

Correspondence To Resco

PO BOX 44430

MADISON, WI 53744-4430

Ship To MOUNTAIN IRON PUBLIC

8866 SLATE STREET

MOUNTAIN IRON, MN 55768

Instructions

Currency

Ship Point

Resco - Moorhead

Via

Common Carr

Shipped

Terms

.13% 15 N 30

Ln #	Product And Description	Quantity Ordered	Qty UM	Unit Price	Amount (Net)
	ERMCO QUOTE# 477089-00 ATTACHED WITH DETAILS  TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00: LOSS GRT: AVE VOLT% : 100 NL TEMP BASIS: 85 LL TEMP BASIS: 85 FOB MOUNTAIN IRON, MN. FREIGHT PREPAID & ALLOWED LEAD TIME 8-10 WEEKS. *QUOTED PER QUOTES FOR THE CITY OF MOUNTAIN IRON AND PER PREVIOUS REQUESTS ON FILE. -TAPS ARE DESIGNED FOR USE IN THE SERIES POSITION ONLY! ***** PRICES ARE FIRM FOR RECEIPT OF AN ORDER WITHIN 30 DAYS FROM 09/19/17 AND DELIVERY WITHIN THE QUOTED LEAD TIME. DELIVERIES BEYOND THE QUOTED LEAD TIME WILL BE SUBJECT TO ESCALATION BASED ON THE ERMCO MATERIAL PRICE INDEX AT THE TIME OF SHIPMENT. THE BASE ERMCO MATERIAL PRICE INDEX FOR THIS QUOTATION IS - 18.73%  1 225KVA 3PH PAD TRANSF 225KVA 3P 4160/2400 x 13800/7970 208/120 TAPS  NL=363 LL=1521	1	each	8968.00	8968.00

1 Lines Total

Qty Shipped Total

1

Total

8968.00

Order Total

8968.00

QUOTE ORDER



# BORDER STATES

Supply Chain Solutions™

Border States Electric Supply  
Shealy Electrical Wholesalers | Kriz-Davis  
K-D Chapman Metering

Border States Electric - DUL  
4451 Airpark Blvd  
Duluth MN 55811-5728  
Phone: 218-727-8170

## Quote

Page: 1 of 2

BSE Quote: 24469339  
Sold-To Acct #: 5047  
Valid From: 09/18/2017 To: 10/18/2017  
PO No: 3ph Transformer

Created By: Jeffrey Miller  
Tel No: 763-497-6823  
Fax No: 763-497-6838

Mountain Iron Light & Water Dept  
8586 Enterprise Dr S  
Mountain Iron MN 55768-8260

Inco Terms:  
PPA FREIGHT ALLOWED

Payment Terms:  
Net 25th prox

Taxes, if applicable, are not included.

Cust Item	BSE Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
	000010	- 225 KVA 3 PHASE MO PADMOUNT TRANSFORMER kVA 225 kVA 3 Phase Pad-Mounted Transformer Temperature Rise 65 degree average winding rise Cooling Class ONAN Insulating fluid Mineral Oil Efficiency Standard DOE 2016 High Voltage 4160GY/2400 x 13800GY/7970 Volts, 95 kV BIL kV Class 15 kV High Voltage Configuration Dead Front, Loop Feed Taps [Non-Isolated] 2 - 2.5% taps above and 2 - 2.5% taps below nominal [Series (Highest) voltage only] High Voltage Bushings 200 amp Cooper bushing wells (Qty: 6) Inserts 15 kV, 95 kV BIL Cooper load-break inserts (Qty: 6) Expulsion fuses Bayonet fuses (Qty: 3) Bayonet Holder Copper Bayonet Fuse Holder (Qty: 3) Low Voltage 208Y/120 Volts, 30 kV BIL Low Voltage kV Class 1.2 kV Low Voltage Bushings 1" copper stud with 4-hole screw-on spade bushing(s) (Qty: 4) Cabinet hardware Penta-head cabinet door bolts IEEE K-Dimension Loop feed per IEEE C57.12.34-2015 Figure 11 minimum dimensions (without balls) Coatings Munsell Green (Munsell 7GY 3.29/1.5) topcoat Gauges & Fittings Drain plug in LV compartment	1 EA	10,259.47	/ 1	EA	10,259.47

Border States Electric - DUL  
 4451 Airpark Blvd  
 Duluth MN 55811-5728  
 Phone: 218-727-8170

## Quote

Page: 2 of 2

BSE Quote: 24469339  
 Sold-to Acct #: 5047  
 Valid From: 09/18/2017 To: 10/18/2017

Cust Item	BSE Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
		Gauges & Fittings					
		Internal Fault Detector (IFD)					
		Tank accessories					
		IEEE standard one-hole ground pads (Qty: 3)					
		Packaging					
		Pallet					
		Cover					
		Bolted cover					
		PERFORMANCE DATA:					
		No Load Losses @20 C - 120 Watts					
		Load Losses @85 C - 3118 Watts					
		**Losses are For Reference Only**					

Product Lead-time (X): 10-12 weeks ex-factory

Total \$			10,259.47
State Tax \$	0.000 %	0.00	
County Tax \$	0.000 %	0.00	
Local Tax \$	0.000 %	0.00	
Other Tax1 \$	0.000 %	0.00	
Other Tax2 \$	0.000 %	0.00	
Other Tax3 \$	0.000 %	0.00	
Tax Subtotal \$		0.00	
<b>Net Amount \$</b>			<b>10,259.47</b>

To access BSE's Terms and Conditions of Sale, please go to  
<https://www.borderstateselectric.com>

The quoted sales tax is an estimate only based upon the information provided in this quote and will be finalized at the time of Invoice based upon the material purchased, quantity purchased, and delivery location.

Shipping and handling fees in this quote are an estimate only and will be finalized at the time of Invoice.

This quote has not been reviewed for compliance with the Buy American Act or the American Recovery and Reinvestment Act requirements. BSE reserves the right to amend both our bill of material and our proposal accordingly if BAA/ARRA compliance is required.



601 Lakeview Point  
New Brighton MN 55112  
651-582-3987  
800-328-9557  
FAX 651-582-3999  
[cmacynski@wesco.com](mailto:cmacynski@wesco.com)

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS DATED 011107 AVAILABLE AT [HTTP://WWW.WESCO.COM/TERMS\\_AND\\_CONDITIONS\\_OF\\_SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf), WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY

To: City of Mountain Iron

Date: 9-19-17

Attn: Tim Satrang

Quote 17Q3412881

WESCO is pleased to quote you on the following ABB transformer.

**ABB**

ITEM	QTY	kVA	EACH (USD)	NL	LL	Conductor	%Z
10	1	225	\$10,399	321 @ 85	2163 @ 85	Al/Al	1.6

Quoted loss values are subjected to ANSI Test Tolerances. For Dual Voltage Primaries, data provided is for series position only.

**Description:**

**Type** : Liquid-Filled MTR Padmounted Transformer  
**Fluid** : Mineral Oil  
**Core** : Grain Oriented Steel  
**Phase** : 3 Phase  
**Frequency** : 60 Hz  
**Average Winding Rise** : 65 °C  
**Ambient Temperature** : 30 °C  
**High Voltage** : 4160GrdY/2400 x 13800GrdY/7970  
**High Voltage Taps** : No Taps x +2 -2 2.5%  
**High Voltage BIL** : 60kV BIL x 95kV BIL  
**Low Voltage** : 208Y/120

**Low Voltage BIL** : 30kV BIL  
**Neutral** : H0X0 bushing with ground strap  
**Feed Configuration** : Loop feed  
**Color** : Green (Munsell 7GY 3.29/1.5)

**Features (included in price):**

**TANK & CABINET**

- Penta-head cabinet handle bolt

**BUSHINGS**

- Threaded stud LV bushings x 4
- Loadbreak Inserts (dead front) x 6
- ANSI C57.12.34 Fig 9&11 HV bushing pattern (minimum)
- 200 amp HV bushing wells x 6
- 4-hole NEMA spade terminals x 4
- ANSI C57.12.26 Fig 3&4a minimum stgrd LV bushing pattern

**FUSES**

- Fused bayonet with isolation link x 3
- Oil retaining valve on bayonet x 3

**SWITCHES**

- Dual voltage switch

**MONITORING**

- Internal Fault Detector (IFD)
- Pressure Relief Valve

**FITTINGS**

- Drain valve and sampler

**OTHER**

- 9.5" x 17.5" Tank Handhole Cover
- 18" deep cabinet
- DOE Efficiency (2016)

**Lead Times:**

Drawing Submittal : 4-5 Weeks after receipt of order.  
Approval Order (Shipment) : 24-26 Weeks after return of approved drawings.  
Firm Order (Shipment) : 24-26 Weeks after receipt of order.

Quoted lead times are based on current production levels. Actual lead times are dependent on available production space at time of firm order entry and/or release to manufacturing.



## **\*\* GENERAL TERMS AND CONDITIONS OF SALE \*\***

This quotation is effective for 30 days from 9/14/2017, unless otherwise authorized by ABB.

Unless stated otherwise in the quotation, the following terms and conditions of sale will apply.

1. Payment Terms: Payment is due Net 30 Days from invoice date..
2. Freight Terms: Shipment is FCA - Free Carrier - Origin.
3. Warranty: 18 months from delivery or 12 months from commissioning, whichever occurs first.
4. Terms and conditions of sale are based upon ABB Inc. General Terms and Conditions of Sale.
5. Approval order price validity: Prices are valid for 60 days from the initial mailing date of approval drawings. Orders on hold pending drawing approval beyond 60 days of initial drawing date are subject to price adjustment every 30 days.
6. Lead times for orders subject to drawing approval will be confirmed upon receipt of approval and release to manufacturing.
7. Transformers are designed, built, and tested to ANSI/IEEE C57 Transformer Standards for distribution class transformers. No other Codes/Standards apply unless noted on quote.

### **Delivery**

If scheduled delivery of Equipment is delayed by the Purchaser for more than fifteen (15) days, ABB may move the Equipment to a storage facility for the account of and at the risk of Purchaser whereupon it shall be deemed to be delivered. Purchaser shall reimburse seller for all costs of storage and handling incurred by seller. Storage and handling fees will be invoiced for payment on a monthly basis, until the Purchaser is able to accept delivery of the Equipment. Storage and handling fees are shown below.

### **Storage Fees**

Transformer Rating	Weekly Storage Fee
750KVA and below	\$100 per week per transformer
Above 750KVA	\$200 per week per transformer

### **Handling Fees**

Transformer Rating	Crane Charge Per Move
750KVA and below	\$100
Above 750KVA	\$200

### **Factory Acceptance Testing (FAT)**

- Witness Testing can be added for \$5,000 per transformer. Only two (2) transformers can be witness tested per day.
- Final Inspection can be added for \$2,000 per day of inspection. Dependent upon availability of product at time of inspection.
- Please confirm intent to witness testing and/or perform final inspection by the time of release to manufacture otherwise FAT services will be considered waived.

### **Cancellation**

Fees for cancellation of an accepted order are as follows:

- 10% of total order value after approval order entry.
- 20% of total order value after initial issuance of approval drawings.
- 35% of total order value after release to manufacture or entry of firm order.
- 50% of total order value if cancelled within 6 weeks from scheduled ship date.
- 100% of total order value if cancelled 4 weeks from scheduled ship date or later.

We appreciate the opportunity to quote on this business. ABB has had many years of experience building reliable, high quality transformers and we look forward to supplying this equipment.

Subject to prior sale

Net 30 days

Freight allowed

WESCO terms and conditions apply

**COUNCIL LETTER 100217-IVG1**

**PARKS AND RECREATION**

**WINTER WORKERS**

**DATE:** September 28, 2017

**FROM:** Parks and Recreation Board

Craig J. Wainio  
City Administrator

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The Parks and Recreation Board is recommending that the City Council authorize the advertisement for Rink Workers for the upcoming season.

**COUNCIL LETTER 100217-IVH1**

**PUBLIC HEALTH AND SAFETY**

**FIRE DEPT SCBA's**

**DATE:** September 28, 2017

**FROM:** Public Health and Safety Board

Gerry Knapper  
Fire Chief

Craig J. Wainio  
City Administrator

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The City received an Assistance to Firefighters grant from FEMA for the purchase of 20 self-contained breathing apparatus and other equipment. We have had discussions with other communities that have received the same type of grant about the best way to proceed and how to meet the federal purchasing requirements. These communities have indicated it is beneficial to join a purchasing consortium rather than developing your own specifications and then going out for bids since the consortium as already done all the bidding work. The City received the pricing from the consortium and also received pricing for the same equipment from Emergency Response Solutions. Based upon the pricing provided and the guidelines in the grant the City Council authorized the purchase of the SCBA's from Emergency Response Solutions at the low bid price of \$147,063.95. 95 percent of the purchase price will be funded through the Assistance to Firefighters Grant. Based upon that purchase and the guidelines, Staff is recommending that the payment of \$147,063.95 to Emergency Response Solutions be authorized.

**EMERGENCY RESPONSE SOLUTIONS**

4817 Viking Blvd NE  
 East Bethel, MN 55092  
 651-464-1010

**Invoice**

Date	Invoice #
9/19/2017	9001

<b>Bill To</b>
Mountain Iron Fire Department 8586 Enterprise Dr S Mountain Iron, MN 55768

<b>Ship To</b>
Mountain Iron Fire Department 8866 Slate Street Mountain Iron, MN 55728

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
18170	Due on receipt	TMC	9/19/2017	Freight Truck		

Quantity	Item Code	Description	Price Each	Amount
20	MSA A-GIFS-421...	MSA G1 SCBA FIRE SERVICE SYSTEM_PRESSURE 4 4500 PSIG CYLINDER_CONNECTION 2 CGATHREADED REMOTE CON HARNESS 1 STANDARD WITHOUT CHEST STRAP CRADLE_TYPE M METAL BAND LUMBAR_TYPE A ADJUSTABLE SWIVEL LUMBAR PAD REGULATOR_TYPE 2 SOLID COVER LEFT SHD. REGULATOR_HOSE_TYPE C CONTINUOUS EMERGENCY_BREATHING_SUPPORT 0 NONE SPEAKER_MODULE L LEFT CHEST PASS A PASS RIGHT SHOULDER BATTERY_TYPE A ALKALINE	4,156.09	83,121.80
40	MSA 10156426-SP	CYL & VALVE ASSY, H-60 G1 Lightweight, 4500, PKG	964.18	38,567.20
20	MSA G1FPFMIM...	G1 Global Face Piece, Hycar Rubber, 4 Point Adjustable Head Harness, Neck Strap, Fixed Push to Connect Regulator Connection	240.97	4,819.40
1	MSA 10169711	G1 RIT System, Facepiece, Regulator, 6' Quick Fill & ExtendAire II Systems, Remote Gauge, URC, 10156426 60 Min Cylinder	4,265.94	4,265.94
10	MSA 10144231-SP	Kit, Filter Adapter Assy, G1 Facepiece	76.49	764.90
3	MSA 10144230	Spectacle Kit for G1 Face Piece	78.13	234.39
20	MSA 10156464	G1 EXTEND-AIRE II	575.00	11,500.00

Invoices more than 30 days past due are subject to a service charge of 1.5% per month.

**Total****Payments/Credits****Balance Due**

\* 3% Processing Fee Will Be Added To All Credit Card Charges \*

**EMERGENCY RESPONSE SOLUTIONS**

4817 Viking Blvd NE  
East Bethel, MN 55092  
651-464-1010

# Invoice

Date	Invoice #
9/19/2017	9001

Bill To
Mountain Iron Fire Department 8586 Enterprise Dr S Mountain Iron, MN 55768

Ship To
Mountain Iron Fire Department 8866 Slate Street Mountain Iron, MN 55728

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
18170	Due on receipt	TMC	9/19/2017	Freight Truck		

Quantity	Item Code	Description	Price Each	Amount
1	MSA 10148741-SP	Battery Pack, G1 SCBA, Rechargeable	214.38	214.38
1	MSA 10158385	Kit, Charging Station, G1 SCBA	395.94	395.94
20	MSA 10148741-SP	Battery Pack, G1 SCBA, Rechargeable ***Rechargeable Batteries to Exchange with Existing Alkaline Batteries at No Charge***	0.00	0.00
4	MSA 10175021-SP	G1 I-TIC 4500 PSI Upgrade Kit	795.00	3,180.00

Invoices more than 30 days past due are subject to a service charge of 1.5% per month.

**Total** \$147,063.95

**Payments/Credits** \$0.00

**Balance Due** \$147,063.95

**\* 3% Processing Fee Will Be Added To All Credit Card Charges \***

**COUNCIL LETTER 100217-IVH2**

**PUBLIC HEALTH AND SAFETY**

**EOP PROPOSAL**

**DATE:** September 28, 2017

**FROM:** Public Health and Safety Board

Craig J. Wainio  
City Administrator

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As part of the continuing efforts to upgrade the City's Emergency Management Operations, the City has been contacted to join with surrounding communities in the development of a unified Emergency Operations Plan (EOP). Enclosed, please find a proposal from Hundrieser Consulting to assist with the updating of the EOP. Bonnie Hundrieser, the principal of Hundrieser Consulting, was previously retained to update the City's Emergency Management Plan and the Board and City Staff were extremely impressed with her work.

The Public Health and Safety Board recommend that the City Council approve the Proposal for the "East Range" Emergency Operations Plan (EOP) Project presented from Hundrieser Consulting.



## **Proposal for Professional Planning & Coordination Services**

---

**Proposal:** "East Range" Emergency Operations Plan (EOP) Project

**Submitted:** Monday, August 7, 2017

**Presented to:** Debra Sakrison, City of Gilbert, City Clerk/Treasurer

**Provided by:** Bonnie Hundrieser, Hundrieser Consulting LLC

### **1. Description:**

The City of Gilbert has requested a proposal for professional planning & coordination services from Bonnie Hundrieser (Owner/Principal, Hundrieser Consulting LLC) to work with numerous East Range cities/townships of St. Louis County on the update of their local Emergency Operations Plans. The request for this proposal came as a result of discussions following the "East Range Cities – EOP Presentation and Discussion" meeting held on July 27, 2017 at the City of Gilbert – City Hall. This informational meeting was held in order to provide local jurisdictions with information on the purpose and content of an EOP, and the Federal, State, and regional resources available for EOP updates.

**An EOP is a document that provides an outlined response for local government to effectively coordinate personnel, policy decisions, and resources in advance of, during, and after an emergency or disaster situation. It is recommended that EOP's be updated on a regular basis in order to be current with State of MN planning requirements and recommendations.**

Numerous communities in the East Range area of St. Louis County have expressed interest in having their local EOP updated. In order to provide planning assistance to those jurisdictions that wish to update their EOPs, Bonnie Hundrieser has offered to work with those communities concurrently on their EOP updates. This "bulk" approach will allow for efficiencies in the planning process and provide consistency among EOPs in the region.

### **2. Scope of Work:**

Bonnie Hundrieser will work with a designated team from each community that participates in the EOP Project. It is expected that key planning meetings will be held as a group in order to maximize time.

This project will use the following approach:

- All EOPs will follow a consistent format. This format will be a Basic Plan with Annexes.
- Each EOP will include jurisdictionally-specific information where needed.



- EOPs will be developed to be in-alignment with key information in the St. Louis County EOP Basic Plan and Annexes.
- EOPs will be developed to address the MN State EOP planning requirements that are relevant for a local-level EOP.

**3. Deliverables:**

Bonnie Hundrieser will be responsible for all project elements, which includes Project Team coordination, research, writing, meeting facilitation, plan development, and coordination of final EOP review and approval. Regular project reports will be provided to the participating communities throughout the process. Upon completion of the project, each community will be provided with both Word and PDF electronic files of their EOP and 1 hardcopy (in a binder).

**4. Contractor / Client Responsibilities:**

Bonnie Hundrieser will be responsible for comprehensive project management and for ensuring completion of all deliverables. Each participating community will be responsible to provide key personnel to participate in the process, providing subject matter expertise, timely review and provision of information, and participation in a project meetings as needed.

**5. Timeline**

The East Range EOP Project is expected to take 6 to 12 months to complete, based on scheduling and number of communities participating in the project. Depending on when a contract is established, the project may begin during the 4<sup>th</sup> Quarter of 2017 or by January 1, 2018 and be completed by December 31, 2018.

**6. Compensation:**

Compensation for services will be provided at the rate of \$5,000.00 per community.

**7. Contract:**

It is proposed that the City of Gilbert will serve as the Contracting Entity & Fiscal Agent for this project. Upon determination of the communities that will participate in the project, the City of Gilbert will establish a contract with Bonnie Hundrieser for a total sum amount. As Fiscal Agent, the City of Gilbert will be responsible to pay total amount for services provided, payable upon completion of the project.

Thank you for your consideration of this proposal to provide professional planning and coordination services to the East Range communities of St. Louis County.

Bonnie Hundrieser  
Hundrieser Consulting LLC  
Phone: 218-343-3468  
Email: [hundrieserconsulting@gmail.com](mailto:hundrieserconsulting@gmail.com)  
Website: [www.hundrieserconsultingllc.com](http://www.hundrieserconsultingllc.com)

**COUNCIL LETTER 100217-IVH3**

**PUBLIC HEALTH AND SAFETY**

**RADIO PROPOSAL**

**DATE:** September 28, 2017

**FROM:** Public Health and Safety Board

Gerry Knapper  
Fire Chief

Craig J. Wainio  
City Administrator

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The Public Health and Safety Board is recommending that the City Council authorize the purchase of five Motorola 800MHZ radios for the Fire Department. The State Bid price for the five radios and accessories is \$13,958.45.

**MOTOROLA SOLUTIONS**

Quote Number: QU0000413316

Effective: 23 AUG 2017

Effective To: 22 OCT 2017

**Bill-To:**

MOUNTAIN IRON, CITY OF  
8586 ENTERPRISE DR S  
MOUNTAIN IRON, MN 55768  
United States

**Attention:**

Name: Gerry Knapper  
Email: mtnfd605@gmail.com  
Phone: 218-780-9738

**Sales Contact:**

Name: ERIK HUMPHREY  
Email: EHUMPHREY@DSCCOMMUNICATIONS.COM  
Phone: 7153922911

Contract Number: MINNESOTA DOT  
Freight terms: FOB Destination  
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	5	H51UCF9PW6AN	APX 4000 7.800 MHZ MODEL 2 PORTABLE	\$1,963.00	\$1,472.25	\$7,361.25
1a	5	QA04865AA	ADD TWO KNOB CONFIGURATION	-	-	-
1b	5	QA02756AB	ENH 3600 OR 9600 TRUNKING BAUD SIN	\$1,570.00	\$1,177.50	\$5,887.50
1c	5	H885BK	ADD 3 YEAR SERVICE FROM THE START LITE	\$90.00	\$90.00	\$450.00
2	5	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US NA	\$69.25	\$51.94	\$259.70

**Total Quote in USD****\$13,958.45****THIS QUOTE IS BASED ON THE FOLLOWING:**

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

**COUNCIL LETTER 100217-IVH4**

**PUBLIC HEALTH AND SAFETY**

**FIRST RESPONDER**

**DATE:** September 28, 2017

**FROM:** Public Health and Safety Board

Gerry Knapper  
Fire Chief

Craig J. Wainio  
City Administrator

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The First Responders is requesting to add Kyle Tomczyk to their ranks.

## Craig Wainio

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**From:** Steve Giorgi <SGiorgi@ramsmn.org>  
**Sent:** Monday, September 25, 2017 3:42 PM  
**Subject:** NEW Resolution on the proposed Wild Rice/Sulfate Standard  
**Attachments:** Draft Resolution 07-2017 MPCA Wild Rice Water Quality Standard Process.docx

PLEASE SHARE THIS IMMEDIATELY with those in charge of your meeting agenda. Please consider getting this on your agenda and passing your own resolution on this critical matter. Once passed, please email me a copy of the resolution and I will present them to the Administrative Law Judge on October 24, 2017 at the rules making hearing to take place at Mesabi Community College.

Time is limited so please try to get this on an agenda for immediate action. If you need more information, please contact me.

Thanks for your cooperation on this matter. **RAMS board of directors will take action on this – Thursday, Sept 28.**

*Steve Giorgi*  
*Executive Director*  
*RAMS*  
*[SGiorgi@ramsmn.org](mailto:SGiorgi@ramsmn.org)*  
*218-780-8877*



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • [www.mtniron.com](http://www.mtniron.com)  
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768-8260

## RESOLUTION NUMBER 28-17

### **COMMUNICATING MOUNTAIN IRON'S CONCERNS REGARDING DEVASTATING IMPACTS OF MPCA'S PROPOSED WATER QUALITY STANDARD TO PROTECT WILD RICE**

**WHEREAS**, Minnesota's water quality standard to protect wild rice is obsolete and it is widely agreed that the standard must be repealed; and,

**WHEREAS**, the Minnesota Pollution Control Agency ("MPCA") has proposed a revised water quality standard to replace the obsolete standard and is currently accepting comments on the proposal; and,

**WHEREAS**, the municipalities and industries across Northeastern Minnesota will be subject to the MPCA proposed rule if it is adopted; and,

**WHEREAS**, compliance with the proposed rule could cost Mountain Iron millions of dollars in capital expenditures and ongoing operations costs;

**WHEREAS**, compliance with the proposed rule at a single discharge from a taconite facility in Northeastern Minnesota could cost hundreds of millions of dollars in capital expenditures and ongoing operations costs; and,

**WHEREAS**, the MPCA has acknowledged that they are uncertain whether wild rice abundance will increase or sustain in Northeastern Minnesota if the proposed standard is complied with and that the newly proposed rule will miscalculate the standard for a discharger almost 20 percent of the time; and,

**WHEREAS**, the MPCA has acknowledged that there are multiple factors other than sulfide that impact wild rice but are choosing not to evaluate those factors; and,

**WHEREAS**, the MPCA is proceeding with the rulemaking despite clear legislative direction to wait until the MPCA completes its legislatively-funded report due in May 2018 to analyze wastewater treatment alternatives to inform the development and implementation of the wild rice sulfate standard; and

**WHEREAS**, the proposed MPCA rule could have devastating impacts on our cities, industry and communities in Northeastern Minnesota.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA;** that all elected officials and citizens of Northeastern Minnesota Communities should comment to the MPCA that their proposed rule has the potential to devastate our cities, our communities, our important industries and our way of life; and,

**BE IT FURTHER RESOLVED,** the MPCA should immediately suspend its rulemaking process until after May 2018 until it completes its analysis of wastewater treatment alternatives to inform the development and implementation of the wild rice sulfate standard and can include the results of that analysis in the rulemaking documents available for public comment; and,

**BE IT FURTHER RESOLVED,** that the Governor of the State of Minnesota and the Minnesota State Legislature must take action to stop the MPCA rulemaking until our state elected officials determine whether requiring cities and industry to spend a billion dollars or more on wastewater treatment infrastructure and operations to provide speculative protection to a small percentage of the rice beds in Minnesota is an appropriate action for the State of Minnesota to take in light of the devastating impacts on our communities; and,

**BE IT FURTHER RESOLVED,** that wild rice is an important resource in Northeastern Minnesota and the State of Minnesota should replace the MPCA proposal with a more effective and economically responsible program to promote healthy wild rice in Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF OCTOBER, 2017.**

ATTEST:

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Mayor Gary Skalko

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City Administrator

**COUNCIL LETTER 100217-VIB**

**ADMINISTRATION**

**REAL PROPERTY DECLARATION**

**DATE:** September 28, 2017

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

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Since the funding the City received for the Highway 169/County Road 7/Enterprise Drive North project was in the form of State Bonding Funds the City of Mountain Iron is required to sign a Real Property Declaration. The Declaration basically states that since the project is funding with state bonding funds it must remain public for 125% of its useful life. It is recommended that the City Council approve the Real Property Declaration as presented.





September 21, 2017

Craig J. Waino, City Administrator  
City of Mountain Iron  
8586 Enterprise Drive South  
Mountain Iron, MN 55768-8260

RE: Real Property Declaration Waiver Request – SPAP-17-0022-P-FY18-Enterprise Drive North

Dear Mr. Waino,

I have reviewed your letter dated September 12, 2017 requesting a waiver under Section 7.02(b) of the Fourth Order Amending Order of Commissioner of Finance dated July 30, 2012 (the "Commissioner's Order") of the requirement that a real property declaration ("Declaration") be recorded for the City's share of the cost of improvements to Enterprise Drive North where this road intersects with U.S. Highway 169 which is due to and will be done in conjunction with the reconstruction of U.S. Highway 169.

Based on the project description in your letter, the improvements will lie within roads, highways or utility or transit corridors, easements or rights of way. Therefore, I waive the requirement that a declaration be recorded for the project.

Please note that this letter only waives the requirement that a Declaration be recorded. The property will remain bond-financed property and subject to all the other requirements of Minn. Stat., Sec. 16A.695 and the Commissioner's Order, including that none of the property can be sold, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget ("MMB").

Thank you for including a form of Certification to be signed by the City including the map at Exhibit A. Please send a signed copy to Trudy Halla, Capital Bonding Coordinator at MMB. A copy should also be delivered the Department of Employment and Economic Development as part of the state loan documentation.

Sincerely,

Myron Frans  
Commissioner

cc: Trudy Halla, MMB  
Jeremy LaCroix, DEED

## CERTIFICATION

**Minnesota Management and Budget  
State of Minnesota  
General Obligation Bond Financed Property**

The undersigned has a fee simple, leasehold and/or easement interest in the real property located in the County of Saint Louis, State of Minnesota that is generally described or illustrated graphically in **Exhibit A** attached and all facilities situated thereon (the "Restricted Property") and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

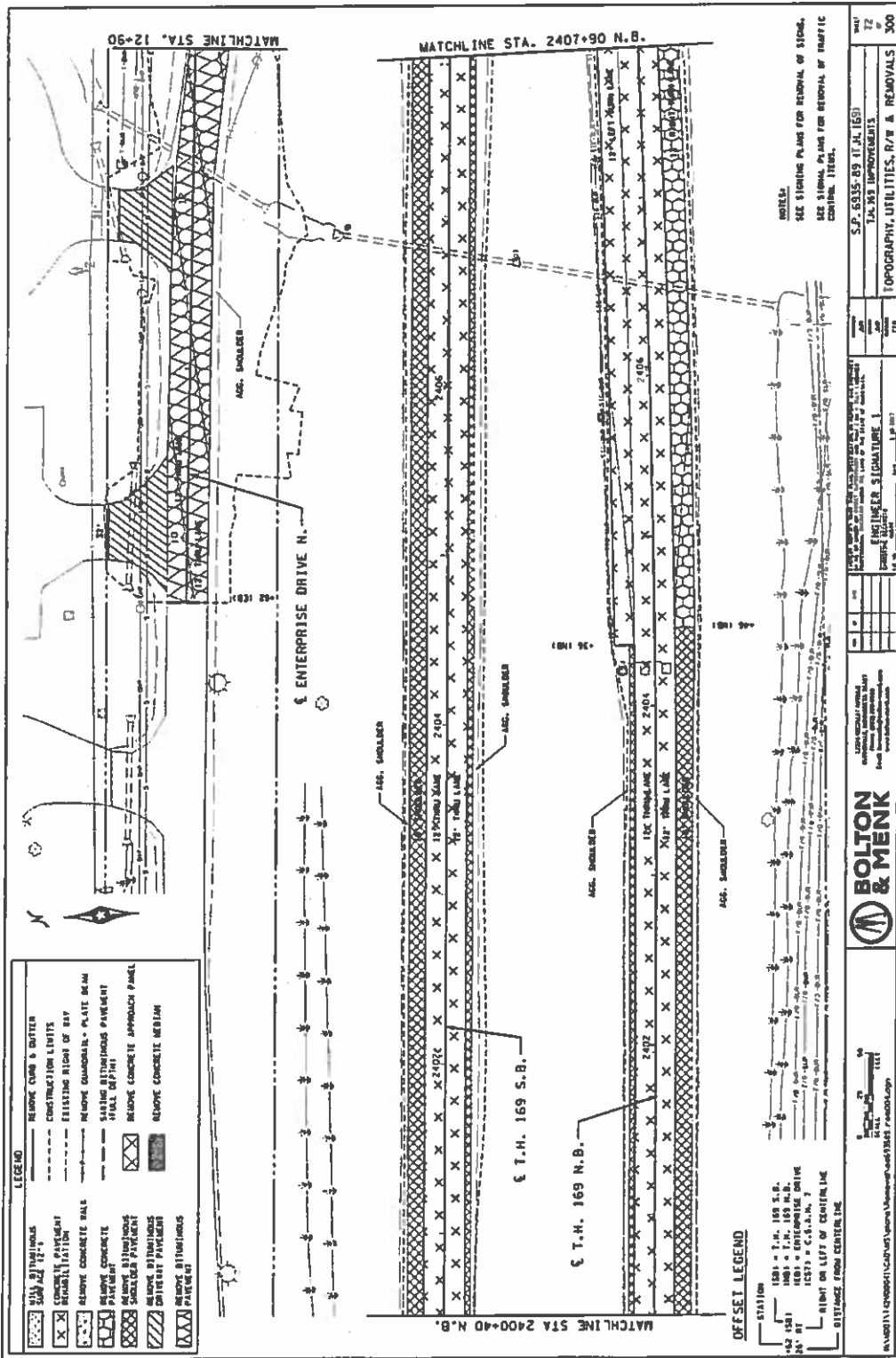
- A. The Restricted Property is state bond financed property within the meaning of Minn. Stat. Sec. 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget;
- B. The Restricted Property is subject to the provisions of the Bond Purchase and Project Loan Agreement between the Minnesota Department of Employment and Economic Development and the City of Mountain Iron for SPAP-17-0022-P-FY18 , dated \_\_\_\_\_, 20\_\_\_\_; and
- C. The Restricted Property shall continue to be deemed state bond financed property for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: \_\_\_\_\_, 20\_\_\_\_

City of Mountain Iron, a political subdivision of  
the state of Minnesota

By: \_\_\_\_\_  
Name: Gary Skalko  
Title: Mayor

By: \_\_\_\_\_  
Name: Craig J. Wainio  
Title: City Administrator





**COUNCIL LETTER 100217-VIC**

**BUILDINGS**

**WATER HEATER**

**DATE:** September 28, 2017  
**FROM:** Tim Satrang  
Director of Public Works  
  
Craig J. Wainio  
City Administrator

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Currently the water heater for the community center is failing. Staff has received quotes for the installation of a replacement water heater. The quotes are as follows:

North County Heating and Cooling	\$10,200.00
Iron Range Plumbing and Heating	\$10,885.00

Staff is recommending that the City Council authorize the purchase and installation of the water heater at the community center from North Country Heating and Cooling for the low quote of \$10,200.00.

North Country Heating, Cooling &  
Refinancing, Inc.  
118 N 15th Ave  
Virginia, MN 55792

# Estimate

Date	Estimate #
9/27/2017	100307

Name / Address
City of Mt. Iron 8586 Enterprise Dr South Mt. Iron , Mn. 55768

Project

Description	Qty	Cost	Total
Plumbing installation Remove existing AO Smith water heater Model BTH150N Install an exact replacement Model BTH150N water heater  P. S. we could also look at an Navien On-demand water heater as an option		10,200.00	10,200.00
It's been a pleasure working with you!		<b>Total</b>	<b>\$10,200.00</b>

**Iron Range Plumbing & Heating, Inc.**  
**2508 1st Ave**  
**Hibbing, MN 55746**  
**www.ironrangeplumbing.com**

# ESTIMATE

Date

9/25/2017

Mt. Iron Community Center  
8586 Enterprise Drive South  
Mt. Iron, MN 55768

Description	Total
This estimate is to supply and install a 100 gallon commercial natural gas water heater, to replace existing.	
Material and labor	10,885.00
This price is good for 30 days	
<b>Total</b>	<b>\$10,885.00</b>

Phone: 218-262-2315  
Fax: 218-262-1633  
Email: office@ironrangeplumbing.com

Dear Mayor Skalko and Council Members:

I am writing to request a donation to the local MIB Cross Country Club. We have significantly grown as a team over the past 5 years and we have welcomed your yearly contribution to us. Being in your position of Authority and showing leadership in our community is a great example of how your council serves as Role Models for our youth. We would like to Thank You in advance of any donation you are willing to share with us. Please make check payable to the MIB Cross Country Club.

Sincerely,

A handwritten signature in black ink, appearing to read "David", with a long, sweeping horizontal line extending to the right.

David Taus

MIB Cross Country Club  
Attn: Dave Taus  
ISD #712  
PO Box 537  
Mountain Iron, MN 55768





One Mediacom Way  
Mediacom Park (Chester), NY 10918

**Bruce Gluckman**  
*Group Vice President of Legal & Regulatory  
Affairs and Deputy General Counsel*

September 15<sup>th</sup>, 2017

Mountain Iron Public Utilities  
8586 Enterprise Drive South  
Mountain Iron, MN 55768

Re: Notification of Equal Employment Opportunity/Affirmative Action Obligations

To Whom it May Concern:

As part of **Mediacom Communications Corporation and its affiliates' ("Mediacom")** compliance with federal Equal Employment Opportunity and Affirmative Action regulations, we hereby notify you that **Mediacom** is an equal opportunity employer that makes employment decisions without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity or expression, veteran's status, age or disability status and that Mediacom takes affirmative steps to employ and advance in employment qualified protected veterans and qualified individuals with disabilities. **Mediacom** further notifies you that, as an entity supplying goods and/or services to **Mediacom**, your organization may be subject to, and required to take action pursuant to, the following laws and accompanying regulations:

- Executive Order 11246 (and its implementing regulations at 41 C.F. R. part 60);
- The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (and its implementing regulations at 41 C.F. R. 60-300); and
- Section 503 of the Rehabilitation Act of 1973, as amended (and its implementing regulations at 41 C.F. R. 60-741); and,
- Executive Order 13496 (and its implementing regulations at 29 C.F. R. part 471, Appendix A to Subpart A).

We would like to take this opportunity to request your assistance in furthering these principles as well. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Bruce Gluckman". The signature is written in a cursive, flowing style.

Bruce Gluckman