

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, MAY 7, 2018 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the April 16, 2018, Regular Meeting (#1-)
 - B. Minutes of the April 19, 2018, Local Board of Appeal and Equalization (#)
 - C. Receipts
 - D. Bills and Payroll
 - E. Communications
- III. Public Forum
 - A. Award Presentation
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Liability Coverage Waiver Form
 - C. Director of Public Works Report
 - 1. Summer Workers
 - 2. Large Trash Pickup
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Personnel Committee
 - 1. AFSCME Agreement
 - 2. Apprentice Lineman Agreement
 - 3. Policy Number 2018-01 Cellular Telephone Policy
 - 4. Journeyman Lineman
 - H. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 14-18 Ordering Plans and Specifications (#8-10)
- VII. Communications (#25-27)
- VIII. Announcements
- IX. Closed Meeting Under MS 13D.05 subd 3(a), Performance Evaluations (#24)
- X. Possible City Council Action on Items from the Closed Meeting
- XI. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
April 16, 2018

Mayor Skalko called the City Council meeting to order at 6:30p.m. with the following members present: Councilor 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; Amanda Inmon, Municipal Services Secretary; Rod Flannigan, City Engineer. Absent: Sally Yuccas, Library Director/Special Events Coordinator and SGT John Backman, Sheriff's Department

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

1. Approve the minutes of the April 2, 2018, 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 April 1-15, totaling \$354,909.97(a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period April 1-15, totaling \$389,971.18 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- Dan Violette, Mountain Iron-Buhl Archery Coach
 - Spoke regarding the Archery team attending National tournament in Kentucky, asking for donation to help defray costs
 - Request donation to help purchase equipment, such as arrows and targets, etc.
 - Archery is not sponsored by the school, like other sports such as basketball or football, they receive a stipend from the school each year to help with costs, but have to do fundraising to help with other outlaying costs
- William Wiltse, Gambling manager for the Kinney-Great Scott Fire Department
 - Spoke about a need for a Resolution and approval by the City Council for a premise permit to sell pull tabs at Mac's Bar

The Mayor reported on the following:

- Happy birthday to Paul Fisher turning 98 years old on April 26
- Condolences to the family and friends of Walter Krause
- Condolences to the family and friends of Mae Meglen

The City Administrator reported on the following:

- Summer Recreation programs and summer work applications are due at City Hall by Friday, May 4th at 4pm
- Congratulations to the 7th Grade Boys' Basketball team won the Regional Case Center tournament, heading to State at the end of June

Director of Public Works:

- No formal report
- Meeting with Veit Company regarding the Nichols Township Lagoon on Thursday, April 19th
- Crews doing general maintenance, tree trimming at intersections for visibility and right-a-way reasons, please be aware

City Attorney:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Stanaway to adopt Resolution #10-18; CSAH Project, approving SAP 069-737-003; St. Louis County Bridge 550 reconstruction CSAH 137 within the City of Mountain Iron corporate limits (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Skogman and seconded by Prebeg to adopt Resolution #11-18; Granting a premise permit to the Kinney Fire Relief Association to sell pull tabs at Mac's Bar (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to adopt Resolution #12-18; Authorizing the City of Mountain Iron to make an application and accept funds from the IRRRB for site and infrastructure development at Rock Ridge (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Skogman and seconded by Tuomela to adopt Resolution #13-18; Calling a Public Hearing for the purposes of creating a Tax Increment Financing District to support the proposed Iron Range Tykes Learning Center development, scheduled for June 18, 2018 at 6:30 pm to be held at the Mountain Iron Community Center (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 recommendation of Benchmark Engineering, first approve the plans and specifications and then to advertise for bids for the Iron Range Tykes Learning Center. The project will be advertised for 21 days, with a tentative bid opening set for Friday, May 11, 2018. Bids would be considered until Monday, May 21st at the City Council meeting. The motion carried.

The council reviewed the list of communications.

It was moved by Skogman and seconded by Prebeg to donate \$250 to the Mountain Iron-Buhl Archery team, to help support their trip to the National Tournament in Kentucky, funds to come from the Charitable Gambling Fund. The motion carried on roll call vote.

It was moved by Prebeg and seconded by Skogman to donate \$250 to the Mountain Iron-Buhl Archery, funds helping with the purchase of equipment and program continuation, monies to come from the Charitable Gambling Fund. The motion carried on roll call vote. Councilor Prebeg amended the motion to change the amount donated to \$400 seconded by Skogman, monies to come from the Charitable Gambling Fund.

It was recommended by Skogman to present the notion of continuously giving money to the Mountain Iron-Buhl Archery team for future equipment purchases to the Parks and Recreation Board as a possible line item in future budgets.

It was moved by Prebeg and seconded by Skogman to donate \$250 to the Friends of the Mountain Iron Library, funds helping with the summer reading program. Monies to come from the Charitable Gambling Fund. The motion carried on roll call vote.

At 7:09p.m., it was moved by Prebeg and seconded by Stanaway to recess the regular meeting and go into a closed session for performance evaluations for management staff following a brief recess. The motion carried.

Mayor Skalko called the closed City Council meeting to order at 7:10p.m. to discuss performance evaluations with the following members present: Joe Prebeg Jr., Alan Stanaway, Steve Skogman, Susan Tuomela, and Mayor Gary Skalko. Also present was: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Sally Yuccas, Library Director/Special Events Coordinator and Bryan Lindsay, City Attorney.

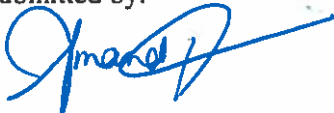
The performance evaluations were discussed along with proposed wage increases for the Director of Public Works, Library Director/Special Events Coordinator, and the City Administrator.

No actions were taken in the closed meeting.

At 7:45p.m., it was moved by Prebeg and seconded by Skogman to adjourn the closed meeting to discuss performance evaluations and open the regular meeting. The motion carried.

At 7:46p.m., it was moved by Skalko and seconded by Skogman that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communications:

1. 2018 Local Board of Appeal and Equalization is scheduled for April 19, 2018 from 5:00-6:00pm at the Mountain Iron Community Center.
2. Mountain Iron Parks & Recreation Department Summer Ball and Tennis Registration taking applications and fees at the Mountain Iron City Hall until Monday, April 30th at 4pm.
3. Thank you from Quad City Food Shelf for the donation to their Food Shelf Project.

MINUTES
MOUNTAIN IRON CITY COUNCIL
BOARD OF APPEAL AND EQUALIZATION
APRIL 19, 2018

Councilor Alan Stanaway called the meeting to order at 5:00p.m. with the following members present: Joe Prebeg, Jr., Alan Stanaway, Susan Tuomela, Steve Skogman, and Mayor Gary Skalko. Also present were: Amanda Inmon, Municipal Services Secretary; Shawn Hainey, Real Estate Appraiser for Saint Louis County; Ben Thomas, Assistant Saint Louis County Assessor and Patrick Orent, Principal Appraiser.

Councilor Stanaway spoke about the implementation of a five minute time allotment for each owner/individual for each separate parcel/land/property due to abuse in the past. Discussion will ensue after the owner conveys their discretion in the five minute time slot regarding their property.

The Saint Louis County officials stated that for the City of Mountain Iron there were 23 improved sales and two vacate land sales, six is required for a sales study, overall median sales ratio was at 96.4%. Allowable median sales range must meet the Minnesota Department of Revenue's required which is no less than 90% but no more than 105%. No changes were done across the board only to individual properties for new construction or demolition or request for review.

It was moved by Skalko and seconded by Skogman to direct the Saint Louis County Appraisers to meet with Frank & Diana Werschay to review their property at 4716 Majestic Lake Road, Mountain Iron, Parcel Code 175-0019-00050, and to further make recommendations at a later date. The motion carried.

It was moved by Stanaway and seconded by Skalko to accept the recommendation of the Saint Louis County Assessor and make no changes to the property of John Roskoski, 5732 Mineral Ave, Mountain Iron, Parcel Code 175-0010-02500. The motion carried.

At 6:06p.m. Mayor Skalko left the meeting

It was moved by Prebeg and seconded by Tuomela to accept the recommendation of the Saint Louis County Assessor and make no changes to the property of Edmund Roskoski, 5409 North Court, Mountain Iron, Parcel Code 175-0012-00150. The motion carried with Mayor Skalko absent.

It was moved by Prebeg and seconded by Skogman to direct the Saint Louis County Appraisers to meet with Rick and Wendy Kalisch to review their property at 5480 Diamond Lane, Mountain Iron, Parcel Code 175-0063-00140, to further make recommendations at a later date. The motion carried with Mayor Skalko absent.

It was moved by Skogman and seconded by Tuomela to direct the Saint Louis County Appraisers to meet with Roger and Roberta Greenwaldt to review their property at 5607 Falcon Avenue, Mountain Iron, Parcel Code 175-0051-00650, to further make recommendations at a later date. The motion carried.

It was moved by Stanaway and seconded by Tuomela to reconvene the Local Board of Appeal and Equalization for Monday, May 7th at 5:30pm at the Mountain Iron Community Center. The motion carried with Mayor Skalko absent.

At 6:34p.m., it was moved by Skogman and seconded by Prebeg to recess the Local Board of Appeal and Equalization meeting. The motion carried Mayor Skalko absent.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Distribution Summary

<u>Category</u>	<u>Distribution</u>	<u>Amount</u>
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,300.00
BUILDING RENTALS	COMMUNITY CENTER	1,175.00
BUILDING RENTALS	NICHOLS HALL	25.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	42.31
CAMPGROUND RECEIPTS	FEES	1,391.99
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	40.20
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	102.54
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	32.50
FINES	CRIMINAL	1,090.97
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	2,630.54
INTERGOVERNMENTAL REVENUE	TACONITE PRODUCTION TAX	176,325.00
LICENSES	ANIMAL	5.00
METER DEPOSITS	ELECTRIC	350.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	1,280.25
MISCELLANEOUS	REC DEPT-VARIOUS FEES/PMTS	280.00
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	112.50
PERMITS	BUILDING	46.71
TAXES	PENALTIES & INTEREST	9.06
TAXES	TAX LEVY	5,954.92
TAXES	TAXES RECEIVABLE-DELINQUENT	397.03
UTILITY	UTILITY	162,318.45
		<u>354,909.97</u>
Grand Totals:		

Report Criteria:

Report type: Summary

Check.Type = {<=>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/17/2018	151460	130011	UNITED STATES POSTAL SERVICE	601-20200	647.80
04/18	04/18/2018	151461	10056	A T & T MOBILITY	604-20200	1,617.56
04/18	04/18/2018	151462	130017	AMERICAN BANK	101-20200	554.75
04/18	04/18/2018	151463	20022	BENCHMARK ENGINEERING INC	101-20200	3,197.50
04/18	04/18/2018	151464	1012	BRUCE PETERSON	604-20200	210.75
04/18	04/18/2018	151465	30055	BTAC ACQUISITION CORP.	101-20200	148.09
04/18	04/18/2018	151466	30084	CARDMEMBER SERVICE	603-20200	5,900.50
04/18	04/18/2018	151467	1221	CAROL RINTALA	101-20200	300.00
04/18	04/18/2018	151468	30017	CARQUEST (MOUNTAIN IRON)	101-20200	386.71
04/18	04/18/2018	151469	170001	CENTURY LINK	101-20200	319.29
04/18	04/18/2018	151470	30082	CITY OF EVELETH	101-20200	479.10
04/18	04/18/2018	151471	220003	CITY OF VIRGINIA	101-20200	56.48
04/18	04/18/2018	151472	30072	COMPUTER WORLD	101-20200	1,522.95
04/18	04/18/2018	151473	1220	CORY PYLKKA	101-20200	200.00
04/18	04/18/2018	151474	1901024	CTC	101-20200	564.80
04/18	04/18/2018	151475	260008	DANNY J. ZUPANCICH	101-20200	10.00
04/18	04/18/2018	151476	1200	DEAN SCHREINER	101-20200	353.20
04/18	04/18/2018	151477	40063	DEPARTMENT OF COMMERCE	604-20200	82.82
04/18	04/18/2018	151478	50048	ENERGY INSIGHT INC	604-20200	397.24
04/18	04/18/2018	151479	60052	FRIENDS OF THE MOUNTAIN IRON	230-20200	250.00
04/18	04/18/2018	151480	1011	HALEY FISHER & TREVOR MICKLE	604-20200	353.06
04/18	04/18/2018	151481	80050	HIBBING COMMUNITY COLLEGE	101-20200	375.00
04/18	04/18/2018	151482	80037	HOMETOWN MEDIA PARTNERS	101-20200	52.50
04/18	04/18/2018	151483	30096	JAMES HIPPLE	101-20200	80.00
04/18	04/18/2018	151484	1014	JANICE NEWBERG	604-20200	154.94
04/18	04/18/2018	151485	200059	JEFFREY CIELOCHA	101-20200	20.00
04/18	04/18/2018	151486	1015	JIM & SARA HIPPLE	604-20200	93.94
04/18	04/18/2018	151487	30095	JUSTIN BLAZEWICZ	101-20200	30.00
04/18	04/18/2018	151488	1013	KATIE POUPARD	604-20200	160.78
04/18	04/18/2018	151489	200055	KYLE TOMCZYK	101-20200	340.00
04/18	04/18/2018	151490	120006	L & M SUPPLY	101-20200	1,234.43
04/18	04/18/2018	151491	120005	LEAGUE OF MN CITIES INS TRUST	602-20200	4,462.00
04/18	04/18/2018	151492	130061	MCGRATH CONSULTING GROUP, INC	301-20200	4,312.50
04/18	04/18/2018	151493	130004	MESABI DAILY NEWS	101-20200	33.25
04/18	04/18/2018	151494	130141	MIB ARCHERY	230-20200	650.00
04/18	04/18/2018	151495	1227	MICHELLE HARRIS	101-20200	125.00
04/18	04/18/2018	151496	140026	MINNESOTA ENERGY RESOURCES	602-20200	3,172.25
04/18	04/18/2018	151497	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	4,197.00
04/18	04/18/2018	151498	130024	MINNESOTA POLLUTION CONTROL AG	602-20200	1,450.00
04/18	04/18/2018	151499	130009	MINNESOTA POWER (ALLETE INC)	604-20200	114,926.33
04/18	04/18/2018	151500	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	577.57
04/18	04/18/2018	151501	140058	NEWSTRIPE INC	101-20200	107.08
04/18	04/18/2018	151502	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	95,859.00
04/18	04/18/2018	151503	140016	NORTHLAND SECURITIES	102-20200	630.00
04/18	04/18/2018	151504	140056	NORTHLAND TRUST SERVICES INC	601-20200	6,395.00
04/18	04/18/2018	151505	160066	PACE ANALYTICAL SERVICES	601-20200	356.00
04/18	04/18/2018	151506	9022	RANGE MENTAL HEALTH CENTER	230-20200	250.00
04/18	04/18/2018	151507	134	SHIRLEY SAVELA	101-20200	200.00
04/18	04/18/2018	151508	200058	STEPHANIE CIELOCHA	101-20200	60.00
04/18	04/18/2018	151509	190061	SULLIVAN CANDY & SUPPLY	101-20200	189.60
04/18	04/18/2018	151510	4044	SUMMER WORK OUTREACH PROGRAM	101-20200	200.00
04/18	04/18/2018	151511	1010	TARA WAGNER	604-20200	44.12
04/18	04/18/2018	151512	1222	THE MUDDY PREACHER	101-20200	200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/18/2018	151513	200020	THE TRENTI LAW FIRM	101-20200	1,403.60
04/18	04/18/2018	151514	200006	TRIMARK INDUSTRIAL	101-20200	705.00
04/18	04/18/2018	151515	210001	UNITED ELECTRIC COMPANY	604-20200	9,390.90
04/18	04/18/2018	151516	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	48,960.22
04/18	04/18/2018	151517	220020	VISA OR AMERICAN BANK CC PMT	101-20200	2,756.64
04/18	04/18/2018	151518	230028	WISCONSIN ENERGY CONSERVATION	604-20200	57.82
04/18	04/18/2018	151519	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	6,158.52
04/18	04/18/2018	151520	240001	XEROX CORPORATION	101-20200	666.35

Grand Totals:

328,589.94

PP-ENDING 04/06

61,381.24

TOTAL EXPENDITURES**\$389,971.18**



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 10-18

APPROVING SAP 069-737-003 ST. LOUIS COUNTY BRIDGE 550 RECONSTRUCTION CSAH 137 WITHIN THE CITY OF MOUNTAIN IRON CORPORATE LIMITS

WHEREAS, St. Louis County requests to reconstruct County Bridge 550 (State Bridge 69564) carrying County State-Aid Highway 137 (Spirit Lake Road) located within the limits of the City under State Aid Project 069-737-003. A final layout plan has been prepared and presented to the City; and seeks the approval thereof.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that said final layout for the bridge reconstruction located on CSAH 137 within the corporate limits be and is hereby approved.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2018.

ATTEST:



City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 11-18

CHARITABLE GAMBLING

WHEREAS, the Kinney Fire Relief Association, has applied for a new Premises Permit consisting of raffles, paddlewheels, tipboards, and pull-tabs at the Mac's Bar, 8881 Main Street, Mountain Iron, Minnesota, and;

WHEREAS, the Kinney Fire Relief Association, is requesting that their Premises Permit be issued.

NOW, THEREFORE, BE IT RESOLVED BY THE MOUNTAIN IRON CITY COUNCIL, that the Mountain Iron City Council hereby approves said premise permit.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2018.

ATTEST:

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

City Administrator

A handwritten signature in black ink, appearing to read "Gary W. Skalko", written over a horizontal line.

Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 12-18

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS THE IRRRB

WHEREAS, the Mountain Iron City Council approves of the attached application for the site development at Rock Ridge; and,

WHEREAS, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the IRRRB.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2018.

ATTEST:



City Administrator

Mayor Gary Skalko



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 13-18

CALLING PUBLIC HEARING ON THE PROPOSED ADOPTION OF AN AMENDMENT TO THE DEVELOPMENT PROGRAM RELATING TO DEVELOPMENT DISTRICT NO. 1, THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 16 WITHIN THE DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO AND APPROVAL OF BUSINESS SUBSIDY

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

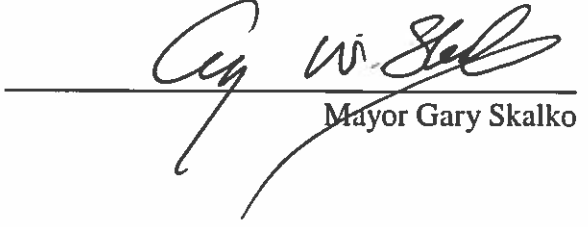
1. Public Hearing. This Council shall meet on June 18, 2018, at approximately 6:30 p.m., to hold a public hearing on the following matters: (a) the proposed adoption of an amendment to the Development Program relating to Development District No. 1 and (b) the proposed establishment of Tax Increment Financing District No. 16 (the "TIF District") within the Development District No. 1; (c) the proposed adoption of a Tax Increment Financing Plan relating to the TIF District; and (d) the adoption of a business subsidy all pursuant to Minnesota Statutes, Sections 469.124 through 469.133 and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (the "Act"), and Minnesota Statutes, Sections 116J.993 to 116J.995.
2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed amendment to the Development Program, the proposed Tax Increment Financing Plan for the TIF District, and the proposed business subsidy on file in the City Administrator's Office at Mountain Iron city hall and to make such copies available for inspection by the public.
3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to mail a notice of the public hearing and a copy of the amendment to the Development Program and the Tax Increment Financing Plan for the TIF District to the Saint Louis County Auditor and the Clerk of Independent School District No. 712 informing those

taxing jurisdictions of the estimated fiscal and economic impact of the amendment to the Development Program and the establishment of the TIF District.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF APRIL, 2018.

ATTEST: 

City Administrator



Mayor Gary Skalko

EXHIBIT A

**CITY OF MOUNTAIN IRON
COUNTY OF SAINT LOUIS
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Mountain Iron, Saint Louis County, Minnesota, will hold a public hearing on Monday, June, 2018, at 6:30 p.m., at the city hall, in the City of Mountain Iron, Minnesota, relating to the proposed adoption of an amendment to the Development Program relating to Development District No. 1, the proposed establishment of Tax Increment Financing District No. 16 within the Development District No. 1, and the proposed adoption of a Tax Increment Financing Plan for Tax Increment Financing District No. 16, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, as amended, and Sections 469.174 through 469.1794, as amended, and to adopt a business subsidy agreement, pursuant to Sections 116J.993 to 116J.995, all inclusive, as amended. The recipient of the proposed business subsidy is Iron Range Tykes Learning Center Inc., and the purpose of the business subsidy is to facilitate the construction of a licensed daycare center within the City. Copies of the modification to the Development Program and the proposed Tax Increment Financing Plan and a summary of the agreement are on file and available for public inspection at the office of the City Administrator at City Hall.

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed. The property included in the Development District No. 1 is described in the Development Program on file in the office of the City Administrator. The property proposed to be included in Tax Increment Financing District No. 16 is described in the Tax Increment Financing Plan on file in the office of the City Administrator.

Maps of the Development District No. 1 and Tax Increment Financing Districts No. 16 are set forth below:

[map to be inserted here]

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

COUNCIL LETTER 050718-IVC1

**PUBLIC WORKS/PUBLIC UTILITIES
PARKS & RECREATION
PUBLIC LIBRARY**

SUMMER WORKERS

DATE: May 3, 2018

FROM: Tim Satrang
Director of Public Works

Craig J. Wainio
City Administrator

The period for submitting applications for summer employment ends on May 4th, Staff will have a list of summer workers available at the meeting for your consideration.



CITY OF MOUNTAIN IRON LARGE TRASH PICKUP

8586 Enterprise Drive South, Mountain Iron, MN 55768 www.mtniron.com Phone: 748-7570 Office Hours: Monday-Friday 7:30 am to 4:00 pm

The City of Mountain Iron will be offering a large trash pick-up for our residents with garbage service for a fee of \$10.00. **Complete the form below and submit payment by June 4, 2018. Your utility bill must be paid in full** in order to be eligible for the large trash pickup. Each residence will be picked up only once. Have your large trash ready to be picked up on the first day of your area's scheduled pickup. No refund of application fee.

Tentative Schedule: Monday, June 4 through Friday, June 8, 2018:

Downtown area- South Grove area- Mud Lake Road- Unity Addition- Wolf area- County Road 7- Highway 101- Rural areas- Kinross- Spirit Lake area

Monday, June 11 through Friday, June 15, 2018:

Parkville area- Stoney Brook- Lambert Addition- West Virginia- Westgate- Ann's Acres- Southern Drive

-Items that will be picked up: Auto/truck highway tires up to 20" (limit of 4 tires, no tractor tires), clothing, appliances (refrigerators and freezers must have doors removed), scrap metals, household goods, furniture, old bikes, motors (lawn mowers, weed eaters, etc.) **that are drained of oil and gas.**

-Items that will not be picked up: Flammable containers including propane tanks, box springs or mattresses, tv sets, computers or computer parts, demolition material (old buildings, boards, cement blocks, etc.)

(Yard waste will not be picked up. This can be brought to the site on Mineral Avenue between the City Garage and South Grove). Come to City Hall and sign out a remote to enter the site. Bring Hazardous Waste Material (filled paint cans etc.) to the St. Louis county Solid Waste Dept.

The City/Director of Public Works reserves the right to limit the number of items being picked up.

Name & Address (if different than label on reverse side) _____

I understand that any remaining trash is the homeowner's responsibility to promptly remove and dispose of properly. I understand that no flammable containers, household garbage or recyclable materials will be accepted in this trash pickup. I have not allowed large trash from outside the Mountain Iron garbage service area to be deposited on my property for pickup.

****Signature: _____

Brief description of items to be picked up:

CITY USE ONLY: DRIVER'S INITIALS
Date pickup complete: _____
Reason Trash was left: _____
\$10.00 paid: _____

COUNCIL LETTER 050718-IVG1-3

PERSONNEL COMMITTEE

AFSCME AGREEMENT

DATE: May 3, 2018

FROM: Personnel Agreement

Craig J. Wainio
City Administrator

The Personnel Committee and the AFSCME Local have reached a tentative agreement. AFSCME has already voted to approve the proposal. Details of the tentative agreement are as follows:

- Three year agreement May 1, 2018 through April 31, 2021
- 2% increase in wages each year
- A cap will be placed on the employee's share of health care premiums at \$225 for single per month and \$500 for family per month to expire on April 30, 2021. Currently the employee pays \$170 per month for single and \$426 per month for family.
- On April 30, 2021 the base contribution from the City will increase from \$527 to \$800 per month for singles and from \$1322 to \$2000 per month for family. Above which the employee pays 25% of the premium and the City pays 75%.
- All employees will switch to direct deposit within 1.5 years.
- All previous Memorandums of Understanding will be included in the agreement.
- The apprentice lineman program was clarified and is included for your review and approval.
- There was agreement on a new cellular phone policy which is attached for City Council approval.

Apprentice Program for Linemen

The City of Mt. Iron ("the Employer") and AFSCME Local 453, City of Mt. Iron Employees ("the Union") are parties to a written collective bargaining agreement.

The Employer has an existing program for Apprentice Linepersons and has previously negotiated specific terms and conditions of employment, including wages for this job classification. The Employer and the Union further agree to specific terms as outlined and agreed to within this letter that are effective upon ratification and signature. These terms, it is mutually agreed, will be added to the successor bargaining agreement upon negotiation unless altered or renegotiated amongst the parties.

It is agreed:

1. Employees who are in this Apprentice Linemen program will be expected to become qualified linemen either through 1) completing the coursework of Minnesota Municipal Utilities Association ("MMUA") and earning a certificate of completion, or 2) completing the hours required for, applying for, and receiving a Journey Worker Lineman certificate from the State of Minnesota or equivalent recognized entity.
2. The employer will pay for all training required for Apprentice Linepersons as offered through the Minnesota Municipal Utilities Association ("MMUA") to earn a certificate of completion. This includes the annual distance enrollment fee, any required off-site training (including mileage, hotels, meals, and other expenses of this travel or training), books for all required modules, and any testing.
3. Employees will be expected to work for the Employer for five (5) calendar years after the receipt of Journey Worker Linemen certificate or their Certificate of Completion from MMUA. If an employee does not complete five years of employment, they will be required to reimburse the employer \$6,000, payable within one year (12 months) of the date of their resignation.

In order to ensure that all parties, including the affected employees, understand the responsibilities of this agreement, it is further agreed that:

For employees working through the MMUA track toward certification:

1. Employees in the Apprentice Lineperson program will be expected to work through the MMUA program and earn a certificate of completion from MMUA. In order to receive this certificate and to complete the City's Apprenticeship Program, employees must:
 - a. Complete the required coursework and exams (the program's "bookwork")
 - b. Complete the four required training sessions offered and required by MMUA (underground, overhead, metering, and substation)
 - c. Complete 5,000 hours of work, including hours of work credited from prior schooling or prior employment
2. Upon hire or date of entrance into the Apprenticeship, the employer will meet with the employee and MMUA in order to determine what previous training the employee has received and on what year of the program they will start. This meeting will take place within one month of the hire date and the employee has the right to have a Union representative present if they choose. At this meeting, a timeline will be established and mutually agreed to for completion of the MMUA coursework, trainings, and all other requirements for the Apprenticeship Program. This will be provided to the employee and the Union in writing following the meeting.

3. Employees will be allowed to work through the MMUA coursework at their own pace and will not be prevented from working ahead of the 4 year timeline or any other timeline established in this initial meeting.
4. Employees will be credited with 500 hours per year of school attended; employees will also be credited hours for prior hours of work in a same or similar field as would apply to the program.
5. All hours will be signed off and approved by the Public Works Director.
6. The City agrees that it will send employees to MMUA-required trainings as needed to complete the trainings prior to the employee's expected completion of the hours remaining in the program. (Ex. If an employee has 6,000 hours credited upon hire and has 2,000 hours left in the program, the employee will be sent to all four MMUA trainings in one year.)
7. Upon completion of the MMUA coursework and the final test, the results will be submitted to MMUA within one week, and upon receipt of the Certificate of Completion, the date will be immediately noted.
8. The five year timeline will begin immediately upon completion of the three required elements of the program as detailed in point (1) and receipt of the Certificate of Completion.
9. If an employee is involuntarily terminated for just cause after the probationary period has ended, reimbursement will be required.
10. If an employee requires an extension of the initial timeline established, a meeting will be held between the Employer, the Employee, and the Union to establish a new completion date. There will be no discipline for failing to meet any timeline, however, an employee may grieve any interference by the Employer that has prevented them from progressing within the appropriate timeline.
11. If the employee is unable to complete the program within the agreed upon time frame or through the process outlined in (10), the employee will be required to reimburse the City for any and all training expenses.

For employees applying for the Journey Worker Lineman certificate from the State of Minnesota or equivalent recognized entity:

1. Employees in the Apprentice Lineperson program have completed schooling and are utilizing the apprentice program to apply for and receive their Journey Worker Lineman certificate will be expected to work through required hours to receive their certificate. In order to complete the City's Apprenticeship Program, employees must:
 - a. Complete 8,000 hours of work, including hours of work credited from prior schooling or prior employment
 - b. Apply for and receive a Journey Worker Lineman certificate from the State of Minnesota or recognized entity
2. Upon hire or date of entrance into the Apprenticeship, the employer will meet with the employee and in order to determine what previous training the employee has received and on what year of the program they will start. This meeting will take place within one month of the hire date and the employee has the right to have a Union representative present if they choose. At this meeting, a timeline will be established and mutually agreed to for completion the hours and all other requirements for the Apprenticeship Program. This will be provided to the employee and the Union in writing following the meeting.
3. Employees will be allowed to work through the required hours at their own pace and will not be prevented from working hours at the timeline established in this initial meeting.
4. Employees will be credited with at least 500 hours per year of school attended; employees will also be credited hours for prior hours of work in a same or similar field as would apply toward their certificate.
5. The City agrees that it will provide employees with the hours necessary to complete the apprenticeship during the time laid out during the initial meeting based on the hours remaining to earn the certificate.

6. All hours will be signed off and approved by a Journeyman Lineman with final approval by the Director of Public Works.
7. Upon completion of the requirements of the program and application for the certificate, and upon receipt of the Journey Worker Lineman certificate, the date will be immediately noted.
8. The five year timeline will begin immediately upon completion of the three required elements of the program as detailed in point (1) and receipt of the Journey Worker Lineman certificate.
9. If an employee is involuntarily terminated for just cause after the probationary period has ended, reimbursement will be required.
10. If an employee requires an extension of the initial timeline established, a meeting will be held between the Employer, the Employee, and the Union to establish a new completion date. There will be no discipline for failing to meet any timeline, however, an employee may grieve any interference by the Employer that has prevented them from progressing within the appropriate timeline.
11. If the employee is unable to complete the program within the agreed upon time frame or through the process outlined in (10), the employee will be required to reimburse the City for any and all training expenses.

The terms and conditions of this Apprenticeship Program will be discussed with all employees being interviewed for this position and a copy of this letter will be provided to all employees for whom this letter applies upon hire. All terms of this Letter of Understanding will be subject to the existing language of the collective bargaining agreement, including the grievance procedure.

All apprentice linemen will sign a copy of this letter as acknowledgment that this information was provided to them prior to their enrollment in the program.

Dated _____, 2018
for the City of Mt. Iron

Dated _____, 2018
for AFSCME

Mayor, City of Mt. Iron

President, Local 453

City Administrator, City of Mt. Iron

Staff Representative, AFSCME Council 65

CELLULAR TELEPHONE POLICY

Policy Number 2018-01

Adopted May 7, 2018

PURPOSE

The purpose of this policy is to provide guidance with regard to who has cellular telephone privileges and City expectations of those with cellular telephones. Cellular telephones are assigned to employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation. The program provides a cellular telephone allowance to certain employees. In order to effectively facilitate this program, cellular telephones and cellular telephone allowances will be handled by the City Administrator.

CITY EXPECTATIONS

- Employees are expected to keep their cellular phone turned on at certain times to assure that they can be reached.
- Using a cellular telephone while driving a vehicle is strongly discouraged.
- Cellular telephones should not be used when a less costly alternative phone service is convenient and readily available.
- Employees in possession of City cellular telephones are required to care for the telephone in a responsible manner, and to take appropriate precautions to prevent theft, damage, and vandalism.
- The City reserves the right to monitor the use of all City-owned cellular telephones.

CITY-PROVIDED CELL PHONES

City Council/Supervisor Responsibilities:

- With the approval of the City Council, will determine which positions require a cellular phone to be provided by the City. This evaluation will be based on the benefit to the City for providing a cell phone (or a cell phone allowance) to an employee, the scope of position responsibilities, the need to be able to contact the employee on short notice, and the employee's role in emergency response. Requests for a cellular phone will then be directed to the City Administrator.
- When an employee terminates employment, the Supervisor is responsible for making sure the employee returns the phone.

Employee Responsibilities:

- City-owned cell phones may be taken out-of-state and used for business purposes only.
- Employees are required to return the cellular phone when they leave employment.

- Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.
- In the event that a City-owned cell phone is lost, stolen or damaged, the employee is responsible for reporting it to the City Administrator.
- As with a regular telephone system, limited incidental and occasional personal use of the cell phone may occur. These calls should be limited to a short reply. Frequent or lengthy calls for personal reasons during work time are a violation of this policy. If it is determined that an employee has excessive personal use on their City cell phone, they may be required to reimburse the City for personal calls. These circumstances will be reviewed on a case-by-case basis and reimbursement will be at the discretion of the City Administrator.
- Employees may access and/or download online features (such as ring tones) to their cell phone. These may be required to be reimbursed to the City for any expenses incurred.

CELL PHONE ALLOWANCE

- The cell phone allowance program is given to employees for the use of their own personal cellular phones.
- The City of Mountain Iron will pay an allowance to the employee's monthly plan in the amount \$40.00 per month. The annual stipend for all cellular phones shall be as set forth from time to time by the City Council.
- Employee Responsibilities: Employees will need to submit copies of their monthly cellular phone statements prior to receiving their stipend.
- Employees must keep the City informed of their personal cell phone number, and any changes to that number, so that they can be reached as expected and needed.
- The employee is responsible for assuring that their cell phone is in good working order. In the event a personal cell phone breaks, quits working, or is lost/stolen, the employee must notify their supervisor and the City Administrator. If the employee is without a cell phone for more than one week, the City will suspend payment of the cellular phone allowance until a replacement phone has been obtained and is activated.
- Employees with a cellular telephone allowance are responsible for all of the costs associated with the cellular telephone plan they choose. For example, lost or stolen phones, phones that break or quit working, plan penalties, activation fees, excess charges, etc., are all the responsibility of the employee. The City of Mountain Iron is only responsible for the approved "cellular telephone allowance."

PERSONAL CELL PHONES AT WORK

Employees should make every effort to assure that their personal cell phone is not disruptive to co-workers during work hours or interferes with the employee completing their own work. Employees that BYOD should take extreme precautions against breached security or virus transfers. Under the Minnesota Data Government Data Practices Act, any electronic device that generates city data could become discoverable whether or not the device is owned by the city or by the employee.

CITY CELL PHONE AGREEMENT

The City of Mountain Iron is pleased to offer you the use of the City Cell Phone or Stipend. It represents the City of Mountain Iron's trust in you and your empowerment as a responsible employee to the City to safeguard and protect the City's assets.

I, _____, hereby acknowledge receipt of the City of Mountain Iron's Cell Phone Policy. As an employee, I agree to comply with the terms and conditions of this policy. I acknowledge receipt of the Policy and confirm that I have read and understand its terms and conditions. I understand that the City of Mountain Iron and I are jointly and severally responsible for all charges made by me.

As a user of the City's cell phone or stipend, I agree to accept responsibility for the protection and proper use of the cell phone as outlined in the Policy. I understand that the City of Mountain Iron will audit the use of the cell phone and under the Minnesota Data Government Data Practices Act, any electronic device that generates city data could become discoverable whether or not the device is owned by the city or by the employee.

I further understand that improper use of the cell phone or stipend will result in disciplinary action, up to and including termination of employment. I understand that the City of Mountain Iron may terminate my right to use the cell phone or stipend at any time for any reason. I agree to return the cell phone to the City of Mountain Iron immediately upon request or upon termination of employment.

Signature

Date

Print Name

COUNCIL LETTER 050718-IVG4

PERSONNEL

JOURNEYMAN LINEMAN

DATE: May 3, 2018

FROM: Personnel Committee

Craig J. Wainio
City Administrator

Mr. Curtis Schramm has completed all the requirement as an apprentice lineman and has been awarded Journeyman Lineman status. Based on this award, the Personnel Committee recommends that Mr. Schramm be transferred from the position of Maintenance, Job Class 16, to the position of Journeyman Lineman, Job Class 22, effective immediately.

COUNCIL LETTER 041618-VIA

CDBG

RESOLUTION NUMBER 14-18

DATE: May 3, 2018

FROM: Craig J. Wainio
City Administrator

Mountain Iron was awarded a Community Development Block Grant to replace the sewer main in the alley between Mountain Avenue and Mesabi Avenue from Locomotive Street to Mill Avenue. The next step in the process is the development of plans and specifications for the project. Resolution Number 14-18 directs Benchmark Engineering to develop the plans and specifications. Once completed, the plans and specifications will be presented to the City Council for approval and authorization to seek bids. It is recommended that the City Council adopt Resolution Number 14-18 as presented.



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 14-18

ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a Resolution of the City Council adopted the 20th day of November, 2017, applying for a Community Development Block Grant for the proposed improvement of the sewer main in the alley between Mountain Avenue and Mesabi Avenue from Locomotive Street to Mill Street by sliplining, and

WHEREAS, the City of Mountain Iron was awarded funding under the Community Development Block Grant program for the sliplining project.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the Community Development Block Grant application.
2. Such improvement is hereby ordered as outlined in the Community Development Block Grant application.
3. Benchmark Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MAY, 2018.

ATTEST:

Mayor Gary Skalko

City Administrator

School Year: 2017-2018
Mountain Iron-Buhl High School
5720 Marble Avenue
Mountain Iron, MN 55768
218-735-8271, ext. 1040
218-735-8217, fax
comalley@isd712.org

Dear Yearbook Supporter:

The students at Mountain Iron-Buhl High School would like to thank you for supporting this year's yearbook and our high school by sponsoring a page or pages in our book. Your support means a lot to us and will aid us in creating memories for years to come for the MI-B students and community.

Yearbook Staff: Katie Hunter, Macy Savela, Mary Burke, Ariana Russell, Shayla Sarkela, Robby Kriske,
Not Pictured: Henri Parenteau, Emily Kinney
Advisor: Cathy O'Malley





Northern Twistars Gymnastics

Dear City of Mt. Iron,

April 9, 2018

My name is Gwyn Roos. My business partner, Lisa Fix, and I are entering our 10th years in business with Northern Twistars Gymnastics. It has been NTG's mission to "encourage area children and youth to participate and pursue excellence in all aspects of gymnastics in a safe and friendly environment.

We are reaching out to you in hopes that you would consider giving us a donation to further the development of our new Ninja program. For years we have focused on gymnastics but the Ninja program gives us the opportunity to reach more students. We are in the process of making our Ninja equipment one piece at a time when we can afford it. In fact, we have just completed our first piece, the Warped Wall!

All donations received would go directly into the supplies needed to complete our Ninja course. We are in need of many items with varying prices from low to high. The project will cost \$10,000 in total. Some of the items needed are;

Skill Cushion 7'x12'x8"	\$2000
Wood for Parkour Blocks	\$1000
Carpet Bonded Foam (3)	\$700 each
I-Beam Coverings (6)	\$300 each
Slanted Steps (set of 4)	\$500
Cargo Net	\$120
Swing Ladder	\$80
And More!	

Please consider us for any amount. We know any donation would help us implement this program but it would also help our youth have more opportunities to be a part of something positive and physical.

Even though we are located in Virginia, we are a part of every local city on the Iron Range. We currently have 30 students at our gym with a 55768 zip code, not to mention West Virginia students. We are certainly an Iron Range supported business. We believe this Ninja program will grow the already impressive number of children from Mt. Iron.

We would be honored to represent and support the City of Mt. Iron. We will recognize you and any other donations in print on our event program which reaches 700 to 900 guests at our annual In-House Competition. We would love to invite you to this competition on May 19th (all day), so you may witness the unveiling of our completed NTG Ninja course!

Thank you for your consideration,

COUNCIL LETTER 041618-XI

PERSONNEL

CLOSED MEETING

DATE: April 12, 2018

FROM: Craig J. Wainio
City Administrator

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority.

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

- The public body must identify the individual to be evaluated prior to closing the meeting.
- The meeting must be open at the request of the individual who is the subject of the meeting; so some advance notice to the individual is needed in order to allow the individual to make a decision.
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
- The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.
- At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary.