



**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**WEDNESDAY, FEBRUARY 17, 2021**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
IROQUOIS ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
IROQUOIS ROOM  
WEDNESDAY, FEBRUARY 17, 2021 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
  - A. Minutes of the February 1, 2021, Regular Meeting (#1-6)
  - B. Receipts
  - C. Bills and Payroll
  - D. Communications
- IV. Public Forum
- V. Committee and Staff Reports
  - A. Mayor's Report
  - B. City Administrator's Report
  - C. Director of Public Works' Report
  - D. Library Director/Special Events Coordinator's Report (#7)
  - E. Sheriff's Department Report
  - F. City Attorney's Report
  - G. City Engineer's Report
    - 1. Pay Request Number 1 – Filter Replacement (#8-9)
  - H. Fire Department's Report
    - 1. New Firefighter (#10)
  - I. Liaison Reports
- VI. Unfinished Business
  - A. NE Minnesota Mine Tour (#11-13)
  - B. Mountain Manor Update (#14)
- VII. New Business
  - A. Proposal (#15-16)
  - B. Joint Meeting (#17)
  - C. City Board/Commission/Authority Member Recognition (#17)
  - D. Schedule LBEA Meeting (#18-20)
- VIII. Communications
- IX. Announcements
- X. Adjourn

# Page Number in Packet  
\*Enclosed

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
February 1, 2021

Mayor Anderson called the City Council meeting to order at 6:32p.m. with the following members present: Councilor Steve Skogman, Joe Prebeg Jr., Ed Roskoski, and Mayor Peggy Anderson. 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; and SGT Kevin Friebe, Sheriff's Department. Absent members: Julie Buria.

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

1. Approve the minutes of the January 19, 2021, 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 January 16-31, totaling \$97,875.20 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period January 16-31, totaling \$230,716.41 (a list is attached and made a part of these minutes).

**To amend the January 19, 2021 City Council minutes, to include "At 8:09pm, it was moved by Prebeg and seconded by Skogman that the meeting be adjourned."** The motion carried with Councilor Buria absent.

**Public Forum:**

- Beth Pierce, Iron Range Tourism, in collaboration with Megan Christianson, Visit Grand Rapids and Sara Carling, CEDA (Community & Economic Development Associates), presented a NE Regional Mine Tour power-point presentation.
  - Mine Tour is promoting the Iron Range and upper Minnesota communities, roughly 22 communities, promotion for tourism and attract new visitors.
  - The goal would be to generate positive economic impact through travel and tourism while highlighting interesting geological sites that contain history and culture of the NE Minnesota area.
  - Asking for possible monetary donations as well as a letter of community support to help with the startup of this plan/project.

**The Mayor reported on the following:**

- Meeting US Steel/MINTAC representatives – no plans to permanently close Parkville road or 169 to Kinross, or to buy properties in the downtown Mountain Iron, Parkville, Kinross
  - Due to road being blocked, weekly blasting schedule sent to City Hall
  - Blasting schedule to be posted on City Facebook and Website
  - For concerns or questions regarding blasting, or to report an exceptional or forceful shaking/tremors or aftershock call 749-7299 – 24 hours
    - Please have day, date and time before calling

City Administrator:

- EDA completed Grant Program for the Liquor License Renewal Emergency Funding, checks sent to those applicants who applied

Director of Public Works:

- 2 Water line breaks simultaneously in South Grove – both isolated and fixed that day
- Water Plant filter project started recently and is underway
- Well Project started recently

Library Director/Special Events Coordinator:

- Winter Reading program, Monday, January 4<sup>th</sup> – Friday, February 26<sup>th</sup>
- It is “National Library Lovers month,” and “I Love to Read” month
- Blind date with a book or movie

Sheriff’s Department:

- No formal report

City Engineer:

- Water plant filter replacement project under construction, demo in full swing
- Well project will have more activity as the weather warms up

Liaison:

- No formal report, P&Z and Public Health and Safety have not had a recent meeting to report
- P&Z next meeting is February 22<sup>nd</sup>, will have a report next council meeting

It was moved by Prebeg and seconded by Skogman to approve Resolution #03-21: Adopt recent edition of General Records Retention Schedule for Minnesota Cities (a copy is attached and made a part of these minutes). The motion carried with Councilor Buria absent.

Councilor Roskoski stated that more sidewalks are needed throughout the City, especially in certain areas. Sidewalks are a needed as an alternative to recommended trails. Requested sidewalks starting at MIB school area across 169 to Rock Ridge drive continuing by the shopping retail stores to Comfort Inn and then to Park Place/Raintree area. Additionally from the Highway 169/Highway 7 sidewalk crossing, west up Enterprise Drive North to Nicholas Avenue, running along Short Stop to Nicholas Town Hall. Discussion ensued about recommended/requested sidewalks.

It was moved by Skogman and seconded by Prebeg to recommend the proposed sidewalk construction to the Streets and Alleys committee for further discussion. The motion carried with Council Buria absent.

It was moved by Roskoski and seconded by Skogman to accept the letter of resignation of Matt Cerkenik from the position as a Journeyman Lineman, with an effective date of Monday, January 26, 2021. The motion carried with Councilor Buria absent.

It was moved by Prebeg and seconded by Roskoski to send a letter to Mr. Matt Cerkvnik thanking him for his time at the City. The motion carried with Councilor Buria absent.

It was moved by Prebeg and seconded by Skogman to reschedule the Monday, February 15, 2021 meeting due to the President's Day Holiday to Wednesday, February 17, 2021 at 6:30pm in the Iroquois Room, at the Mountain Iron City Hall. The motion carried with Councilor Buria absent.

At 7:46p.m., it was moved by Prebeg and seconded by Roskoski that the meeting be adjourned. The motion carried with Councilor Buria absent.

Submitted by:

A handwritten signature in black ink, appearing to read "Amanda Inmon". The signature is stylized with a large, sweeping initial "A" and a long, horizontal flourish extending to the right.

Amanda Inmon  
Municipal Services Secretary  
[www.mtniron.com](http://www.mtniron.com)

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20807	800.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	2,125.00
LICENSES	ANIMAL	101-32-2100-000	5.00
METER DEPOSITS	ELECTRIC	604-22000	650.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	30.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	1,233.13
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	96.85
MISCELLANEOUS	FAX CHARGES	101-36-6200-061	1.00
MISCELLANEOUS	MISC. INCOME-ELECTRIC ACCT	604-37-4100-047	39.99
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	603-34-4400-011	2,672.35
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	14.51
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	32.96
PERMITS	BUILDING	101-32-2100-000	550.00
UTILITY	UTILITY	001-11105	89,824.41
Grand Totals:			97,875.20

Report Criteria:  
 Report type: Summary  
 Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/03/2021	155607	10060	AFFORDABLE ROLL-OFFS	603-20200	1,000.00
02/21	02/03/2021	155608	10055	ALTEC INDUSTRIES INC	604-20200	3,722.40
02/21	02/03/2021	155609	130017	AMERICAN BANK	101-20200	346.20
02/21	02/03/2021	155610	10030	AMERICAN PUBLIC POWER ASSN	604-20200	1,518.70
02/21	02/03/2021	155611	10010	ARROW AUTO	101-20200	690.85
02/21	02/03/2021	155612	30021	COMPASS MINERALS AMERICA INC.	101-20200	3,852.81
02/21	02/03/2021	155613	30072	COMPUTER WORLD	101-20200	3,461.58
02/21	02/03/2021	155614	140013	CORE & MAIN LP	601-20200	10,886.60
02/21	02/03/2021	155615	30090	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	27.00
02/21	02/03/2021	155616	40060	DELTA DENTAL OF MINNESOTA	101-20200	1,852.40
02/21	02/03/2021	155617	6004	FRED FAUST	602-20200	1,049.56
02/21	02/03/2021	155618	60005	FRYBERGER BUCHANAN SMITH &	601-20200	5,000.00
02/21	02/03/2021	155619	70016	GOPHER STATE ONE CALL INC	604-20200	12.15
02/21	02/03/2021	155620	80001	HILLYARD/HUTCHINSON	101-20200	695.00
02/21	02/03/2021	155621	80037	HOMETOWN MEDIA PARTNERS	101-20200	31.50
02/21	02/03/2021	155622	110013	JERRY D KUJALA	101-20200	790.63
02/21	02/03/2021	155623	200055	KYLE TOMCZYK	101-20200	112.41
02/21	02/03/2021	155624	120032	LAKE COUNTRY POWER	101-20200	118.50
02/21	02/03/2021	155625	120002	LAWSON PRODUCTS INC	101-20200	655.20
02/21	02/03/2021	155626	1453	MEGAN PREINER	101-20200	875.00
02/21	02/03/2021	155627	80032	MESABI COMMUNITY TELEVISION	101-20200	14,500.00
02/21	02/03/2021	155628	130006	MESABI HUMANE SOCIETY	101-20200	1,781.66
02/21	02/03/2021	155629	130194	MID-STATE TRUCK SERVICE INC.	101-20200	122.15
02/21	02/03/2021	155630	130008	MINNESOTA MUNICIPAL UTILITIES	101-20200	1,157.25
02/21	02/03/2021	155631	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,318.95
02/21	02/03/2021	155632	130034	MN POLLUTION CONTROL AGENCY	602-20200	45.00
02/21	02/03/2021	155633	140051	NORTHEASTERN MN MUNICIPAL POWER AGENCY	604-20200	1,000.00
02/21	02/03/2021	155634	140042	NORTHERN DOOR & HARDWARE INC	601-20200	793.65
02/21	02/03/2021	155635	140004	NORTHERN ENGINE & SUPPLY INC	101-20200	103.72
02/21	02/03/2021	155636	140005	NORTHERN FITNESS GROUP	101-20200	208.08
02/21	02/03/2021	155637	160066	PACE ANALYTICAL SERVICES, LLC	601-20200	158.00
02/21	02/03/2021	155638	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	272.35
02/21	02/03/2021	155639	160023	POHAKI LUMBER	101-20200	16.43
02/21	02/03/2021	155640	170007	QUILL CORPORATION	101-20200	88.98
02/21	02/03/2021	155641	180008	RADKO IRON & SUPPLY INC	603-20200	39.98
02/21	02/03/2021	155642	9023	RANGE REGIONAL HEALTH SERVICES	604-20200	1,551.41
02/21	02/03/2021	155643	180005	ROAD MACHINERY & SUPPLIES CO.	101-20200	1,182.08
02/21	02/03/2021	155644	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
02/21	02/03/2021	155645	190033	STAR TRIBUNE	101-20200	131.95
02/21	02/03/2021	155646	190061	SULLIVAN CANDY & SUPPLY	101-20200	52.98
02/21	02/03/2021	155647	210009	USA BLUE BOOK	601-20200	75.77
02/21	02/03/2021	155648	220025	VERIZON WIRELESS	602-20200	36.74
02/21	02/03/2021	155649	220014	VIKING INDUSTRIAL NORTH	602-20200	237.36
02/21	02/03/2021	155650	240001	XEROX CORPORATION	602-20200	506.08
02/21	02/03/2021	155651	260001	ZIEGLER INC	101-20200	638.88

Grand Totals:

105,228.92

PP-Ending 01/22

125,487.49

**TOTAL EXPENDITURES**

**\$230,716.41**



# 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 03-21

### ADOPTING THE MINNESOTA GENERAL RECORDS RETENTION SCHEDULE FOR THE CITY OF MOUNTAIN IRON, MINNESOTA

**WHEREAS**, to comply with the Records Management Statute MS 138.17, it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

**WHEREAS**, the Records Management Statute MS 138.17 establishes the Records Disposition Panel and requires all government entities to follow an orderly process in disposing of government information; and

**WHEREAS**, the State of Minnesota has approved for use by all Minnesota Cities the "Minnesota General Records Retention Schedule for Cities" which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

**WHEREAS**, the "Minnesota General Records Retention Schedule for Cities" is regularly updated.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA**, that it adopts the Minnesota General Records Retention schedule and directs the City Clerk to notify the Minnesota Historical Society/State Archives Department.

**BE IT FURTHER RESOLVED**, that following state approval, City Departments are directed to provide for retention and destruction of records as set forth in said schedule and its subsequent revisions.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>ST</sup> DAY OF FEBRUARY, 2021.**

ATTEST:

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor Peggy Anderson



Mountain Iron Public Library

Monthly Report

January 2021

**Circulation (COVID-19/ Closure Order per the City in place):**

Items checked out: 1,152    Items checked in: 1,042

Total Circulation of materials in January: 2,194

**Attendance:**

Adults: -    Youth: -    Patrons in January: 249

Special Events/Programs held: 2 (Take and Make crafts – 54 recipients)

Reference Desk visits (email, phone, and messenger): 381    Computer Use Sessions: 0

**Total Library Usage: 684**

**Events and Activities at the library in January:**

Winter Reading Program January 4<sup>th</sup> – February 27<sup>th</sup>

Take & Make Craft kits – 2 events

January 4<sup>th</sup> & 19<sup>th</sup>:    City Council Meetings (Anna)

Library Board meeting cancelled

Application for Payment No. 1

To: The City of Mountain Iron

From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317

Contract: \_\_\_\_\_

Project: Filter Replacement - Water Treatment Plant

Owners Contract No. \_\_\_\_\_ Engineer's Project No. 193804656

Date of this Invoice: 28-Jan-21

Invoice Work Period: 1-1-21 through 1-31-21

1) Original Contract amount	<u>\$844,500.00</u>
2) Change Orders to date	<u>\$0.00</u>
3) Revised Contract amount	<u>\$844,500.00</u>
4) Value completed to date	<u>\$107,410.00</u>
5) Materials stored on site	<u>\$0.00</u>
6) Total Earned to date	<u>\$107,410.00</u>
7) Amount retained	<u>\$5,370.50</u>
8) Amount previously paid	<u>                    </u>
<b>Amount due this Payment</b>	<b><u>\$102,039.50</u></b>

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 1 inclusive; (2) title of all work, materials and equipment incorporated in said Work otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interest or encumbrance (except such as are recovered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance by the Contract Documents and not defective.

**Magney Construction, Inc. (Contractor)**

By: Peter Aldritt  
Project Manager

**Payment of the above AMOUNT DUE THIS APPLICATION is recommended.**

Owner: City of Mountain Iron Engineer: Stantec Engineering

By: \_\_\_\_\_ By: [Signature]

Date: \_\_\_\_\_ Date: 2-4-21

Contractor: Magney Construction, Inc.  
 Owner: City of Mountain Iron, MN  
 Project: Filter Replacement  
 Stantec Project No. 193804656

Date of Application:  
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance	
								To	Finish
6113	Bond & Insurance	\$ 12,600	0.00	12,600.00	0.00	12,600.00	100%	0.00	0.00
11000	Mobilization	\$ 37,700	0.00	26,390.00	0.00	26,390.00	70%	11,310.00	0.00
12000	De- Mobilization	\$ 14,200	0.00	0.00	0.00	0.00	0%	14,200.00	0.00
15000	Supervision & Gen'l Conditions (5 mos @ \$12K/Mos)	\$ 60,000	0.00	5,000.00	0.00	5,000.00	8%	55,000.00	0.00
24119	Demolition	\$ 105,700	0.00	63,420.00	0.00	63,420.00	60%	42,280.00	0.00
32000	Rebar - Materials	\$ 13,600	0.00	0.00	0.00	0.00	0%	13,600.00	0.00
32001	Rebar - Labor	\$ 12,900	0.00	0.00	0.00	0.00	0%	12,900.00	0.00
33000	Concrete Work	\$ 181,400	0.00	0.00	0.00	0.00	0%	181,400.00	0.00
42200	Masonry	\$ 7,800	0.00	0.00	0.00	0.00	0%	7,800.00	0.00
55000	Metal Fabrications	\$ 13,700	0.00	0.00	0.00	0.00	0%	13,700.00	0.00
66000	Plastic Fabrications (FRP Grating)	\$ 1,900	0.00	0.00	0.00	0.00	0%	1,900.00	0.00
71113	Bituminous Damproofing (Includes Drainage Board)	\$ 5,600	0.00	0.00	0.00	0.00	0%	5,600.00	0.00
79200	Joint Sealants	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00	0.00
99100	Painting	\$ 18,200	0.00	0.00	0.00	0.00	0%	18,200.00	0.00
220500	Plumbing Work	\$ 10,800	0.00	0.00	0.00	0.00	0%	10,800.00	0.00
230500	HVAC Work	\$ 21,200	0.00	0.00	0.00	0.00	0%	21,200.00	0.00
260505	Electrical Work	\$ 16,600	0.00	0.00	0.00	0.00	0%	16,600.00	0.00
312300	Earthwork	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00	0.00
329200	Seeding	\$ 900	0.00	0.00	0.00	0.00	0%	900.00	0.00
331000	Water Utilities	\$ 7,800	0.00	0.00	0.00	0.00	0%	7,800.00	0.00
400510	Process Pipe & Fittings	\$ 84,500	0.00	0.00	0.00	0.00	0%	84,500.00	0.00
400511	Access Manways into Filter Underdrain Plenum	\$ 12,100	0.00	0.00	0.00	0.00	0%	12,100.00	0.00
400525	Process Valves	\$ 48,200	0.00	0.00	0.00	0.00	0%	48,200.00	0.00
401100	Pressure Gauges	\$ 800	0.00	0.00	0.00	0.00	0%	800.00	0.00
409110	Field Instruments	\$ 1,100	0.00	0.00	0.00	0.00	0%	1,100.00	0.00
409132	Magnetic Flow Meters	\$ 3,900	0.00	0.00	0.00	0.00	0%	3,900.00	0.00
444313	Filter Equipment	\$ 105,400	0.00	0.00	0.00	0.00	0%	105,400.00	0.00
444329	Filter Media	\$ 42,700	0.00	0.00	0.00	0.00	0%	42,700.00	0.00
<b>Totals</b>		<b>844,500.00</b>	<b>0.00</b>	<b>107,410.00</b>	<b>0.00</b>	<b>107,410.00</b>	<b>13%</b>	<b>737,090.00</b>	<b>0.00</b>

**COUNCIL LETTER 021721-VG1**

**FIRE DEPARTMENT**

**FIREFIGHTER**

**DATE:** February 11, 2021

**FROM:** Mark Madden  
Acting Fire Chief

Craig J. Wainio  
City Administrator

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The Fire Department is recommending that the City Council approve the hiring of the following paid on call firefighter:

Laura Anderson

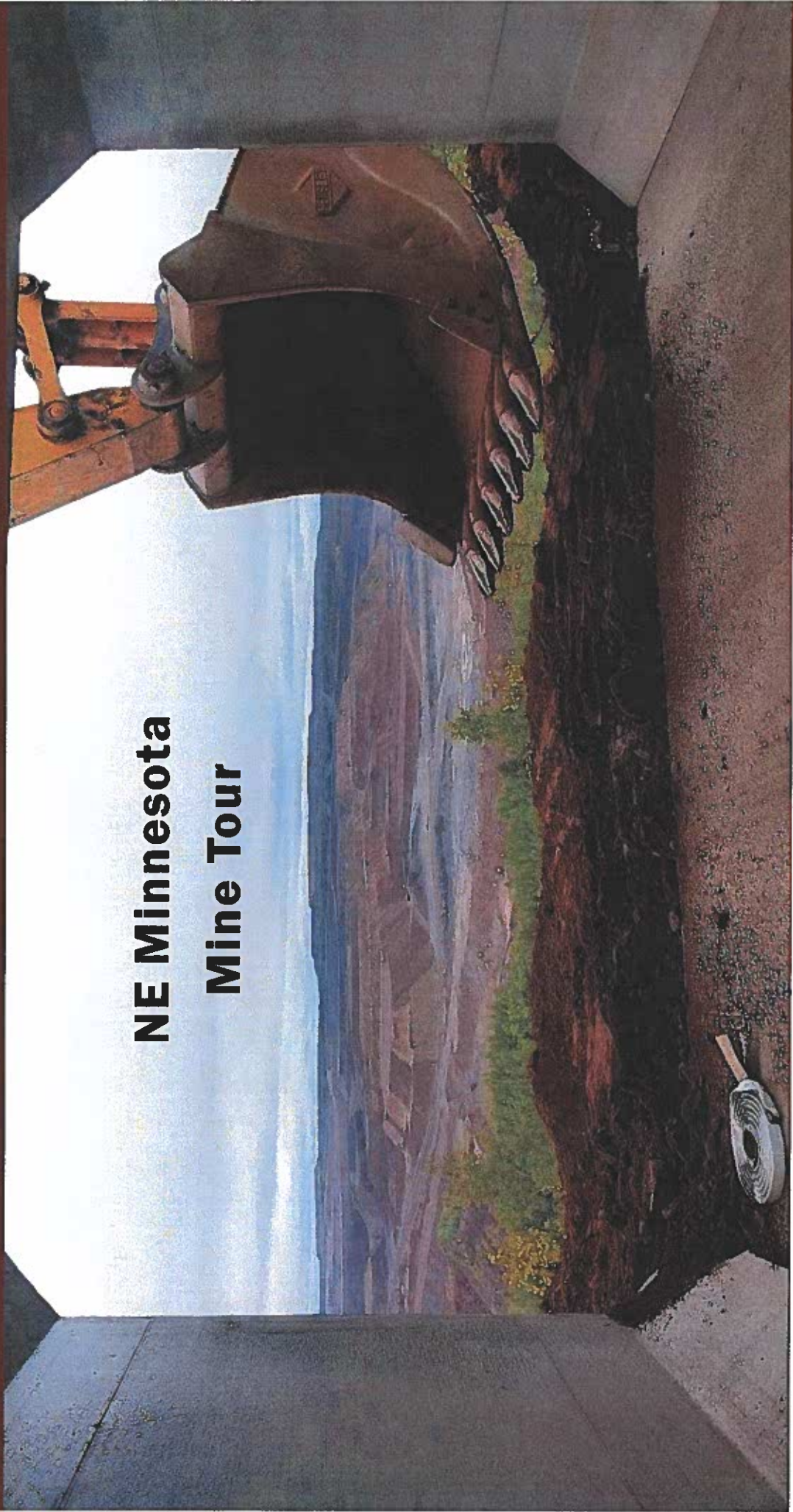


CEDA

WWW.CEDAUSA.COM

@CEDAUSA

# NE Minnesota Mine Tour



## Community Benefits from Project

With your partnership and support your community can expect the following in return:

- Communities will receive all photos and video footage (includes B roll footage).
  - Community Video – 1-3 minute Video that highlights the community and mining area.
    - Can upload to YouTube page, social media pages, and add to websites.
  - Historic Mine Location Videos (one video per location/active mines will only receive with approval).
  - Still Photographs- great to use for marketing, social media, website updates, marketing brochures, etc.
- Community will receive additional visibility/marketing through interactive maps.
- Community will receive additional visibility through strategic regional marketing campaigns.
  - \$10k digital marketing campaign in addition to social media posts to promote the Mine Tour.
  - \$2k for printed brochure that will be distributed to each partners to display in their community.
- Communities can provide up to 10 additional attractions/trails/amenity resources that they wish to highlight and promote on the interactive maps.
  - Things to do, trails/parks, museums, old historic locations, businesses, etc.
- Updated interpreted signage per the identified historical mine locations.
  - Locations currently identified for your community:
    - Locomotive Park
  - Example of interpreted signage





# Partners

- Sarah Carling - CEDA ( Community & Economic Development Associates)
- Megan Christianson - Visit Grand Rapids
- Beth Pierce - Iron Range Tourism
- Lilah Crowe - Itasca County Historical Society
- Charlie Moore - ARDC
- Ardy Nurmi-Wilberg - Club Mesabi & Great River Energy Mesabi Trail Tour

**COUNCIL LETTER 021721-VIB**

**COUNCILOR SKOGMAN**

**MOUNTAIN MANOR**

**DATE:** February 11, 2021  
**FROM:** Councilor Skogman  
Craig J. Wainio  
City Administrator

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Councilor Skogman requested this item be placed on the agenda, there was no background information provided.



**COUNCIL LETTER 021721-VIIIA**

**COUNCILOR SKOGMAN**

**PROPOSAL**

**DATE:** February 11, 2021  
**FROM:** Councilor Skogman  
Craig J. Wainio  
City Administrator

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Councilor Skogman requested this item be placed on the agenda, background information is enclosed.

## PROPOSAL

Because of several complaints from both the public and the City Crew I propose that if Mtn Iron City employees are doing snow plowing, grass cutting, brush cutting, utility repair, office work or any other work that they maybe tasked to do and if anyone from the public attempts to interfere with their work, harasses or refuses to leave the area to a safe location, the City Staff or Crew has the permission of the City Council to secure the area and leave until the area has been deemed to be safe to operate in again. When leaving the area, the employee will immediately notify their supervisor of their action. If the problem does not resolve it's self by these actions, law enforcement should be called to help resolve the problem.

2-8-21

To: Craig Wainio

From: Ed Roskoski

Would you please place the following on the Feb. 17th City Council meeting agenda.

Thank You -

New Business: Joint Meeting

Have staff schedule a joint Mountain Iron City Council and Mountain Iron - Buhl School Board meeting to discuss items of mutual interest.

New Business: City Board - Commission -

Authority member recognition

The City Council should authorize Darwin Alar, to do as in the past, televise before every Council meeting the roster of every City Board - Commission - Authority with a music background.

CVT Jurisdiction	C/T	Date	Time	am/pm	Type	Location
10	Duluth	City	^5/18/21	1:00	PM	LBAE
15	Biwabik	City	04/14/21	5-6	PM	LBAE
20	Chisholm	City	04/20/21	4-5	PM	LBAE
30	Ely	City	04/22/21	5-6	PM	LBAE
40	Eveleth	City	04/15/21	1-2	PM	LBAE
60	Gilbert	City	05/05/21	3-4	PM	Open Book Please call your Appraiser
80	Tower	City	05/12/21	10-11	AM	Open Book Please call your Appraiser
90	Virginia	City	05/06/21	9-10	AM	LBAE
100	Aurora	City	05/06/21	1-2	PM	LBAE
105	Babbitt	City	05/04/21	9-10	AM	LBAE
110	Brookston	City	04/20/21	11-12	AM	Open Book Please call your Appraiser
115	Buhl	City	05/20/21	10-11	AM	LBAE
120	Cook	City	04/28/21	10-11	AM	Open Book Please call your Appraiser
125	Floodwood	City	05/12/21	1-2	PM	LBAE
139	Hibbing	City	05/11/21	1-2	PM	Open Book Please call your Appraiser
140	Hibbing	City	05/11/21	1-2	PM	Open Book Please call your Appraiser
141	Hibbing	City	05/11/21	1-2	PM	Open Book Please call your Appraiser
142	Hoyt Lakes	City	04/20/21	5-6	PM	LBAE
145	Iron Junction	City	04/13/21	9-10	AM	Open Book Please call your Appraiser
150	Kinney	City	05/06/21	5-6	PM	LBAE
156	Leonidas	City	04/13/21	9-10	AM	Open Book Please call your Appraiser
160	McKinley	City	05/05/21	1-2	PM	Open Book Please call your Appraiser
165	Meadowlands	City	05/11/21	5-6	PM	LBAE
175	Mountain Iron	City	04/21/21	5-6	PM	LBAE
180	Orr	City	04/27/21	9-10	AM	Open Book Please call your Appraiser
185	Proctor	City	05/13/21	10-11	AM	LBAE
190	Winton	City	04/22/21	10-11	AM	LBAE
200	Alango	Twp	05/04/21	5-6	PM	LBAE
205	Alborn	Twp	04/14/21	10-11	AM	LBAE
210	Alden	Twp	05/06/21	1-2	PM	LBAE
215	Angora	Twp	05/11/21	6-7	PM	LBAE
225	Arrowhead	Twp	05/04/21	4-5	PM	LBAE
230	Ault	Twp	04/28/21	2-3	PM	LBAE
235	Balkan	Twp	04/29/21	6-7	PM	LBAE
240	Bassett	Twp	04/29/21	3-4	PM	LBAE
250	Beatty	Twp	05/13/21	10-11	AM	LBAE
260	Biwabik	Twp	04/15/21	11-12	AM	LBAE
270	Breitung	Twp	05/18/21	1-2	PM	LBAE
275	Brevator	Twp	04/20/21	11-12	AM	Open Book Please call your Appraiser
278	Camp 5	Twp	04/27/21	9-10	AM	Open Book Please call your Appraiser
280	Canosia	Twp	04/28/21	10-11	AM	LBAE
285	Cedar Valley	Twp	05/20/21	1-2	PM	LBAE
290	Cherry	Twp	05/19/21	6-7	PM	LBAE
295	Clinton	Twp	04/13/21	4-5	PM	LBAE
300	Colvin	Twp	04/28/21	10-11	AM	LBAE
305	Cotton	Twp	04/14/21	4-5	PM	LBAE
308	Crane Lake	Twp	05/20/21	1-2	PM	LBAE
310	Culver	Twp	05/12/21	4-5	PM	LBAE
315	Duluth	Twp	04/20/21	4-5	PM	LBAE
317	Eagles Nest	Twp	05/01/21	10-11	AM	LBAE
320	Ellsburg	Twp	04/14/21	1-2	PM	LBAE
325	Elmer	Twp	05/04/21	2-3	PM	LBAE
330	Embarrass	Twp	04/15/21	3-4	PM	LBAE

## Craig Wainio

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**From:** Lora Skarman <SkarmanL@StLouisCountyMN.gov>  
**Sent:** Friday, January 29, 2021 4:27 PM  
**To:** 010 Duluth (City); 015 Biwabik (City); 020 Chisholm; 030 Ely; 040 Eveleth; 060 Gilbert; 080 Tower; 090 Virginia; 100 Aurora; 105 Babbitt; 110 Brookston; 115 Buhl; 120 Cook; 125 Floodwood (City); 139/140/141 Hibbing; 142 Hoyt Lakes; 145 Iron Junction; 150 Kinney; 156 Leonidas; 160 McKinley; 165 Meadowlands (City); Craig Wainio; 180 Orr; 185 Proctor (cityhall@proctormn.gov); 190 Winton; 200 Alango ; 205 Alborn; 210 Alden; 215 Angora; 225 Arrowhead; 230 Ault; 235 Balkan; 240 Bassett; 250 Beatty; 260 Biwabik (Twp); 270 Breitung; 275 Brevator; 278 Camp 5; 280 Canosia; 285 Cedar Valley; 290 Cherry ; 295 Clinton; 300 Colvin; 305 Cotton; 308 Crane Lake; 310 Culver; 315 Duluth (Twp); 317 Eagles Nest; 320 Ellsburg; 325 Elmer; 330 Embarrass; 335 Fairbanks; 340 Fayal; 350 Field; 355 Fine Lakes; 360 Floodwood (Twp); 365 Fredenberg; 370 French; 375 Gnesen; 380 Grand Lake; 385 Great Scott; 387 Greenwood; 390 Halden; 395 Hermantown; 400 Industrial; 402 Kabetogama; 405 Kelsey; 410 Kugler; 415 Lakewood & 485 Normanna; 420 Lavell (Deslongchamps78@gmail.com); 425 Leiding; 430 Linden Grove; 435 McDavitt; 440 Meadowlands (Twp); 450 Midway; 460 Morcom; 465 Morse; 470 Ness; 475 New Independence; 488 North Star; 490 Northland; 495 Owens; 502 Pequaywan; 505 Pike; 510 Portage; 515 Prairie Lake; 520 Rice Lake; 525 Sandy; 530 Solway; 535 Stoney Brook; 545 Sturgeon; 550 Toivola; 555 Van Buren; 560 Vermillion Lake; 565 Waasa; 570 White; 575 Willow Valley; 580 Wouri  
**Cc:** lblevins@duluthmn.gov; cpetersson@duluthmn.gov; casey.velcheff@ely.mn.us; Candie Seppala (cseppala@ci.hibbing.mn.us)  
**Subject:** Tentative 2021 LBAE meeting schedule  
**Attachments:** 2021 LBAE Schedule.pdf; 2021 Clerk addresses.pdf

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Dear Clerk:

**Please confirm receipt of this email and include the current mailing address for city/town clerks. That address will appear on the valuation notices for taxpayers who wish to mail appeals. It is important that appellants send written correspondence to the clerk of the jurisdiction as county staff cannot accept written appeals.**

Please review the date and time of your tentatively scheduled 2021 Local Board of Appeal & Equalization or Open Book meeting on the attached calendar. If a change is necessary, please contact Lana Anderson by email at [AndersonL3@StLouisCountyMN.gov](mailto:AndersonL3@StLouisCountyMN.gov) or by phone at 218-726-2378 by February 8<sup>th</sup>. **You must notify us of the location of your meeting**, many of you may again elect to hold a virtual meeting and we can enter the numbers needed for appellants to join. Or you may choose written appeals only. The default location will be your City or Town Hall (pre-COVID location) if we do not hear from you. Your finalized calendar and materials to conduct your meeting will arrive at a later date.

**As we are now communicating with you exclusively through email, it is crucial for you to keep us updated with your e-mail address. Please keep our records current by emailing me at [SkarmanL@StLouisCountyMN.gov](mailto:SkarmanL@StLouisCountyMN.gov) with any changes necessary.**

We would like to again request to receive your building permits as often as possible. We realize that not everyone receiving this notification does their own zoning, but for those of you that do, we would appreciate receiving your building permits (spreadsheets/lists/actual permits, whatever format you use) as often as possible throughout the year so we can enter them into our system routinely rather than in a rush at the end of the year. We so much appreciate those of you that do this already, that we would like everyone try it. Parcel numbers help us tremendously to pinpoint the exact location of the property but if you don't have access to them we can also locate them by the owner's name and property address (as opposed to a contractor's name and address). They can be emailed to Beth Cummings at [CummingsB@StLouisCountyMN.gov](mailto:CummingsB@StLouisCountyMN.gov) or USPS mailing address at our Ely Office at 320 Miners Dr E # 105, Ely, MN, 55731. Her phone number is (218) 365-8236. If you wish to work through your appraiser, that is fine too.

Sincerely,

**Lora Skarman | Information Specialist III**

St. Louis County Assessor's Office

100 N 5<sup>th</sup> Ave W - #212 | Duluth, MN 55802

218-726-2306 | [SkarmanL@StLouisCountyMN.gov](mailto:SkarmanL@StLouisCountyMN.gov)

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