



**Mountain Iron
City Council
Meeting**

MONDAY, JANUARY 7, 2019

6:30 P.M.

MOUNTAIN IRON COMMUNITY CENTER

MOUNTAIN IRON ROOM

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, JANUARY 7, 2019 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Oath of Office – Mrs. Julie Buria
- III. Consent Agenda
 - A. Minutes of the December 17, 2018, Regular Meeting (#1-9)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications

- IV. Public Forum
- V. Committee and Staff Reports
 - A. Mayor’s Report
 - 1. Reorganization and Appointments (#10-14)
 - B. City Administrator’s Report
 - 1. Position Analysis (#15-16)
 - C. Director of Public Works Report
 - D. Library Director/Special Events Coordinator’s Report
 - 1. Assistant Librarian (#17)
 - E. Sheriff’s Department Report
 - F. City Engineer’s Report
 - 1. Final Pay Request – Sanitary Sewer Improvements (#18-21)
 - G. Liaison Reports
- VI. Unfinished Business
- VII. New Business
 - A. Approval of Shared Services Study (#22)
 - B. Reschedule Next City Council Meeting (#23)
- VIII. Communications (#24-28)
- IX. Announcements
- X. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
December 17, 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, Sue Tuomela, Steve Skogman and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Anna Amundson, Library Director/Special Events Director; Rod Flannigan, City Engineer; Bryan Lindsay, City Attorney; and SGT John Backman, Sheriff's Department.

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

1. Approve the minutes of the December 3, 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 December 1-15, totaling \$130,730.62 (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period December 1-15, totaling \$643,927.48 (a list is attached and made a part of these minutes).

The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to recess the regular meeting and open the public hearing on the vacation of a portion of Retriever Drive upon petition of a majority of abutting Landowners. The motion carried.

- Mark Gornak spoke regarding possibly closing off road due to traffic, abundance of garbage and individuals parking at end of the road (cul-d-sac) which is private property, bridge at end is gated
- City Administrator stated that it is a public right-away and the City is giving up its right-away, due to no possible use in the future
- SGT Backman stated they have had problems with the area for years (cul-d-sac), burglary related incidents near bridge

It was moved by Prebeg and seconded by Stanaway to adjourn the public hearing on the vacation of the portion of Retriever and resume the regular meeting. The motion carried.

Public Forum:

- No one spoke during the forum

The Mayor reported on the following:

- Friday, December 7th the Holiday Concert at the Library was excellent, more people should advantage of the program, part of the Library's Legacy Program

It was moved by Skalko and seconded by Tuomela to advertise in the Hometown Focus and the Mesabi Daily News, for two positions on the Utility Advisory Board, and one position for the Library Board, with applications due by Wednesday, January 16, 2019 by 4pm to the Mountain Iron City Hall. The motion carried.

Big thank you to Shirley Congdon for her time on the Library Board and to Bruce Peterson and Mike Downs for their help and support on the Utility Advisory Board.

It was moved by Skogman and seconded by Prebeg to restructure and reorganize the Cable Commission Board and have the City Council absorb the duties of the Board. The motion carried.

City Administrator:

- No formal report

Director of Public Works

- No formal report
- City Crews finishing up inventory of City Equipment throughout the City
- Digging to repair water main valve in the parking lot of Walgreens on Tuesday, December 18th

Library Director/Special Events Coordinator:

- Tuesday, December 18th 10:30am, “Family Reading time”
 - Series starting in January
- January 2nd - March 31st Winter Reading program for Adults and children

Sherriff’s Department:

- No formal report
- Be aware of surroundings, credit card/internet scams and phone scams

City Attorney:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Skogman to approve Pay Request No. 1 – Downtown Sanitary Sewer Improvement project, in the amount of \$84,196.41 to Insituform Technologies USA, Inc, Chesterfield, MO. This amount includes withholding of 5% retainage until final inspection can be completed. The motion carried on roll call vote unanimously.

It was moved by Skogman and seconded by Prebeg to adopt Resolution 37-18; Vacating a portion of Retriever Drive upon petition of a majority of abutting Landowners (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Tuomela to authorize Sundberg Enterprises, LLC, DBA: The Sawmill Saloon and Restaurant to serve alcohol at the RAMS Annual Dinner, scheduled for January 10, 2019 as well as the United Way’s “Power of the Purse” scheduled for January 31, 2019 and the Virginia Co-op Credit Union Annual Meeting scheduled for March 28, 2019 at the Mountain Iron Community Center. The motion carried.

The council reviewed the list of communications.

Big thank you to Councilor Sue Tuomela for serving on the City Council for 8 years of service, you will be missed and it was a pleasure from fellow City Council members and the Mayor.

Councilor Sue Tuomela wanted to thank all those that voted for her throughout the years, a big congratulations to Julie Buria for replacing her as City Council member

- Been challenging and rewarding at times, learned some interesting things
- Encouraged Julie Buria to attend the League of MN Cities regional meetings and newly elected member conference and elected members conference
- Proudest moments
 - Murals which can be found in the Mountain Iron Library basement (group facilitator)
 - History murals from Merritt days which can be found at Mountain Iron City Hall
 - idea came from Mary Erickson
- Thank you for everyone for their help over the years

Big thank you to City workers for taking the time to “Ring the Bell” on December 7th for the Salvation Army at L&M Supply.

At 7:12p.m., it was moved by Tuomela and seconded by Skalko that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

COMMUNICATIONS

1. Thank you from Iron Range Tykes Learning Center for everything the City and its employees for everything they have done in helping build the new Childcare Facility.
2. Mediacom will be implementing rate adjustments as of January 1, 2019.
3. The 2018 Range Association of Municipalities & Schools (RAMS) annual meeting & dinner will be held on Thursday, January 10, 2019 at the Mountain Iron Community Center at 5:00 pm

Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	900.00
BUILDING RENTALS	COMMUNITY CENTER	375.00
BUILDING RENTALS	SENIOR CENTER	75.00
CD INTEREST	CD INTEREST 101	2,683.76
CD INTEREST	CD INTEREST 378	1,187.89
CD INTEREST	CD INTEREST 602	131.99
CD INTEREST	CD INTEREST 603	219.98
CD INTEREST	CD INTEREST601	175.99
FINES	CRIMINAL	365.01
LICENSES	ANIMAL	10.00
LICENSES	LIQUOR	875.00
METER DEPOSITS	ELECTRIC	800.00
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	1,280.25
MISCELLANEOUS	DUE FROM EDA (HRA)	504.00
MISCELLANEOUS	FAX CHARGES	1.00
MISCELLANEOUS	REIMBURSEMENTS	199.82
PERMITS	BUILDING	48.50
UTILITY	UTILITY	120,887.63
Grand Totals:		<u>130,730.62</u>

Report Criteria:

Report type: Summary

Check Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/18/2018	152306	80022	HAWKINS INC	602-20200	5,358.06- V
12/18	12/12/2018	152600	9020	RILEY LESSARD	101-20200	1,200.00
12/18	12/17/2018	152601	130011	UNITED STATES POSTAL SERVICE	601-20200	431.48
12/18	12/20/2018	152602	10056	A T & T MOBILITY	604-20200	2,783.07
12/18	12/20/2018	152603	10012	ABE ENVIRONMENTAL SYSTEMS, INC	101-20200	1,094.12
12/18	12/20/2018	152604	1093	AMBER MANCINA	604-20200	129.93
12/18	12/20/2018	152605	10075	AMERIPRIDE SERVICES	602-20200	64.76
12/18	12/20/2018	152606	1091	ASHLYNN ZIKA & NICHOLAS MONACELLI	604-20200	150.00
12/18	12/20/2018	152607	20022	BENCHMARK ENGINEERING INC	602-20200	3,507.50
12/18	12/20/2018	152608	1244	BOB BROWN	101-20200	100.00
12/18	12/20/2018	152609	30055	BTAC ACQUISITION CORP.	101-20200	271.51
12/18	12/20/2018	152610	159	CAITLYN LUNG	101-20200	100.00
12/18	12/20/2018	152611	30084	CARDMEMBER SERVICE	603-20200	6,245.69
12/18	12/20/2018	152612	1090	CAROL SAARI	604-20200	104.05
12/18	12/20/2018	152613	30017	CARQUEST (MOUNTAIN IRON)	603-20200	69.17
12/18	12/20/2018	152614	170001	CENTURY LINK	101-20200	250.86
12/18	12/20/2018	152615	220003	CITY OF VIRGINIA	101-20200	62.23
12/18	12/20/2018	152616	30072	COMPUTER WORLD	101-20200	2,233.43
12/18	12/20/2018	152617	688	CRYSTAL YERNATICH	101-20200	100.00
12/18	12/20/2018	152618	1901024	CTC	101-20200	566.40
12/18	12/20/2018	152619	687	DANA KLANDER	101-20200	200.00
12/18	12/20/2018	152620	40060	DELTA DENTAL OF MINNESOTA	101-20200	1,890.25
12/18	12/20/2018	152621	1095	DUSTIN RIEDESEL	604-20200	138.09
12/18	12/20/2018	152622	686	EDUCATION INNOVATION PARTNERS	101-20200	250.00
12/18	12/20/2018	152623	1088	EMILY HARRIS	604-20200	220.88
12/18	12/20/2018	152624	50048	ENERGY INSIGHT INC	604-20200	1,823.02
12/18	12/20/2018	152625	60008	FAIRVIEW CLINIC-MOUNTAIN IRON	101-20200	98.00
12/18	12/20/2018	152626	60029	FERGUSON ENTERPRISES INC	101-20200	1,269.05
12/18	12/20/2018	152627	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
12/18	12/20/2018	152628	80022	HAWKINS INC	602-20200	5,358.06
12/18	12/20/2018	152629	80001	HILLYARD/HUTCHINSON	101-20200	631.01
12/18	12/20/2018	152630	80037	HOMETOWN MEDIA PARTNERS	101-20200	18.00
12/18	12/20/2018	152631	90006	INSITUFORM TECHNOLOGIES USA, INC	602-20200	84,196.41
12/18	12/20/2018	152632	690	JANET AUTIO	101-20200	100.00
12/18	12/20/2018	152633	130164	JEFF MARKS	604-20200	114.20
12/18	12/20/2018	152634	1092	JENNIFER AUTIO	604-20200	132.30
12/18	12/20/2018	152635	1089	JINA BOWLING	604-20200	191.33
12/18	12/20/2018	152636	1094	KARL GREEN	604-20200	134.77
12/18	12/20/2018	152637	369	KRISTI LAKOSKY	101-20200	100.00
12/18	12/20/2018	152638	120013	L & L RENTALS INC	101-20200	1,800.00
12/18	12/20/2018	152639	120006	L & M SUPPLY	101-20200	701.75
12/18	12/20/2018	152640	120032	LAKE COUNTRY POWER	101-20200	123.00
12/18	12/20/2018	152641	1901033	MATTHEW CERKVENIK	604-20200	96.13
12/18	12/20/2018	152642	130060	MCCARTHY WELL COMPANY	601-20200	500.00
12/18	12/20/2018	152643	130059	MCGRANN SHEA CARNIVAL STRAUGHN	604-20200	87.50
12/18	12/20/2018	152644	130004	MESABI DAILY NEWS	101-20200	194.00
12/18	12/20/2018	152645	110035	MIDWEST COMMUNICATIONS	101-20200	100.00
12/18	12/20/2018	152646	130039	MINNESOTA DEPT OF COMMERCE	604-20200	514.56
12/18	12/20/2018	152647	140026	MINNESOTA ENERGY RESOURCES	602-20200	4,213.38
12/18	12/20/2018	152648	130009	MINNESOTA POWER (ALLETE INC)	604-20200	124,100.45
12/18	12/20/2018	152649	1901041	MN DEPARTMENT OF TRANSPORTATION	301-20200	90,792.76
12/18	12/20/2018	152650	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	13,541.78
12/18	12/20/2018	152651	30001	NAPAAUTO PARTS	604-20200	339.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/20/2018	152652	140048	NORTH COUNTRY HEATING	101-20200	638.00
12/18	12/20/2018	152653	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	101,865.50
12/18	12/20/2018	152654	140004	NORTHERN ENGINE & SUPPLY INC	604-20200	142.81
12/18	12/20/2018	152655	160066	PACE ANALYTICAL SERVICES	602-20200	253.00
12/18	12/20/2018	152656	180023	POHAKI LUMBER	601-20200	206.39
12/18	12/20/2018	152657	180021	RANGE ASSOC OF MUNICIPALITIES	101-20200	700.00
12/18	12/20/2018	152658	180004	RANGE COOPERATIVES	101-20200	41.50
12/18	12/20/2018	152659	180029	RGGS LAND & MINERALS, LTD., LP	101-20200	250.00
12/18	12/20/2018	152660	1096	RICHARD DEVORAK SR.	604-20200	118.39
12/18	12/20/2018	152661	190004	SKUBIC BROS INC	101-20200	717.66
12/18	12/20/2018	152662	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
12/18	12/20/2018	152663	406	ST. LOUIS COUNTY PHHS	604-20200	192.27
12/18	12/20/2018	152664	689	STEVE NEWBERG	101-20200	100.00
12/18	12/20/2018	152665	180023	TECH BYTES	101-20200	40.00
12/18	12/20/2018	152666	200020	THE TRENTI LAW FIRM	101-20200	2,459.91
12/18	12/20/2018	152667	190088	TIM SATRANG	101-20200	100.00
12/18	12/20/2018	152668	1087	TIMOTHY & BRENDA SVARE	604-20200	115.94
12/18	12/20/2018	152669	200006	TRIMARK INDUSTRIAL	101-20200	358.48
12/18	12/20/2018	152670	220014	VIKING INDUSTRIAL NORTH	604-20200	118.00
12/18	12/20/2018	152671	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	51,614.45
12/18	12/20/2018	152672	220020	VISA OR AMERICAN BANK CC PMT	101-20200	1,780.61
12/18	12/20/2018	152673	230028	WISCONSIN ENERGY CONSERVATION	604-20200	628.46
12/18	12/20/2018	152674	230048	WJ HOLDINGS INC dba: AMERICINN	604-20200	2,639.56
12/18	12/20/2018	152675	60038	WRIGHT EXPRESS FINAN SERV CORP	601-20200	5,556.28
12/18	12/20/2018	152676	240001	XEROX CORPORATION	101-20200	81.99
12/18	12/20/2018	152677	260001	ZIEGLER INC	101-20200	56.03

Grand Totals:

561,640.41

PP-Ending 12/14
Sales & Use tax63,388.78
18,898.29**TOTAL EXPENDITURES****\$643,927.48**



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 ▪ FAX: 218-748-7573 ▪ www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

RESOLUTION NUMBER 37-18

VACATING A PORTION OF RETRIEVER DRIVE UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS.

WHEREAS, a petition signed by the majority of property owners abutting a portion of Retriever Drive in the City of Mountain Iron was received by the City Administrator on the 2nd day of November, 2018; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate a portion of Retriever Drive west of the cul-de-sac legally described as:

Retriever Drive, west of the cul-de-sac in Mashkenode Lake East Addition in the City of Mountain Iron, County of Saint Louis, State of Minnesota

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

WHEREAS, a public hearing to consider the vacation of such street was held on the 17th day of December, 2018, before the City Council in the City Hall located at 8586 Enterprise Drive South at 6:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Administrator on the 27th day of November, 2018 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

There is no longer any public interest needed in the property and the property would be better serve the community if it was vacated

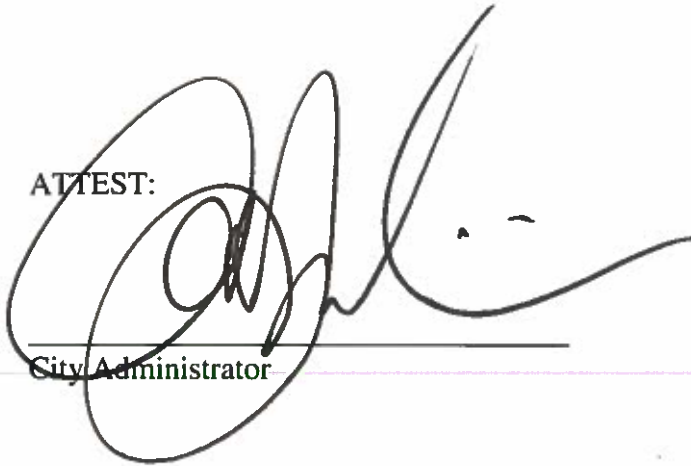
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN, MINNESOTA that such petition for vacation is hereby granted and the portion of the street described as follows is hereby vacated:

Retriever Drive, west of the cul-de-sac in Mashkenode Lake East Addition in the City of Mountain Iron, County of Saint Louis, State of Minnesota

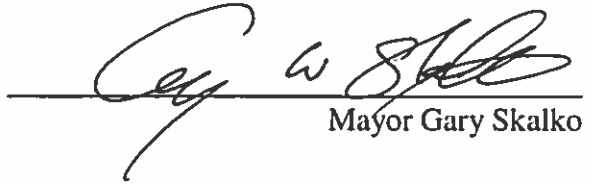
BE IT FURTHER RESOLVED, that the Mayor and City Mountain Iron are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 17th DAY OF DECEMBER, 2018.

ATTEST:



City Administrator



Mayor Gary Skalko

Mountain Iron Public Library

Monthly Report

December 2018

Circulation:

Items checked out: 1550 Items checked in: 1595

Total Circulation of materials in December: **3,145 items**

Attendance:

Adults: 812 Youth: 144 **Total patrons in December: 956**

Closed ½ days 12/24 & 12/31, CLOSED 12/25 & 1/1/19. Snow day 12/27

Events and Activities at the library in December:

December 4: Family Reading Program - Anna

December 7: Legacy Christmas Program – Zach Scott Johnson (GREAT EVENT)

December 11: Book to Movie event – The Bridge by Karen Kingsbury

December 12: Library Board Meeting – Anna

December 17: FOL Christmas Cookie Exchange Fundraiser

December 17: City Council Meeting - Anna

December 18: Family Reading Program – Anna

December 19: TOPS Christmas Party/ Brunch (Quad City Catering)

December 27: Kids Movie Event – Smallfoot

COUNCIL LETTER 010719-IVA1

MAYOR GARY SKALKO

REORGANIZATION

DATE: January 3, 2019
FROM: Mayor Gary Skalko
Craig J. Wainio
City Administrator

As part of the reorganization of the City, the Mayor is recommended that the City Council adopt the following:

1. Deputy Mayor – Steve Skogman
2. Trenti Law Firm is designated as the City Attorney.
3. Benchmark Engineering is designated as the City Engineer.
4. Official newspaper for the City – Hometown Focus.
5. 1st and 3rd Monday's of the month at 6:30 p.m. are the official meeting times.
6. The following are the official depositories of the City:
 - a. American Bank
 - b. Frandsen Bank
 - c. Wells Fargo Bank
 - d. US Bank
 - e. Twin City Federal
 - f. League of Minnesota Cities 4M Fund
 - g. Miller Johnson Steichen Kinnard, Inc.
 - h. Northland Securities
 - i. First National Bank of Buhl
 - j. Federal Home Loan Bank

COUNCIL LETTER 010719-IVA1

GARY SKALKO

COMMISSION APPOINTMENTS

DATE: January 3, 2019
FROM: Mayor Gary Skalko
Craig J. Wainio
City Administrator

The Mayor Skalko requested this item be placed on the Agenda with the following background information:

- B. City Advisory Board/Commission Appointments:**
- 1) Planning & Zoning (3 year term)
 - a. Steve Skogman (reappointment)
 - b. Barb Fivecoate (reappointment)
 - 2) Parks & Recreation Board (3 year term)
 - a. Steve Hunter (reappointment)
 - b. Natalie Pankratz-Leff (reappointment)
 - 4) Economic Development Authority (5 year term)
 - a. Peter Zattoni (reappointment)
 - b. Gary Skalko (council appointment)
 - 5) Library Board (3 year term)
 - a. Kathy Witzman (reappointment)
 - 6) Public Safety and Health Board (3 year term)
 - a. Steve Skogman (reappointment)
 - 7) Buildings and Grounds Committee
 - a. Julie Buria (council appointment)



CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

January 2, 2019

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

Re: 2019 Engineering Services
MI19-CE

Dear Mr. Wainio,

Benchmark Engineering, Inc. would like to thank you for the opportunity to provide service to the City of Mountain Iron your designated City Engineer. We look forward to continued participation in upcoming projects with the City of Mountain Iron.

Enclosed please find a copy of the 2019 rate sheet for Benchmark Engineering, Inc. This rate sheet will be utilized for any hourly jobs, or not-to-exceed hourly quotes, requested by the City. Please note that we have maintained all our hourly rates. We are still committed to providing the City of Mountain Iron with city engineering and surveying services at competitive rates.

Benchmark Engineering, Inc. will continue to provide project design and bidding services for any requested city projects in 2019, based upon the awarded bid costs, in accordance with the following breakdown or if requested by a proposal per project:

<u>Project Awarded Bid</u>	<u>Project Design & Bidding Services</u>
\$400,000 and greater	8%
\$100,000 - \$399,999	9%
\$99,999 and less	Billed hourly – not to exceed 13%

Project related costs such as materials testing and permit fees will be billed at direct costs. As always, we will attend City Council meetings and other special meetings at no charge, as we consider ourselves an extension of City Staff. In addition, we will continue to assist the City Staff in pursuit of any available funding opportunities for municipal construction projects. Any work during a construction project will be at our hourly rates.

I would also like to pass along that in 2019 we added an LSIT in December to increase our surveying capabilities. We also began offering hybrid drone surveys and now have 4 licensed pilots. These capabilities are popular with our mining clients, but are useful for photography, videos, and inspections of areas that are dangerous to reach. We also have a full size color scanner to digitize large drawing for archives.

We look forward to working with you, the City Council and City Staff on your 2019 projects. If you have any questions, or need additional information, please do not hesitate to contact us.

Sincerely,
Benchmark Engineering, Inc.



Alan Johnson, P.E.
President

Enclosure



8878 Main Street
P.O. Box 261
Mountain Iron, MN 55768
P: 218-735-8914 F: 218-735-8923

2019 Hourly Rate Sheet

ENGINEERING FEES

Professional Engineer	125.00
Design Engineer	100.00
Project Management	85.00
Design Engineering Technician	85.00
CAD Technician	75.00
On-Site Project Representative	70.00

SURVEYING FEES

Professional Land Surveyor	110.00
CAD Technician	85.00
Drone Pilot (No survey Equipement)	95.00
1 Person Survey Crew	110.00
2 Person Survey Crew	140.00
2 Person Survey with Drone	150.00
3 Person Survey Crew	160.00
2 Person Crew w/2 GPS Units	150.00
Bathymetric Survey Crew w/equipment	150.00

OTHER FEES

Utility Locator – standard	80.00
Utility Locator – w/GPS	110.00

OUTSIDE SERVICES – Including:	Direct Cost
Soils & Material Testing	
Wetland Delineations	
Outside Consulting Fees for Acquisition of Alternative Funding	



The following items will be provided at No Charge

- Assistance with cost estimates & grant applications for various funding sources, such as:
 USDA, IRRRB, CDBG, ARDC, DNR, DEED, ACOE, MnDOT, State & Federal Trail Grants
- Project Administration
- Total Station & GPS Equipment
- Project Related Meetings – Including:
 - City Council
 - Planning & Zoning
 - Public Hearings
 - HRA
- Mileage
- Clerical
- Telephone

Rates valid January 1 through December 31, 2018

COUNCIL LETTER 010719-IVB1

ADMINISTRATION

POSITION ANALYSIS

DATE: January 3, 2019

FROM: Craig J. Wainio
City Administrator

One recommendation from the Share Services Study was to modify the Positional Analysis for Firefighter. Originally the Position Analysis has the position title of Volunteer Firefighter. The enclosed revised description modifies that title to read only Firefighter.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Firefighter

SUPERVISOR: Firefighter Captain

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to protect life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Maintains fire equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting and hazardous materials.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ A valid State driver's license.
- ◆ First Aid Certification
- ◆ Firefighter I and II preferred or ability to obtain within two (2) years.

COUNCIL LETTER 010719-IVD1

LIBRARY

LIBRARY ASSISTANT

DATE: January 3, 2019

FROM: Anna Amundson
Library Director

Craig J. Wainio
City Administrator

It is recommended that Ms. Anne Grierson be hired as the Assistant Librarian to replace Ms. Roxanne Reed, contingent on passing a physical, background check and a drug and alcohol test.



CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street - PO Box 261
Mountain Iron, MN 55768-0261
tel: 218-735-8914 fax: 218-735-8923
email: info@bm-eng.com

December 28, 2018

Via email

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

Re: Downtown Sanitary Sewer Improvements
City of Mountain Iron
Project No. MI18-05

Dear Mr. Wainio;

Enclosed, please find Pay Request No. 2 - Final for the Downtown Sanitary Sewer Improvements project in the amount of **\$4,431.39**. This amount releases the 5% retainage. Please refer to the enclosed pay request breakdown for a summary of items completed.

Payment is to be remitted to the address listed on the invoice received December 4, 2018 from Insituform. The invoice is attached for reference.

If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,
Benchmark Engineering, Inc.
Jeremy Schwarze
Jeremy D. Schwarze, P.E.
Project Engineer

Enclosures

CC:
Rick Elberts, Insituform

RECOMMENDATION OF PAYMENT

No. 2-FINAL

Owner's Project No.: _____

Engineer's Project No.: MI18-05

Project: Downtown Sanitary Sewer Improvements

CONTRACTOR: Insituform Technologies USA, Inc., 580 Goddard Ave, Chesterfield, MO 63005

For Period Ending: November 30, 2018

To: City of Mountain Iron
Owner

Attached hereto is the CONTRACTOR's Application for Payment for Work accomplished under the Contract through the date indicated above. The application meets the requirements of the Contract Documents for the payment or work completed as of the date of this Application.

In accordance with the Contract the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

BENCHMARK ENGINEERING, INC.

Dated December 28, 2018

By Jeremy Schwarze

STATEMENT OF WORK

Original Contract Price	\$ <u>91,124.50</u>	Work & Materials to Date	\$ <u>88,627.80</u>
Net Change Orders	\$ <u>12,782.10</u>	Amount Retained (5%)	\$ <u>0.00</u>
Current Contract Price	\$ <u>103,906.60</u>	Subtotal	\$ <u>88,627.80</u>
		Previous Payments	\$ <u>84,196.41</u>
		Amount Due this Payment	\$ <u>4,431.39</u>



PAY REQUEST #2 - FINAL
2018 DOWNTOWN SANITARY SEWER IMPROVEMENTS
MOUNTAIN IRON, MINNESOTA
MI18-05

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	TOTAL AMOUNT	PAY REQUEST #1		PAY REQUEST #2 - FINAL	
						QUANTS TO DATE	TOTAL	QUANTS TO DATE	TOTAL
N/A	CLEAN SEWER PIPE	LIN. FT.	1070.0	\$ 1.70	\$ 1,819.00	\$ 838.00	\$ 1,424.60	\$ 838.00	\$ 1,424.60
N/A	TELEWISE SEWER PIPE	LIN. FT.	1070.0	\$ 1.70	\$ 1,819.00	\$ 838.00	\$ 1,424.60	\$ 838.00	\$ 1,424.60
2021.501	MOBILIZATION	LUMP SUM	1.0	\$ 19,505.80	\$ 19,505.80	\$ 1.00	\$ 19,505.80	\$ 1.00	\$ 19,505.80
2104.509	REMOVE MISC. STRUCTURES	EACH	11.0	\$ 390.90	\$ 4,299.90	\$ 11.00	\$ 4,299.90	\$ 11.00	\$ 4,299.90
2503.603	LINING SEWER PIPE (CIPP) 8"	LIN. FT.	156.0	\$ 66.70	\$ -				
2503.603	LINING SEWER PIPE (CIPP) 10"	LIN. FT.	466.0	\$ 41.80	\$ -				
2503.603	LINING SEWER PIPE (CIPP) 12"	LIN. FT.	415.0	\$ 50.80	\$ -				
2503.603	LINING SEWER PIPE (CIPP) 18"	LIN. FT.	33.0	\$ 368.30	\$ -				
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$ 560.90	\$ 560.90	\$ 1.00	\$ 560.90	\$ 1.00	\$ 560.90
ADDITIONAL/ADJUSTED ITEMS									
2503.603	LINING SEWER PIPE (CIPP) 6"	LIN. FT.	154.0	\$ 61.00	\$ 9,394.00	\$ 154.00	\$ 9,394.00	\$ 154.00	\$ 9,394.00
2503.603	LINING SEWER PIPE (CIPP) 8"	LIN. FT.	881.0	\$ 63.00	\$ 55,503.00	\$ 651.00	\$ 41,013.00	\$ 651.00	\$ 41,013.00
2503.603	LINING SEWER PIPE (CIPP) 15"	LIN. FT.	31.0	\$ 355.00	\$ 11,005.00	\$ 31.00	\$ 11,005.00	\$ 31.00	\$ 11,005.00

ORIGINAL BASE BID \$ 91,124.50 CO#1 BASE BID: \$ 103,906.60

Completed to Date	\$ 88,627.80	Completed to Date	\$ 88,627.80
Retainage	\$ 4,431.39	Retainage	\$ -
Subtotal	\$ 84,196.41	Subtotal	\$ 88,627.80
Previous Payments	\$ -	Previous Payments	\$ 84,196.41
Pay Request #1	\$ 84,196.41	Pay Request #2	\$ 4,431.39

BENCHMARK ENGINEERING, INC.



Stronger. Safer. Infrastructure.™



Insituform

580 GODDARD AVE
CHESTERFIELD, MO 63005
636 530-8621

CITY OF MOUNTAIN IRON
C/O BENCHMARK ENGINEERING, INC.
8878 MAIN STREET
MOUNTAIN IRON, MN 55768-0261

Contract : 2018 DOWNTOWN SS IMPROVEMNT
Project : MOUNTAIN IRON MN,2018 PROJECT

Please Remit Payment to :
PO BOX 674060

DALLAS, TX 75267-4060

PAGE : 1 of 1
DATE : 11/30/2018
ESTIMATE # 532700
INVOICE # 102535
JOB # 11/1/2018 - 11/30/2018
BILLING PERIOD :
FEDERAL ID. : 43-1319597

ITEM NO	DESCRIPTION OF WORK	CONTRACT		COMPLETED THIS PERIOD		COMPLETED TO DATE			
		QUANTITY	UNIT	PRICE	UNIT PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT
01	Mobilization	1	LS	19,505.80	19,505.80	1.00	19,505.80	1.00	19,505.80
02	Traffic Control	1	LS	560.90	560.90	1.00	560.90	1.00	560.90
03	8" Sewer for CIPP	156	LF	63.00	9,828.00	651.00	41,013.00	651.00	41,013.00
04	6" Sewer for CIPP	466	LF	61.00	28,426.00	154.00	9,394.00	154.00	9,394.00
05	12" Sewer for CIPP	415	LF	50.80	21,082.00	.00	0.00	.00	0.00
06	15" Sewer for CIPP	33	LF	355.00	11,715.00	31.00	11,005.00	31.00	11,005.00
07	RMV MSC STRUCT(SAW PROT TAPS)	11	EA	390.90	4,299.90	11.00	4,299.90	11.00	4,299.90
08	Clean Sanitary Sewer	1070	LF	1.70	1,819.00	838.00	1,424.60	838.00	1,424.60
09	Televise Sanitary Sewer	1070	LF	1.70	1,819.00	838.00	1,424.60	838.00	1,424.60

TOTAL CONTRACT 99,055.60

EARNED THIS PERIOD 88,627.80

EARNED TO DATE 88,627.80

Month Gross
Sales Tax
Month Retention
Month Open

88,627.80
(4,431.39)
84,196.41

Sales Tax
Less: Retainage @
Previous Estimates
Other

4,431.39

Customer #

4301040

Total Deductions from
Earned to Date

**AMOUNT DUE
THIS ESTIMATE**

84,196.41

COUNCIL LETTER 010719-VIA

ADMINISTRATION

SHARE SERVICES STUDY

DATE: January 3, 2019

FROM: Craig J. Wainio
City Administrator

Now that the Shared Services Study has been completed and has been presented to the Communities, it is recommended that the City Council adopt and recognize the study as the first step of implementation. After action by the Council, the Council should begin to contemplate the establishment of a committee tasked with implementing the plan and meeting with the City of Virginia.

COUNCIL LETTER 010719-VIB

ADMINISTRATION

RESCHEDULE MEETING

DATE: January 3, 2019

FROM: Craig J. Wainio
City Administrator

The next City Council meeting is scheduled for Martin Luther King Day so it will need to be rescheduled.

Keith Altobelli
4923 Hwy 7
Mountain Iron, MN 55768
12-26-2018

To all whom it concerns:

Please accept this as my notice of resignation and notice of early retirement from the Mountain Iron Fire Department, effective January 1, 2019. I have very much enjoyed the opportunity to serve ten plus years as a member of the department. Due to the time constraints of starting a new business, along with holding another full time job, I currently do not have the free time to dedicate to effectively serve the community as a member of the fire department. In the event that time works out again in the future, I will certainly consider reapplying for the position again.

Sincerely,


Keith Altobelli

Mountain Iron Buhl High School

Class of 2019

Dear Area Business or Organization:

As parents of the Mountain Iron-Buhl Class of 2019, we will be honoring our graduating seniors with

THE 32nd ANNUAL ALL-NIGHT CHEMICAL FREE GRADUATION PARTY!

The great success which we have achieved in the past has been made possible by your contribution. We again extend this invitation for you to participate in the rewarding project.

This provides our graduates with an alternative choice of celebration...

"A CHEMICAL FREE GRADUATION PARTY"

If you wish to make a tax deductible donation in the form of merchandise, gift certificates or cash - please contact the person listed below. Cash donations are used to purchase decorations, games, musical entertainment and prizes.

Through your donation, we all take part in the prevention of tragedies. It is truly an investment in the graduates' futures.

Thank you for helping us make this a safe and memorable night for our Graduates, your generosity will be greatly appreciated!!

THE CLASS OF 2019 APPRECIATES YOUR SUPPORT!

Thank you!

Please make checks payable to: MIB High School Grad Party

Please send donations to: MIB ALL NIGHT GRAD PARTY

C/O Craig Wainio

5498 Coral Lane

Mountain Iron, MN 55768

(218) 750-7210

To: **City of Mt. Iron**



Pictured above are the JV and Varsity players

Thank you so much for your support of our 2018 MI-B Football Team! Your donation has made a real difference in our student-athletes and Coaches experience over the past season. Because of your generosity, our teams have the equipment they need to compete and our Coaches are able to focus on their teams. Thank you for your gift!

Varsity Roster

JV Roster

#	Name	Pos	Grade
1	Hunter Weigel	WR	9
2	Asher Zubich	QB	8
3	Vincent Benkusky	WR	12
4	Jericho Peterson	RB	12
5	Braden Tiedeman	TE	9
6	Joe Buffetta	QB	12
7	Carter Martinson	C	12
8	Riley Kintner	OT	12
9	Ryan Drake	OT	9
16	Tyler Lamourea	RB	9
19	Aidan Bissonette	WR	11
21	Dillon Drake	TE	11
22	Sam Lokken	RB	8
29	Nolan Dunn	WR	9
31	Dominic Gundy	OT	9
34	Luke Madsen	TE	10
56	Alex Benkusky	OT	10
66	Jack Lind	OT	12
72	Chris Hollis	OT	12
75	Blayne Wainio	OT	8
76	Ben Lind	OT	9
80	Brody Hill	OT	9
88	Teddy Olivanti	T.O.	11

#	Name	Pos	Grade
2	Asher Zubich	QB	8
3	Colton Gallus	QB	7
4	Jackson Dunn	WR	7
5	Carlos Hernandez	WR	8
6	Sam Larson	WR	7
7	Gage Carpenter	WR	8
15	Nik Jesch	WR	8
18	A.J. Roy	WR	LB
21	Damian Tapio	HB	7
22	Sam Lokken	RB	8
23	Braylen Keith	WR	8
24	Brant Tiedeman	RB	7
24	Gage Carpenter	WR	8
28	Landon Knifel	TE	7
34	Aidan Olivanti	C	7
55	Taylor Stahl	OT	8
56	Riley Busch	C	8
66	Corey Starkey	OT	7
75	Blayne Wainio	OT	8
81	Evan Wauters	TE	8
99	Alex Schneider	OT	8

Coaches: Jeremy Jesch, Rick Busch

Head Coach: Dan Zubich

Assistant Coaches: Brian Buffetta, Eric Drake, Jeremy Jesch, Rick Busch

MI-B SCHOOL FOREST THANKS YOU



Thank you for helping make the bridge for our school forest a success. It allows students, teachers, and the community to have better access to our school forest. Without your help this project would not have been finished in a timely manner. Thank you to all the people who funded the project, donated supplies, and everyone who was involved building the bridge.

We'd like to especially thank the CCM Crew that built the bridge, St. Louis County for donating the beams, Commissioner Phillips, Gary Cerkenik, and the City of Mountain Iron for their donated time and efforts.

Julia *Carolee Martin* *Daniel Ruediger* *Kennedy Mattala*
Skylar Mattala *Nick Sano* *Jack Lind*
Mica Garay *Madison Overby* *Dillon DeLoe* *Aidan Bissore*

Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund to the MN DNR to coordinate Conservation Corps Minnesota projects that improve School Forest outdoor classrooms.

Kristen Busch
Co-advisor

Louis Parenteau
Co. Advisor

Craig Wainio

From: Kelsey Schumm <kelsey.schumm@mrwa.com>
Sent: Thursday, December 13, 2018 2:39 PM
To: Craig Wainio
Subject: Thank You for being a host city!

Mayor Gary Skalko
City of Mountain Iron

Mayor Skalko,

The Minnesota Rural Water Association would like to thank you and the Mountain Iron City Council for allowing us to sponsor training sessions on December 5, 2018 in your community. There were 72 people in attendance at the *Safe Drinking Water Act* training.

We would like to express our appreciation to the city staff for all their help in preparing for this training session. Thanks for your hospitality and for your great dedication to the water and wastewater industry!

Sincerely,

Teri Osterman

Minnesota Rural Water Trainer

and

Kelsey Schumm

Administrative Assistant

Minnesota Rural Water Association

217 12th Ave SE

Elbow Lake, MN 56531

(800)367-6792

(218)685-5197

