



Mountain Iron City Council Meeting

MONDAY, JANUARY 6, 2020

6:30 P.M.

MOUNTAIN IRON COMMUNITY CENTER

MOUNTAIN IRON ROOM

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, JANUARY 6, 2020 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the December 16, 2019, Committee of the Whole (#1)
 - B. Minutes of the December 16, 2019, Regular Meeting (#2-11)
 - C. Receipts
 - D. Bills and Payroll
 - E. Communications
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. Reorganization and Appointments (#12-16)
 - B. City Administrator's Report
 - 1. Pay Equity Report (#17-22)
 - C. Director of Public Works Report
 - 1. Authorization to Purchase Plow (#23)
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Request for Donation of Fire Truck (#24)
 - B. Request to Serve Alcohol (#25)
 - C. Reschedule Next Meeting (#26)
- VII. Communications (#27)
- VIII. Announcements
- IX. Adjourn

Page Number in Packet
*Enclosed

MINUTES
MOUNTAIN IRON CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING
DECEMBER 16, 2019

Mayor Skalko called the City Council meeting to order at 5:43p.m. with the following members present: Councilor Alan Stanaway, Julie Buria, Steve Skogman, and Mayor Gary Skalko. Also present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Margaret Ratai and Margaret Soyring, Public Health and Safety Board Members. Absent members: Councilor Joe Prebeg Jr.

Discussed the Service Planning Committee Report, reviewed process used, moving forward with information presented.

At 6:05p.m., Skalko adjourned the meeting.

Submitted by:

Craig J. Wainio
City Administrator

www.mtniron.com

MINUTES
MOUNTAIN IRON CITY COUNCIL
December 16, 2019

Mayor Skalko called the City Council meeting to order at 6:32p.m. with the following members present: Councilor Alan Stanaway, Julie Buria, Steve Skogman, and Mayor Gary Skalko. Also present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Anna Amundson, Library Director/Special Events Coordinator; Amanda Inmon, Municipal Services Secretary; Al Johnson, City Engineer; Bryan Lindsay, City Attorney; and SGT Backman, Sheriff's Department. Absent members: Councilor Joe Prebeg Jr.

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

1. Approve the minutes of the December 2, 2019, 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 \$171,465.91 (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 \$453,357.14 (a list is attached and made a part of these minutes).

The motion carried with Councilor Prebeg absent.

Public Forum:

- No one spoke during the forum

The Mayor reported on the following:

- Recent events brought to attention-President Trump's Executive Order-States and Counties determine if immigrants can come into the State-County Commissioners vote on allowing immigrants into St. Louis County

City Administrator:

- Next meeting Pay Equity Act Compliance for City Council approval

Director of Public Works:

- Recent power outage affecting several houses on Mud lake Road
- Water-main break on Grant Street near the Wastewater Treatment Plant

Library Director/Special Events Director:

- Merritt Day's Committee Meeting, Wednesday @ 6:00pm at the MIB High school Commons area
- Arrowhead Library Service
 - Received Grant for Infant Play Date
- Library Board position open, applications due by December 24th at 11:30am to City Hall

Sheriff's Department:

- No formal report

City Engineer:

- Instituform looking to start slip-lining downtown Mountain Iron, January – February 2020

City Attorney:

- No formal report

It was moved by Skogman and seconded by Stanaway to adopt Resolution #20-19; Authorizing proceeding with recommendations identified from the Fire Department Service Planning Committee (a copy is attached and made a part of these minutes). The motion carried with Councilor Prebeg absent.

It was moved by Skogman and seconded by Buria to adopt Resolution #21-19; Authorizing the application of a Fire Department Service Planning Grant with the State of Minnesota, (a copy is attached and made a part of these minutes). The motion carried with Councilor Prebeg absent.

It was moved by Stanaway and seconded by Skogman to adopt Resolution #22-19; Guaranteeing ongoing Maintenance, (a copy is attached and made a part of these minutes). The motion carried with Councilor Prebeg absent.

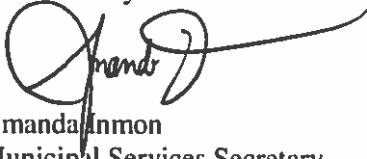
It was moved by Skalko and seconded by Skogman to adopt Resolution #23-19; Authorizing the Abidance of the Respect Minnesota Pledge by the City of Mountain Iron City Council, (a copy is attached and made a part of these minutes). The motion carried with Councilor Prebeg absent.

It was moved by Skogman and seconded by Stanaway to authorize Jeff & Greg Properties, Inc., DBA: B. G.'s Bar & Grill to serve alcohol at the Dinner Theater event, scheduled for December 30, 2019 and December 31, 2019 at the Mountain Iron Community Center. The motion carried with Councilor Prebeg absent.

It was moved by Skogman and seconded by Stanaway to have the City Attorney, Bryan Lindsay, look into the issues regarding the City's Solar Farm project which is a cooperate effort with the City of Virginia The motion carried with Councilor Prebeg absent.

At 7:15p.m., it was moved by Skalko and seconded by Buria that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communications:

1. City of Mountain Iron Offices and Mountain Iron Library closed Christmas Eve at 11:30am and all day Christmas Day, as well as New Year's Eve at 11:30 and all day New Year's Day in observance of the Christmas and New Year's Holidays.
2. "Bell Ringing," season is upon us, go to Salvation Army's website to sign up to be a "Bell Ringer," throughout the holiday season at certain area locations. www.registertoring.com

Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	700.00
BUILDING RENTALS	COMMUNITY CENTER	1,275.00
BUILDING RENTALS	NICHOLS HALL	95.00
BUILDING RENTALS	SENIOR CENTER	25.00
CD INTEREST	CD INTEREST 101	1,181.42
CD INTEREST	CD INTEREST 378	533.55
CD INTEREST	CD INTEREST 602	57.17
CD INTEREST	CD INTEREST 603	114.33
CD INTEREST	CD INTEREST601	19.06
COPIES	COPIES	24.00
FINES	CRIMINAL	273.31
LICENSES	CIGARETTE	100.00
LICENSES	LIQUOR	180.00
METER DEPOSITS	ELECTRIC	850.00
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	3,498.81
MISCELLANEOUS	DELTA DENTAL PAYABLE	193.70
MISCELLANEOUS	DUE FROM TRI-CITY BIO-FUND 101	1,318.18
MISCELLANEOUS	FIRE DEPT-MISC INCOME	1,200.00
MISCELLANEOUS	MISC. - GENERAL	4,025.00
MISCELLANEOUS	REIMBURSEMENTS	1.00
MISCELLANEOUS	SPECIAL EVENT PROCEEDS	1,300.00
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	49.44
PERMITS	BUILDING	7,836.15
UTILITY	UTILITY	146,605.79
Grand Totals:		171,465.91

Report Criteria:

Report type: Summary

Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/16/2019	154070	130011	UNITED STATES POSTAL SERVICE	601-20200	428.12
12/19	12/18/2019	154071	10056	A T & T MOBILITY	101-20200	1,582.41
12/19	12/18/2019	154072	1187	AMBER BERG	604-20200	342.74
12/19	12/18/2019	154073	130017	AMERICAN BANK	101-20200	592.83
12/19	12/18/2019	154074	10075	AMERIPRIDE SERVICES	602-20200	117.42
12/19	12/18/2019	154075	10006	ANDERSON AUTO CENTER (DBA)	101-20200	1,719.47
12/19	12/18/2019	154076	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	2.50
12/19	12/18/2019	154077	20022	BENCHMARK ENGINEERING INC	301-20200	2,850.00
12/19	12/18/2019	154078	1244	BOB BROWN	101-20200	100.00
12/19	12/18/2019	154079	30055	BTAC ACQUISITION CORP.	101-20200	749.29
12/19	12/18/2019	154080	30035	C & B WAREHOUSE DISTR INC	603-20200	430.02
12/19	12/18/2019	154081	30084	CARDMEMBER SERVICE	603-20200	5,959.50
12/19	12/18/2019	154082	170001	CENTURY LINK	101-20200	262.29
12/19	12/18/2019	154083	220003	CITY OF VIRGINIA	101-20200	49.44
12/19	12/18/2019	154084	30072	COMPUTER WORLD	101-20200	5,614.11
12/19	12/18/2019	154085	1901024	CTC	101-20200	510.54
12/19	12/18/2019	154086	1186	DANIELLE POIERIER	604-20200	26.62
12/19	12/18/2019	154087	60050	EARL F ANDERSEN	101-20200	556.30
12/19	12/18/2019	154088	50048	ENERGY INSIGHT INC	604-20200	1,310.64
12/19	12/18/2019	154089	50049	ESSENTIA HEALTH	601-20200	150.00
12/19	12/18/2019	154090	60062	F.I.R.E. (DBA)	101-20200	900.00
12/19	12/18/2019	154091	60029	FERGUSON ENTERPRISES INC	602-20200	764.19
12/19	12/18/2019	154092	70051	GREATER MN PARKS & TRAILS	101-20200	150.00
12/19	12/18/2019	154093	80001	HILLYARD/HUTCHINSON	101-20200	904.18
12/19	12/18/2019	154094	128	HOLY SPIRIT CATHOLIC CHURCH	101-20200	200.00
12/19	12/18/2019	154095	130036	ISD #712	301-20200	2,525.21
12/19	12/18/2019	154096	30023	J P COOKE COMPANY	101-20200	61.50
12/19	12/18/2019	154097	130164	JEFF MARKS	604-20200	28.03
12/19	12/18/2019	154098	379	KRISTIN FARLEY	101-20200	200.00
12/19	12/18/2019	154099	120006	L & M SUPPLY	101-20200	871.40
12/19	12/18/2019	154100	120002	LAWSON PRODUCTS INC	602-20200	432.44
12/19	12/18/2019	154101	130030	MACQUEEN EQUIPMENT	101-20200	169.00
12/19	12/18/2019	154102	130041	MESABI BITUMINOUS	301-20200	31,000.00
12/19	12/18/2019	154103	130004	MESABI DAILY NEWS	101-20200	220.96
12/19	12/18/2019	154104	130026	MESABI SIGN COMPANY	101-20200	220.40
12/19	12/18/2019	154105	130039	MINNESOTA DEPT OF COMMERCE	604-20200	563.19
12/19	12/18/2019	154106	140026	MINNESOTA ENERGY RESOURCES	602-20200	3,625.76
12/19	12/18/2019	154107	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	700.00
12/19	12/18/2019	154108	130009	MINNESOTA POWER (ALLETE INC)	604-20200	117,987.24
12/19	12/18/2019	154109	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	464.17
12/19	12/18/2019	154110	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	12,980.21
12/19	12/18/2019	154111	30001	NAPA AUTO PARTS	101-20200	444.89
12/19	12/18/2019	154112	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	99,924.50
12/19	12/18/2019	154113	150023	OSI ENVIRONMENTAL INC	101-20200	185.00
12/19	12/18/2019	154114	160066	PACE ANALYTICAL SERVICES, LLC	601-20200	634.50
12/19	12/18/2019	154115	200021	PAULSON LAW OFFICE, LTD.	301-20200	82.50
12/19	12/18/2019	154116	170007	QUILL CORPORATION	101-20200	497.35
12/19	12/18/2019	154117	180004	RANGE COOPERATIVES	604-20200	17.00
12/19	12/18/2019	154118	539	RHONDA GABRIELSON	101-20200	100.00
12/19	12/18/2019	154119	1188	SAM KOCH	604-20200	90.50
12/19	12/18/2019	154120	1901026	SCOTT NOVAK	604-20200	49.98
12/19	12/18/2019	154121	1189	SHANIA GRAYSON	604-20200	172.47
12/19	12/18/2019	154122	693	SHAWN GOERDT	101-20200	200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/18/2019	154123	230028	SLIPSTREAM	604-20200	466.06
12/19	12/18/2019	154124	190002	ST LOUIS COUNTY AUDITOR	101-20200	116.00
12/19	12/18/2019	154125	190039	ST LOUIS COUNTY REGISTRAR OFFICE	101-20200	46.00
12/19	12/18/2019	154126	190054	ST LUKES CLINICS	101-20200	361.00
12/19	12/18/2019	154127	190033	STAR TRIBUNE	101-20200	131.95
12/19	12/18/2019	154128	190001	STATION AUTOMATION INC.	101-20200	1,136.00
12/19	12/18/2019	154129	5007	SUN LIFE FINANCIAL	602-20200	887.83
12/19	12/18/2019	154130	200020	THE TRENTI LAW FIRM	101-20200	3,048.20
12/19	12/18/2019	154131	180026	TIMOTHY D BROOKS	301-20200	19,864.39
12/19	12/18/2019	154132	210001	UNITED ELECTRIC COMPANY	604-20200	1,867.30
12/19	12/18/2019	154133	220014	VIKING INDUSTRIAL NORTH	602-20200	478.44
12/19	12/18/2019	154134	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	47,356.40
12/19	12/18/2019	154135	220020	VISA OR AMERICAN BANK CC PMT	101-20200	3,389.23
12/19	12/18/2019	154136	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	4,881.25
12/19	12/18/2019	154137	240001	XEROX CORPORATION	101-20200	722.86
Grand Totals:						385,473.72
PP-Ending 12/13						<u>67,883.42</u>
TOTAL EXPENDITURES						<u>\$453,357.14</u>



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"
PHONE: 218-748-7570 ▪ FAX: 218-748-7573 ▪ www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

RESOLUTION NUMBER 20-19

AUTHORIZING PROCEEDING WITH RECOMENDATIONS IDENTIFIED FROM THE FIRE DEPARTMENT SERVICE PLANNING COMMITTEE

WHEREAS, the City of Mountain Iron provides fire protection services to the citizens of the City and surrounding cities and townships; and

WHEREAS, the City of Mountain Iron and the City of Virginia have held formal discussions regarding the possibilities of shared services since 2018; and

WHEREAS, the City Councils of Mountain Iron and Virginia have accepted the report of the feasibility study regarding shared services prepared by McGrath Consulting, Inc; and

WHEREAS, the Cities jointly created and formally recognized a committee to study fire department shared service with representation from the City of Mountain Iron and City of Virginia; and

WHEREAS, the Service Planning Committee determined at their meeting held on December 2, 2019 to recommend to their respective Councils to proceed with working towards the goal of a full merger; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron hereby agrees to move forward with the Fire Department Service Planning Committee recommendation of working towards the goal of a full merger of the Fire Departments of Mountain Iron and Virginia.

DULY ADOPTED BY THE CITY COUNCIL THIS 16TH DAY OF DECEMBER, 2019.

ATTEST:

City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 21-19

AUTHORIZING THE APPLICATION OF A FIRE DEPARTMENT SERVICE PLANNING GRANT WITH THE STATE OF MINNESOTA

WHEREAS, the City of Mountain Iron and the City of Virginia authorized and requested a "Planning Study" to be partially funded through the State of Minnesota; and

WHEREAS, the Cities received the results of the feasibility study regarding shared services prepared by McGrath Consulting, Inc at a Public Meeting between the municipalities held on November 26, 2018; and

WHEREAS, the Cities jointly created and formally recognized a committee to move forward with the recommendations of the shared services study; and

WHEREAS, on December 16, 2019 the results of the Shared Services Committee have been shared and supported with the Mountain Iron City Council; and

WHEREAS, on December 16, 2019 the City of Mountain Iron has decided to move forward with results of the Committee to implement their findings; and

WHEREAS, the State of Minnesota has offered Fire Department Service Planning Grants for fiscal year 2020/2021, and application for the Fire Department Service Planning Grant is due no later than December, 31, 2019; and

WHEREAS, the Committee has identified \$75,000 of expenses as part of implementing shared services and the respective communities recognize 15% match is required.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron authorizes the application for a Service Planning Grant to assist with the implementation of shared services study.

DULY ADOPTED BY THE CITY COUNCIL THIS 16TH DAY OF DECEMBER, 2019.

ATTEST:

City Administrator



Mayor Gary Skalko



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RESOLUTION NUMBER 22-19

GUARANTEEING ONGOING MAINTENANCE

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: City of Mountain Iron is the sponsoring agency for the transportation alternatives project identified as the Parkville Trail Link.

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF DECEMBER, 2019.

ATTEST:



City Administrator

Mayor Gary Skalko



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RESOLUTION NUMBER 23-19

AUTHORIZING THE ABIDANCE OF THE RESPECT MINNESOTA PLEDGE BY THE CITY OF MOUNTAIN IRON COUNCIL

WHEREAS, Mayor Gary Skalko has signed a resolution of support for said pledge in accordance with the Respect Minnesota movement; and,

WHEREAS, as a result the City of Mountain Iron will abide by the Respect Minnesota pledge including the individuals, businesses, nonprofits and organizations that reside in the boundaries of City of Mountain Iron; and,

WHEREAS, the City of Mountain Iron will support free speech and a safe environment for everyone; and,

WHEREAS, the City of Mountain Iron will listen, be inclusive and look for common ground; and,

WHEREAS, the City of Mountain Iron will respect others, our natural environment, and local communities; and,

WHEREAS, the City of Mountain Iron will respect the cultural heritage and history of the indigenous people; and,

WHEREAS, the City of Mountain Iron will be accountable for their words and actions and abide by the law.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that the City Council of the City of Mountain Iron hereby supports the Respect Minnesota pledge.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF DECEMBER, 2019.

ATTEST:

City Administrator

Mayor Gary Skalko

COUNCIL LETTER 010620-IVA1

MAYOR GARY SKALKO

REORGANIZATION

DATE: January 2, 2020

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 – Joe Prebeg
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. Morgan Stanley
 - i. Northland Securities
 - j. First National Bank of Buhl
 - k. Federal Home Loan Bank

COUNCIL LETTER 010620-IVA1

GARY SKALKO

COMMISSION APPOINTMENTS

DATE: January 2, 2020
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. Tim Johnston (reappointment)
 - b. Stephen Erickson (reappointment)
 - 2) Utility Advisory Board (3 year term)
 - a. Sue Tuomela (reappointment)
 - 3) Parks & Recreation Board (3 year term)
 - a. Tara LaMourea (reappointment)
 - b. John Loeffen (New)
 - 4) Economic Development Authority (5 year term)
 - a. Andrea Wilson (reappointment)
 - 5) Library Board (3 year term)
 - a. Peggy Anderson (reappointment)
 - 6) Public Safety and Health Board (3 year term)
 - a. Alan Stanaway (reappointment)
 - b. Margaret Soyring



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

December 31, 2019

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

Re: 2020 Municipal Engineering Services
City of Mountain Iron

Dear Mr. Wainio,

Benchmark Engineering, Inc. would like to thank you for the opportunity to provide service to the City of Mountain Iron as 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 2020 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 2020, 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 of 2018, a licensed Surveyor in the spring of 2019, and another engineer in the fall of 2019.

We look forward to working with you, the City Council and City Staff on your 2020 projects. If you have any questions, or need additional information, please do not hesitate to contact us.

Sincerely,
Benchmark Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Alan Johnson', with a long horizontal flourish extending to the right.

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

2020 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 Equipment)	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:

Soils & Material Testing	Direct Cost
Wetland Delineations	
Outside Consulting Fees for Acquisition of Alternative Funding	

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### The following items will be provided at No Charge

- Assistance with cost estimates & grant applications for various funding sources, such as:  
UDSA, 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, 2020\*\*

**COUNCIL LETTER 010620-IVB1**

**CITY ADMINISTRATOR**

**PAY EQUITY REPORT**

**DATE:** January 2, 2020

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

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By law the City is required to submit a Pay Equity Report to the State every three years. This report is required in order to assure that there are no differences in pay between male and female employees for similar positions. Enclosed is the report for your review. The City is in compliance with the Pay Equity law.

It is recommended that the City Council adopt the Pay Equity Report as presented so it may be submitted to the State.

**Compliance Report**

Jurisdiction: Mountain Iron  
 8586 Enterprise Drive South  
 Mountain Iron MN 55768

Report Year: 2020  
 Case: 1 - 2020 Data (Private (Jur Only))

Contact: Craig Wainio Phone: (218) 748-7570 E-Mail: cwainio@ci.mountain-iron.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

**I. GENERAL JOB CLASS INFORMATION**

|                                      | Male<br>Classes | Female<br>Classes | Balanced<br>Classes | All Job<br>Classes |
|--------------------------------------|-----------------|-------------------|---------------------|--------------------|
| # Job Classes                        | 11              | 5                 | 0                   | 16                 |
| # Employees                          | 17              | 5                 | 0                   | 22                 |
| Avg. Max Monthly<br>Pay per employee | 5,163.30        | 4,614.75          |                     | 5,038.63           |

**II. STATISTICAL ANALYSIS TEST**

**A. Underpayment Ratio = 113.64 \***

|                                                  | Male<br>Classes | Female<br>Classes |
|--------------------------------------------------|-----------------|-------------------|
| a. # At or above Predicted Pay                   | 6               | 3                 |
| b. # Below Predicted Pay                         | 5               | 2                 |
| c. TOTAL                                         | 11              | 5                 |
| d. % Below Predicted Pay<br>(b divided by c = d) | 45.45           | 40.00             |

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

|                              |                    |
|------------------------------|--------------------|
| Degrees of Freedom (DF) = 20 | Value of T = 0.885 |
|------------------------------|--------------------|

- a. Avg. diff. in pay from predicted pay for male jobs = (\$10)
- b. Avg. diff. in pay from predicted pay for female jobs = (\$58)

**III. SALARY RANGE TEST = 0.00 (Result is A divided by B)**

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)**

- A. % of male classes receiving ESP 63.64 \*
- B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)

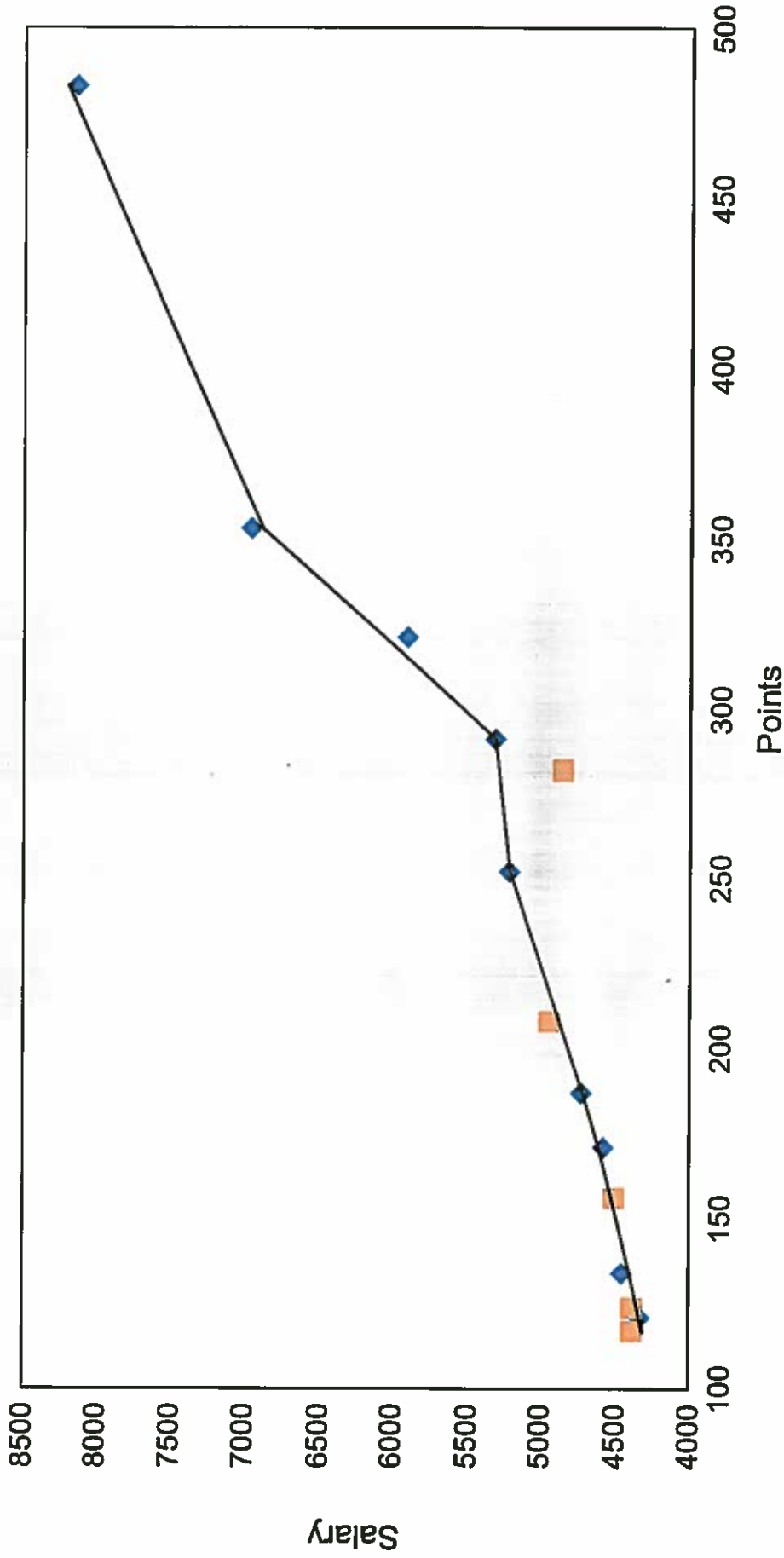
Job Class Data Entry Verification List

Case: 2020 Data

| Job Nbr | Class Title               | Nbr Males | Nbr Females | Class Type | Jobs Points | Min Mo Salary | Max Mo Salary | Yrs to Max Salary | Yrs of Service | Exceptional Service Pay |
|---------|---------------------------|-----------|-------------|------------|-------------|---------------|---------------|-------------------|----------------|-------------------------|
| 2       | Assistant Librarian       | 0         | 1           | F          | 117         | \$4,385.33    | \$4,385.33    | 0.00              | 5.00           |                         |
| 3       | Labor                     | 3         | 0           | M          | 121         | \$4,331.52    | \$4,331.52    | 0.00              | 5.00           |                         |
| 1       | Secretary                 | 0         | 1           | F          | 124         | \$4,385.25    | \$4,385.25    | 0.00              | 1.00           |                         |
| 4       | Building Maintenance      | 1         | 0           | M          | 134         | \$4,452.85    | \$4,452.85    | 0.00              | 18.00          | Longevity               |
| 5       | Operator                  | 3         | 0           | M          | 156         | \$4,506.58    | \$4,506.58    | 0.00              | 23.00          | Longevity               |
| 7       | Accounting Technician     | 0         | 1           | F          | 156         | \$4,506.58    | \$4,506.58    | 0.00              | 3.00           |                         |
| 6       | WWTP Operator             | 1         | 0           | M          | 171         | \$4,579.38    | \$4,579.38    | 0.00              | 2.00           |                         |
| 16      | Lead Parks and Rec        | 1         | 0           | M          | 187         | \$4,728.44    | \$4,728.44    | 0.00              | 19.00          | Longevity               |
| 8       | Municipal Services Secret | 0         | 1           | F          | 208         | \$4,943.37    | \$4,943.37    | 0.00              | 3.00           |                         |
| 9       | Lead Public Works         | 1         | 0           | M          | 252         | \$5,217.23    | \$5,217.23    | 0.00              | 19.00          | Longevity               |
| 11      | Librarian                 | 0         | 1           | F          | 282         | \$4,853.24    | \$4,853.24    | 0.00              | 1.00           |                         |
| 13      | Lead WWTP Operator        | 1         | 0           | M          | 291         | \$5,314.30    | \$5,314.30    | 0.00              | 6.00           |                         |
| 15      | Journeyman Lineman        | 3         | 0           | M          | 291         | \$5,314.30    | \$5,314.30    | 0.00              | 8.00           |                         |
| 14      | Lead Jounmeyman Linem:    | 1         | 0           | M          | 321         | \$5,910.55    | \$5,910.55    | 0.00              | 10.00          | Longevity               |
| 10      | Director of Public Works  | 1         | 0           | M          | 353         | \$6,966.13    | \$6,966.13    | 0.00              | 15.00          | Longevity               |
| 12      | City Administrator        | 1         | 0           | M          | 483         | \$8,149.98    | \$8,149.98    | 0.00              | 22.00          | Longevity               |

Job Number Count: 16

Predicted Pay Report for Mountain Iron  
Case : 2020 Data



Legend:

- Male Jobs (Blue Diamond)
- Female Jobs (Orange Square)
- Balanced Jobs (Green Circle)
- Predicted Pay (Black Line)
- Line Continuation (Min) (Dashed Line)
- Line Continuation (Max) (Dotted Line)

Predicted Pay Report for Mountain Iron  
Case : 2020 Data

| Job Nbr | Job Title                    | Nbr Males | Nbr Females | Total Nbr | Job Type | Job Points | Max Mo Salary | Predicted Pay | Pay Difference |
|---------|------------------------------|-----------|-------------|-----------|----------|------------|---------------|---------------|----------------|
| 2       | Assistant Librarian          | 0         | 1           | 1         | Female   | 117        | \$4,385.33    | \$4,312.75    | \$72.58        |
| 3       | Labor                        | 3         | 0           | 3         | Male     | 121        | \$4,331.52    | \$4,334.33    | (\$2.81)       |
| 1       | Secretary                    | 0         | 1           | 1         | Female   | 124        | \$4,385.25    | \$4,350.57    | \$34.68        |
| 4       | Building Maintenance         | 1         | 0           | 1         | Male     | 134        | \$4,452.85    | \$4,404.62    | \$48.23        |
| 5       | Operator                     | 3         | 0           | 3         | Male     | 156        | \$4,506.58    | \$4,523.72    | (\$17.14)      |
| 7       | Accounting Technician        | 0         | 1           | 1         | Female   | 156        | \$4,506.58    | \$4,523.72    | (\$17.14)      |
| 6       | WWTP Operator                | 1         | 0           | 1         | Male     | 171        | \$4,579.38    | \$4,605.44    | (\$26.06)      |
| 16      | Lead Parks and Rec           | 1         | 0           | 1         | Male     | 187        | \$4,728.44    | \$4,715.84    | \$12.60        |
| 8       | Municipal Services Secretary | 0         | 1           | 1         | Female   | 208        | \$4,943.37    | \$4,884.92    | \$58.45        |
| 9       | Lead Public Works            | 1         | 0           | 1         | Male     | 252        | \$5,217.23    | \$5,217.23    | \$0.00         |
| 11      | Librarian                    | 0         | 1           | 1         | Female   | 282        | \$4,853.24    | \$5,291.89    | (\$438.65)     |
| 13      | Lead WWTP Operator           | 1         | 0           | 1         | Male     | 291        | \$5,314.30    | \$5,314.30    | \$0.00         |
| 15      | Journeyman Lineman           | 3         | 0           | 3         | Male     | 291        | \$5,314.30    | \$5,314.30    | \$0.00         |
| 14      | Lead Journeyman Lineman      | 1         | 0           | 1         | Male     | 321        | \$5,910.55    | \$6,066.51    | (\$155.96)     |
| 10      | Director of Public Works     | 1         | 0           | 1         | Male     | 353        | \$6,966.13    | \$6,890.68    | \$75.45        |
| 12      | City Administrator           | 1         | 0           | 1         | Male     | 483        | \$8,149.98    | \$8,221.96    | (\$71.98)      |

Job Number Count: 16

**\* DRAFT COPY \***

**Part A: Jurisdiction Identification**

Jurisdiction: Mountain Iron  
8586 Enterprise Drive South

Jurisdiction Type: City

Mountain Iron MN 55768

Contact: Craig Wainio Phone: (218) 748-7570 E-Mail: cwainio@ci.mountain-iron.mn.us

**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

8586 Enterprise Drive South

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Mountain Iron City Council

(governing body)

Gary Skalko

(chief elected official)

Mayor

(title)

**Part C: Total Payroll**

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:



# Z/TECH

8425 Enterprise Dr. N.  
Virginia, MN 55792  
(218) 741-7438

|                                                                 |           |                  |            |                 |                      |
|-----------------------------------------------------------------|-----------|------------------|------------|-----------------|----------------------|
| Customer's Order No.                                            |           | Quote For: Date  |            | Dec 23 2019     |                      |
| Name                                                            |           | City of Mt. Iron |            |                 |                      |
| Address                                                         |           |                  |            |                 |                      |
|                                                                 |           |                  |            |                 | Phone:               |
| SOLD BY                                                         | CASH      | C.O.D.           | CHARGE     | ON ACCT.        | MDSE. RETD. PAID OUT |
| QUAN.                                                           |           | DESCRIPTION      |            | PRICE           | AMOUNT               |
| 1                                                               | 9'2" Bass | V-XT Flow        |            |                 |                      |
|                                                                 |           | Municipal Disc.  |            |                 | \$6400.00            |
|                                                                 |           |                  |            | - \$320.        | 320.00               |
|                                                                 |           |                  |            |                 | \$6080.00            |
| 1                                                               | Snow Flap | Option           | Don't want |                 |                      |
| 1                                                               | Assembly  | Install          |            |                 | \$650.00             |
|                                                                 |           |                  |            |                 | \$6730.00            |
|                                                                 |           |                  |            |                 | 2020 F-350           |
| All claims and returned goods MUST be accompanied by this bill. |           |                  |            |                 | TAX                  |
| 005817                                                          |           | Received By      |            | TOTAL \$6730.00 |                      |

VD/EJA Inc., Caldwell, ID 83805 • Call Toll Free 1-800-635-9281 • Item No. 7777

Thank You



**EVERGREEN FIRE DEPARTMENT  
10233 HWY 65  
Britt, MN 55710**

December 17, 2019

Gerry Knapper  
Mt. Iron Fire Department - Chief  
Mt. Iron, MN

Re: Donation of Mt. Iron's Engine 188 to Evergreen Fire Department

Chief Knapper:

This letter is in response to the possible donation of Mt. Iron's Engine 188 to Evergreen Fire Department (EFD). EFD is grateful you for consideration in this donation.

EFD is currently relying on one, 1984 Mac pumper to provide primary coverage for our community. While our engine has been well maintained and is operational, I cannot ignore the fact that it is nearly 36 years old. I believe it is time to acquire a newer piece of equipment, before mechanical issues become too expensive for our department to manage. If we are selected to receive the donation of Engine 188 from Mr. Iron, we will not only have a second engine in our hall, but also a much more reliable engine to help us protect our community.

Thank you for your generosity in considering EFD in this donation.

Sincerely,

A handwritten signature in black ink, appearing to read "Cory Vandervort". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Cory Vandervort  
Fire Chief/ President  
Evergreen Fire Department  
218-969-6654  
cvandy21@gmail.com

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*Mt. Iron · Virginia, Minnesota*  
5478 Mountain Iron Dr. Virginia, MN 55792

Phone: 218-741-8681. Fax: 218-741-3027. Email: [info@sawmillsaloonrestaurant.com](mailto:info@sawmillsaloonrestaurant.com)

December 19, 2019

City of Mountain Iron  
8586 South Enterprise Drive  
Mountain Iron, MN 55768

City of Mountain Iron,

Sundberg Enterprises, LLC dba The Sawmill Saloon and Restaurant is requesting permission to serve alcohol at the following upcoming event: Januray 25, 2020 (L & M Christmas Party). The event is being held at the Mountain Iron Community Center.

Copies of our liquor liability insurance and our catering permit are on file with the City Offices.

Any questions, I can be reached at 218.741.8681 or 218.391.3147.

Thank you,

Chad Nesselroad, Banquet Manager  
Sundberg Enterprises, LLC  
Dbas: Sawmill Saloon & Restaurant

**COUNCIL LETTER 010620-VIC**  
**ADMINISTRATION**  
**RESCHEDULE MEETING**

**DATE:** January 2, 2020  
**FROM:** Craig J. Wainio  
City Administrator

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

# **Mountain Iron**

## **Wellhead Protection**

Wellhead Protection Area (WHPA) is the Minnesota Department of Health (MDH) approved surface and subsurface area surrounding a public water supply well or well field that supplies a public water system, through which contaminants are likely to move toward and reach the well or well field.

The City of Mountain Iron's Wellhead Protection Plan is designed to protect the groundwater aquifer that supply the Mountain Iron municipal drinking water wells. Wellhead protection is a way to prevent drinking water from becoming polluted by identifying potential sources of contamination in the area which supplies water to a public well and managing the identified potential sources of contamination. Potential sources of pollution can include:

- wells that haven't been properly sealed.
- Poorly-maintained septic systems.
- Improper disposal of household hazardous wastes.
- Overuse of fertilizers and pesticides.
- Leaking storage tanks.
- Unreported spills and illegal dumping.
- Contaminated stormwater runoff.

The ultimate goal of this plan is help ensure that Mountain Iron continues to provide its residents with a safe and abundant supply of clean drinking water for generations to come

The water supply for the City of Mountain Iron public water supply wells generally comes from the Biwabik Iron Formation, which is approximately 650 feet thick. It is generally understood that the Mountain Iron wells obtain groundwater from the Upper Cherty Member of the Biwabik Iron Formation, which is approximately 160feet thick.

A copy of Mountain Iron's Wellhead Protection both Part I and Part II are available our webpage [mtniron.com](http://mtniron.com).