



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, FEBRUARY 3, 2025

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, FEBRUARY 3, 2025 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Minutes of the January 21, 2025, Regular Meeting (#1-7)
 - 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 Work's Report
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Fire Department's Report
 - H. Parks and Recreation Board
 - 1. Campground Caretakers Agreement (#8-9)
 - I. Public Health and Safety Board
 - 1. Fire/EMS Policy Updates (#10-33)
 - J. Liaison Reports
- VI. Unfinished Business
 - A. Resolution Number 01-25 Ordering a Feasibility Study (#34-39)
- VII. New Business
 - A. Ordinance Number 02-25 Amending Chapter 31 (#40-42)
 - B. Culture and Tourism Grant (#43-44)
 - C. Reschedule Next Meeting Due to Presidents Day Holiday
- VIII. Communications
- IX. Announcements
 - A. City Offices Closed All Day on Feb 17th – Presidents Day
- X. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
January 21, 2025

Mayor Anderson called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Ed Roskoski, Al Stanaway, Bradley Gustafson., Julia Buria 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; Sgt. Grant Toma, Sheriff's Dept.; Al Johnson, City Engineer; and Bryan Lindsay, City Attorney.

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

1. Approve the minutes of January 6, 2025, Committee-of-the-Whole meeting.
2. Approve the minutes of January 6, 2025, regular meeting.
3. 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.
4. To acknowledge the receipts for the period January 1-15, totaling \$307,450.46 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period January 1-15, totaling \$634,584.80 (a list is attached and made a part of these minutes).

The motion carried (No: Roskoski; Yes: Gustafson, Stanaway, Buria and Anderson).

It was moved by Roskoski to amend the original motion to remove the Parts City/Champion bills in the amount of \$440.00, and the Napa Christenson bills in the amount of \$188.00 from the consent agenda for separate consideration. The motion failed.

Public Forum:

- Justin Blazewicz, received disciplinary records from the Department of Administration, and wanted to know why certain individuals were not disciplined properly

The Mayor reported on the following:

- Requested COW meeting regarding transparency

It was moved by Stanaway and seconded by Gustafson to appoint the following:

- Reynold Renzaglia (I), Jacob Osell (I) and Julie Buria (Council Liaison) to the Utility Advisory Board for a 3-year term
- Casey Kitner (I) Brad Gustafson (member & Council Liaison) to the Parks and Recreation Board for a 3-year term

- Steve Giorgi and Julie Buria (Council Liaison) to the Economic Development Authority (EDA) for a 5-year term
- Lisa Richards, Candace Berg and Alan Stanaway (Council Liaison) to the Public Safety & Health Board for a 3-year term
- Barb Fivecoate (I), Steve Giorgi and Alan Stanaway (Council Liaison) to the Planning & Zoning Board for a 3-year term
- Janet Koski (I) and appoint Lisa Fredrickson and Ed Roskoski (Council Liaison) to the Library Board for a 3-year term

The motion carried as amended.

It was moved by Roskoski and seconded by Gustafson to amend the motion to remove Kristina Hawkins from the list of those appointed to the City Advisory Board/Commission from the Parks & recreation Board for separate consideration. The motion carried (Yes: Roskoski, Gustafson and Stanaway; No: Anderson, Buria).

It was moved by Gustafson and seconded by Stanaway to appoint Kristina Hawkins to the Parks & Recreation for a 3-year term. The motion carried with Roskoski abstaining.

It was moved by Gustafson and seconded by Buria for City Staff to go through and update the city website. The motion carried.

It was moved by Gustafson and seconded by Roskoski to publish the City Council minutes, starting February 2025 in the Hometown Focus. The motion carried (Yes: Roskoski, Gustafson, Stanaway; No: Buria, Anderson).

City Administrator:

- No formal report

It was moved by Roskoski that the recently attached black exterior siding on the Nichols/Parkville Town Hall, be removed and then be resided with, as close as possible, to the original size, texture and color as the original siding. Because that is what people have told him they want the Town hall to be. The motion failed due to lack of support.

Director of Public Works:

- Frost lines not terribly deep - depth roughly 50 inches

It was moved by Buria and seconded by Roskoski to authorize City Staff to purchase a 3 Phase Pad Mount 75KA transformer from Sunbelt Solutions in the amount of \$19,845ea, to replace a transformer at the City Garage. The motion carried unanimously on roll call vote.

It was moved by Gustafson and seconded by Stanaway to authorize City Staff to purchase a 3Phase Pad Mount 150KA transformer from Sunbelt Solutions in the amount of \$21,935ea, to replace the transformer at the lift station on Mud Lake Road. The motion carried unanimously on roll call vote.

It was moved by Stanaway and seconded by Buria to approve the attached agreement between Veolia Water Technologies, Inc. (Db a Kruger) and the City of Mountain Iron, to complete a Hydrotech Discfilter Pilot Testing in the amount of \$27,500. The motion carried unanimously on roll call vote.

It was moved by Roskoski and seconded by Gustafson to approve the enclosed Request for Reconsideration form, in accordance with Minnesota State Law (Statute 13.40) which gives a patron/resident of Mountain Iron the right to request a reconsideration of any library material in circulation at Mountain Iron. Requests for reconsideration must be in writing to include the item for review, the individual's name and contact info, as well as the reason for the review. Individuals will be notified in writing within 90 days, regarding the outcome. The motion carried.

Library Director/Special Events Coordinator:

- Mountain Iron Public Library Annual Meeting
 - Monday, February 24th @ 6:30pm
 - 2024 overview, 2025 goals and Public Forum
 - Public welcome – Coffee an' will be provided
- Thank you to Joe Peterson, Iron Range Engineering & Consulting Services
 - Donated Science, Technology, Coding, Circuitry and Engineering kits
 - Kits are available for checkout from the Maker's Space at the Library
 - Donation was in honor of his mother, who was a long-time educator in the area
 - Interested in advancing STEM education on the Iron Range

Sheriff's Dept.

- No formal report

City Engineering:

- No formal report

It was moved by Gustafson and seconded by Buria to approve the recommendation by Bolton & Menk and prepare a grant application to the League of MN Cities and approve Bolton & Menk to work with staff to develop scope and submit the grant application to MPCA. The motion carried.

City Attorney:

- No formal report

Liaison:

- Councilor Gustafson reported on the recent EDA meeting:
 - discussed housing projects –50-unit Senior apartments (developer did not receive funding)
 - another developer looking to build more apartments
- Councilor Gustafson recently attended the Minnesota Chamber Legislature Priorities Dinner at State Capital
 - Priorities discussed - no new taxes, funding EMS across State, making some changes to paid leave and earned sick/safe time to make it more flexible, as well as tax incentives for small businesses and permitting reform

It was moved by Roskoski and seconded by Gustafson to approve Resolution #01-25; Ordering Preparation of Report of Improvement for Main Street between Mineral Ave and Slate Street (a copy is attached and made a part of these minutes). The motion failed (Yes: Roskoski, Anderson; No: Gustafson, Buria, Stanaway).

Announcement:

- Mountain Iron Merritt Days Planning Committee meeting
 - Tuesday, February 4th @ 5:30 pm
 - Mountain Iron Senior Center

At 7:36p.m., it was moved by Buria and seconded by Stanaway the meeting be adjourned. The motion carried (No: Roskoski; Yes: Gustafson, Anderson, Stanaway, Buria).

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communication:

1. Thank you from the St. Louis County Agricultural Society/Fair Association for supporting “The Five Best Days of Summer,” and donating to make the Fair successful.

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	200.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	650.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	601-36-1001-000	241.59
FINES	CRIMINAL	101-35-5100-000	317.80
LICENSES	ANIMAL	101-32-2100-000	20.00
METER DEPOSITS	ELECTRIC	604-22000	1,000.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	20.00
MISCELLANEOUS	BC/BS - MEDICA PAYABLE	101-21709	3,510.00
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	230-31-1010-000	748.67
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	500.00
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	1.38
PERMITS	BUILDING	101-32-2100-000	93.50
UTILITY	UTILITY	001-11105	300,147.52
Grand Totals:			<u>307,450.46</u>

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/25	01/17/2025	161558	130011	UNITED STATES POSTAL SERVICE	601-20200	672.95
01/25	01/22/2025	161559	10056	A T & T MOBILITY	101-20200	181.27
01/25	01/22/2025	161560	1716	ALISSA SCOTT-LAMKE & JAYMIE OSTRANDER	604-20200	201.91
01/25	01/22/2025	161561	20022	BENCHMARK ENGINEERING INC	601-20200	13,807.50
01/25	01/22/2025	161562	20039	BIOSOLIDS DISPOSAL SITE	602-20200	6,400.67
01/25	01/22/2025	161563	1888	BRITTANY CHOPP	101-20200	200.00
01/25	01/22/2025	161564	140045	BROOKE NORBERG	604-20200	138.41
01/25	01/22/2025	161565	30055	BTAC ACQUISITION CORP.	101-20200	665.39
01/25	01/22/2025	161566	30084	CARDMEMBER SERVICE	603-20200	7,164.60
01/25	01/22/2025	161567	30016	CHAMPION AUTO	602-20200	444.55
01/25	01/22/2025	161568	30054	CIVIC SYSTEMS, LLC	602-20200	5,874.00
01/25	01/22/2025	161569	363	COTY MCKENNA	101-20200	100.00
01/25	01/22/2025	161570	1901024	CTC-446126	101-20200	538.29
01/25	01/22/2025	161571	14006	DANA SUE SORENSEN	101-20200	1,520.00
01/25	01/22/2025	161572	30102	ERIC MONSON	101-20200	360.00
01/25	01/22/2025	161573	60029	FERGUSON ENTERPRISES INC	601-20200	4,330.88
01/25	01/22/2025	161574	6004	FRED FAUST	101-20200	171.61
01/25	01/22/2025	161575	50048	FRONTIER ENERGY	604-20200	884.75
01/25	01/22/2025	161576	180026	GRAND FORKS FIRE EQUIPMENT LLC	101-20200	1,396.26
01/25	01/22/2025	161577	1717	GREGORY JOHNSON	604-20200	23.52
01/25	01/22/2025	161578	80022	HAWKINS INC	602-20200	40.00
01/25	01/22/2025	161579	80001	HILLYARD/HUTCHINSON	101-20200	1,141.74
01/25	01/22/2025	161580	30079	HUNTER MATTHEW GILBERT	101-20200	240.00
01/25	01/22/2025	161581	1885	JACQUE HORVAT	101-20200	200.00
01/25	01/22/2025	161582	30096	JAMES HIPPLE	101-20200	30.00
01/25	01/22/2025	161583	9004	JODIE MATTILA	101-20200	200.00
01/25	01/22/2025	161584	14000	JORDAN ALVIN BISSONETTE	101-20200	60.00
01/25	01/22/2025	161585	780	JOYCE PLUSKWMK	101-20200	200.00
01/25	01/22/2025	161586	30070	JULIA ROSE KNAPPER	101-20200	180.00
01/25	01/22/2025	161587	1901031	JULIE BURIA	101-20200	210.00
01/25	01/22/2025	161588	30086	JULIE NYMAN	101-20200	90.00
01/25	01/22/2025	161589	929	KAITLYN JENSEN	101-20200	200.00
01/25	01/22/2025	161590	140065	KEITH NYMAN	101-20200	170.00
01/25	01/22/2025	161591	120006	L & M SUPPLY	101-20200	2,589.97
01/25	01/22/2025	161592	120032	LAKE COUNTRY POWER	101-20200	180.85
01/25	01/22/2025	161593	120002	LAWSON PRODUCTS INC	101-20200	502.37
01/25	01/22/2025	161594	120019	LEAGUE OF MN CITIES	101-20200	3,767.00
01/25	01/22/2025	161595	120005	LEAGUE OF MN CITIES INS TRUST	602-20200	45,358.00
01/25	01/22/2025	161596	1887	LILY STEVENSON	101-20200	200.00
01/25	01/22/2025	161597	940	LISA MARIE RICHARDS	101-20200	90.00
01/25	01/22/2025	161598	1718	MATT & CHRISTINE BEAUDETTE	604-20200	59.45
01/25	01/22/2025	161599	130178	MAXFIELD RESEARCH INC.	301-20200	5,000.00
01/25	01/22/2025	161600	80032	MESABI COMMUNITY TELEVISION	101-20200	3,625.00
01/25	01/22/2025	161601	1227	MICHELLE HARRIS	101-20200	100.00
01/25	01/22/2025	161602	130116	MINNESOTA CITY/CO MGMT ASSOC.	101-20200	120.00
01/25	01/22/2025	161603	140026	MINNESOTA ENERGY RESOURCES	101-20200	7,484.36
01/25	01/22/2025	161604	130082	MINNESOTA MAYORS ASSOCIATION	101-20200	30.00
01/25	01/22/2025	161605	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	4,270.75
01/25	01/22/2025	161606	130009	MINNESOTA POWER (ALLETE INC)	604-20200	211,530.34
01/25	01/22/2025	161607	30125	MJM MEDICAL DIRECTION CONSORTIUM	101-20200	500.00
01/25	01/22/2025	161608	130155	MN PUBLIC FACILITIES AUTHORITY	602-20200	4,443.92
01/25	01/22/2025	161609	130047	MOBILE HEALTH SERVICES LLC	602-20200	825.00
01/25	01/22/2025	161610	130015	MOUNTAIN IRON PUBLIC UTILITIES	603-20200	15,915.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/25	01/22/2025	161611	758	NANCI KETOLA	101-20200	100.00
01/25	01/22/2025	161612	30001	NAPAAUTO PARTS	101-20200	188.01
01/25	01/22/2025	161613	696	NHS NORTHSTAR	101-20200	200.00
01/25	01/22/2025	161614	140057	NORTHLAND BOND SERVICES	601-20200	112,340.00
01/25	01/22/2025	161615	140016	NORTHLAND SECURITIES	101-20200	550.00
01/25	01/22/2025	161616	427	PEGGY ANDERSON	101-20200	216.30
01/25	01/22/2025	161617	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	280.98
01/25	01/22/2025	161618	170007	QUILL CORPORATION	101-20200	19.79
01/25	01/22/2025	161619	180008	RADKO IRON & SUPPLY INC	603-20200	121.96
01/25	01/22/2025	161620	180004	RANGE COOPERATIVES	603-20200	79.56
01/25	01/22/2025	161621	180003	RANGE OFFICE SUPPLY	602-20200	30.39
01/25	01/22/2025	161622	180009	RANGE RECREATION CIVIC CENTER	101-20200	6,577.20
01/25	01/22/2025	161623	180006	RMB ENVIRONMENTAL LABORATORIES	601-20200	455.62
01/25	01/22/2025	161624	190010	SEPPI BROTHERS	101-20200	1,728.00
01/25	01/22/2025	161625	1886	SHEARIAH HULTGREN	101-20200	100.00
01/25	01/22/2025	161626	5007	SUN LIFE FINANCIAL	602-20200	985.40
01/25	01/22/2025	161627	180023	TECH BYTES	603-20200	61.60
01/25	01/22/2025	161628	200020	THE TRENTI LAW FIRM	101-20200	2,888.63
01/25	01/22/2025	161629	200028	TRI CITIES BIOSOLIDS DISPOSAL	602-20200	6,617.55
01/25	01/22/2025	161630	14003	TYLER NYGAARD	101-20200	360.00
01/25	01/22/2025	161631	210001	UNITED ELECTRIC COMPANY	604-20200	1,791.34
01/25	01/22/2025	161632	210002	UNITED TRUCK BODY COMPANY INC	101-20200	513.03
01/25	01/22/2025	161633	30072	VC3	101-20200	3,931.68
01/25	01/22/2025	161634	220025	VERIZON WIRELESS	602-20200	90.04
01/25	01/22/2025	161635	10075	VESTIS	603-20200	179.78
01/25	01/22/2025	161636	220004	VIRGINIA DEPARTMENT OF PUBLIC	602-20200	10.00
01/25	01/22/2025	161637	220020	VISA OR PARK STATE BANK CC PMT	101-20200	3,668.40
01/25	01/22/2025	161638	240001	XEROX CORPORATION	101-20200	588.91

Grand Totals:

499,303.40

PP-Ending 01/17

135,281.40

TOTAL EXPENDITURES

\$634,584.80

**CITY OF MOUNTAIN IRON
WEST TWO RIVERS CARETAKER AGREEMENT**

WHEREAS, the City of Mountain Iron, St. Louis County, Minnesota, is the owner of the West Two Rivers Campground facility; and

WHEREAS, Tiara and Ernie Aikey wish to contract with the City of Mountain Iron to operate the said campground;

NOW, THEREFORE, be it agreed, by and between the parties hereto as follows:

1. Tiara and Ernie Aikey agree to manage said West Two Rivers Campground for the period of May 9, 2025 through September 15, 2025 or until such point that recreational camping is closed by the State of Minnesota.
2. The City of Mountain Iron agrees to pay Tiara and Ernie Aikey the sum of \$900.00 per week for operation of said facility. Said compensation shall be paid bi-weekly. The managers agree to staff the campground and/or office daily, seven days per week and respond to requests for information or service from campground users at other times of the day. If necessary, the managers must inform the City Administrator or designee of any changes in the schedule. If the managers are to be absent at any time, they must post this information on the Caretaker's Board outside of the office building stating their departure and arrival.
3. Tiara and Ernie Aikey agree to act as managers of the campground facility and to collect the fees for the campground and to transmit the same to the City of Mountain Iron on an as-needed basis, during city office hours.
4. Tiara and Ernie Aikey consents and agrees that the contractual duties of supervising the West Two Rivers Campground facility include, but are not limited to, those indicated on Exhibit "A" attached hereto and made a part of hereof.
5. Tiara and Ernie Aikey consent and agree that services and duties of supervising the West Two Rivers Campground facility indicated on Exhibit "A" attached and other duties are required to be performed by them individually. Tiara and Ernie Aikey are prohibited from subcontracting and/or hiring out any of their responsibilities to any other individual or organization, without the express written consent of the City of Mountain Iron.
6. The City of Mountain Iron can terminate this contract at any time.

DATED this _____ day of _____, 2025

Tiara and Ernie Aikey

Craig J. Wainio, City Administrator

EXHIBIT "A"

WEST TWO RIVERS CAMPGROUD MAINTENANCE GUIDE & DUTIES

DAILY:

1. Take reservations for campsites, maintain camping and pavilion rental records as required.
2. Collect fees as needed and turn-in fees and receipts daily to the Mountain Iron City Hall Office.
3. Check for phone messages and return phone calls as soon as possible.
4. Perform daily inspections of all campsites each evening to ensure that payments have been made on all occupied sites and make appropriate arrangements for collection of unpaid fees.
5. Enforce campground rules and regulations, contact law enforcement when necessary.
6. Provide all campers with a copy of the campground rules and explain rules as necessary.
7. Managers' residence and grounds must be kept clean and in order at all times. NO smoking is allowed in any City buildings.
8. Check all bathrooms, shower stalls and change house for cleanliness before 8:00 a.m. and check again before 6:00 p.m. and clean, if needed.
9. Clean all bathrooms, shower stalls, sink fixtures, and also sweep and mop the office building before 8:00 a.m. and check again before 6:00 p.m. and clean them again, if needed.
10. Wipe off picnic tables at campsites and clean pavilions. Make sure faucets are clean and operating.
11. Pick-up litter in the beach area, at boat landings and all fishing docks.
12. Cleaning supplies will be furnished by Owner. Notify them when you need any supplies.
13. Maintain public information material as provided by the City at the campground office, answer questions and inquiries concerning the information and available services around Mountain Iron.
14. Inspect campground for safety-maintenance conditions and necessary repairs, and inform City personnel, promptly, if any repairs or other corrections are needed.

WEEKLY:

1. Cut the grass and do weed trimming of the campground, as needed.
2. Rake/pick up all sticks, branches, etc.
3. Wash windows and screens on all buildings as needed.
4. Pick up litter along County Road 761 (Campground Road) twice a week.
5. Clean/wash shower curtains. Notify the office if you need to replace them.
6. Scrub out and sanitize shower stalls. This includes walls and floors of shower stalls and also bathroom commodes.

AS NEEDED:

1. Clear branches from campground area.
2. Clean and inventory storage area in upper restroom building.
3. Empty all garbage cans into black trash containers. Call City Hall if extra dumps are needed.
4. Perform duties as assigned by the Public Works Director as to the operation of the campground.
5. Notify portable toilet contractor of problems or additional servicing when required.

Public Health and Safety Board Meeting 01.22.25 6pm

6:09pm Chair Alan Stanaway called the meeting to order with the following in attendance: Alan Stanaway, Lisa Richards, Caitlyn Rinell, Mayor Peggy Anderson, Mary Luomanen, Fire Chief Mark Madden

Absent: Sgt Grant Toma, Candice Berg, Julie Buria, Shelby Peterson

Motion to approve the consent agenda from the Sept 2024 meeting by Lisa Richards and seconded by Caitlyn Rinell. All members approved; motion carried.

No official communications for the board from the City.

No one spoke at the public forum.

Staff Report from Fire Chief Madden:

Fire and First Responders had a busy and efficient 2024, responding to just under 400 calls. Also no major fires again this year in Mt.Iron.

Chief Madden reported there have been many errant/bad calls to some apartment and residential living complexes due to false alarms. Smoke detectors not functioning, bad batteries, not operational or out of date

. The board discussed how to eliminate many of these calls by following up with these properties i.e. Raintree West Apartments, to review their maintenance logs, make sure residents know how to reset the alarm if they burn something in the kitchen, ensuring there are working smoke detectors in all units. Discussion around communicating to the property managers about how this costs the department time and money to send a unit and staff out to a false call. Stanaway is going to start with this by checking with ordinances already in place with the Planning and Zoning Board and going from there.

Chief Madden also reported they are in the information gathering stage of trying to get into these complexes and apartments as first responders before the ambulance service arrives with ability to get the keys. Discussion with some ideas and questions from the Board.

Chief Madden presented his updated policy manual changes again to the board for consideration. These updates entail adding in the first responders to the policies that are in place with the fire department, streamlining duplicate policies, updating language to be simplified and a restructure of the department in command structure to assign specific tasks and duties to each position.

Motion to approve Chief Madden to bring these finalized policies to the City Council for discussion made by Caitlin Rinell and seconded by Lisa. All members voted to approve, motion carried.

There was nothing for open discussion.

Motion to adjourn made by Lisa and seconded by Caitlin Rinell with board approval at 7:05pm.

POLICIES AND PROCEDURES FOR THE PAID-ON-CALL MOUNTAIN IRON FIRE DEPARTMENT & FIRST RESPONDERS

Policy Number 2015-01

**Adopted March 2, 2015
Amended February 3, 2025**

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**ARTICLE 1
NAME OF ORGANIZATION**

The name of the organization shall be the City of Mountain Iron Paid on Call Fire Department and First Responders. (Here-in referred to as "the department")

**ARTICLE 2
PURPOSE OF THE ORGANIZATION**

This organization shall promote fire safety and protect life and property from destruction by fire and other such emergencies and shall fulfill all contracts and mutual aid agreements. Emphasis will also be placed on prevention of fires through education and other means.

The Mountain Iron Fire Department (MIFD) expects a high level of professional conduct from all members. Each member is expected to abide by all rules, familiarize themselves with the policies and standard operating guidelines, and learn the proper use of Department equipment.

**ARTICLE 3
MEMBERSHIP**

SECTION 1 APPLICABLE CITY POLICY

Members of the department are part-time on call employees of the City of Mountain Iron and are therefore bound by all applicable personnel policies within City Policy 1998-01 not specifically amended within this policy.

SECTION 2 CODE OF ETHICS

See City Policy 1998-01 Sec. 1.

SECTION 3 SEXUAL HARASSMENT

See City Policy 1998-01 Sec. 37.

SECTION 4 RESPONSE TIME

Per City Code Chapter 31, Amendment 31.008 membership to the department shall be restricted to those who live within a radius of fifteen minutes of the fire hall. Membership must obey all traffic laws in response.

SECTION 5 AGE REQUIREMENT

Per City Code Chapter 31, Amendment 31.008, the minimum age requirement for membership shall be 18 years of age.

SECTION 6 NUMBER OF MEMBERS

The department's active roster shall consist of members as specified and established in City Code Chapter 31, Amendment 31.001.

SECTION 7 APPLICATIONS

All applications for membership shall be submitted to city hall for review and consideration of eligibility. Interviews will be conducted by one member from the Personnel Committee, one member from the Public Health and Safety Board and a minimum of one executive officer of the fire department and one fire fighter from the department.

Selection for firefighters and first responders will be completed in compliance with City Policy 2008-01 for firefighters and 2008-03 for first responders.

SECTION 8 PHYSICAL EXAMINATION

All candidates shall be required to complete a physical examination performed by a physician. All members shall be required to have a physical exam by a physician annually. The physical exam shall include a fit test to certify the member to use a Self-Contained Breathing Apparatus (SCBA). All physical examination certificates will be retained in the department's files.

SECTION 9 BACKGROUND CHECKS

All finalists for employment with the department will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

SECTION 10 CERTIFICATION

All candidates for employment with the department will be required to complete training courses and pass a written competency test to be certified as a firefighter and/or first responder.

SECTION 11 PROBATIONARY PERIOD

The probationary period for department members shall not conflict with City policy. Members' probationary period shall be a minimum of six months or until necessary training and certification is completed as specified in Article 4, Section 1 of this policy. The hourly rate of pay for probationary members shall be reduced by \$3.00 per hour as specified by the City Council until the probationary period has been completed.

SECTION 12 MILITARY SERVICE

Any member who enlists or is drafted into the military service, upon written request shall be granted a leave of absence for the duration of the tour of duty, excluding any re-enlistments. Within ninety days of discharge from active duty, said member shall reapply for reinstatement to active firefighter or first responder status. Reinstatement is subject to number of active firemen on the roster; such number shall not exceed the number of members specified within the City Code Chapter 31, Amendment 31.001.

SECTION 13 DISABILITY

Any member that suffers a disability and such disability extends for duration of two years and a termination period has not been determined by a physician, the member shall be retired from active duty in the department and become eligible for benefits as stipulated in the regulations governing the Department's PERA account requirements.

SECTION 14 BLOODBORNE PATHOGENS & RIGHT TO KNOW

All members are required to have documented proof of annual training on bloodborne pathogens and right to know.

ARTICLE 4 ATTENDANCE

SECTION 1 TRAINING

All firefighting members of the department shall complete basic NFPA Firefighter I, II, and Hazmat, or equivalent firefighter training within their first two years of acceptance upon the department's roster. First responder only members of the department shall complete the required EMR training within their first six months of acceptance upon the department's roster. The City of Mountain Iron shall pay a stipend of \$1,500 to the firefighter upon completion of training and certification, a first responder shall be paid a stipend of \$450 upon completion of EMR training and certification. Upon enrollment in the necessary training courses the member will have a two-year contract with the city. If the member leaves before two years, the member will be subject to the terms of City Policy 2024-01.

SECTION 2 ATTENDANCE

All members shall be required to attend business meetings, training sessions and other events or functions required by the department. Attendance shall be noted and these members will be compensated for required functions. All firefighters shall be required to participate in twenty-five percent of all hours (i.e. trainings, meetings, fire calls and special events). All First Responders shall be required to participate in twenty-five percent of all training hours and respond to an average of 4 calls per month. If members do not make the

specified participation, the following disciplinary action will be taken: (see Article 4, Section 4). Absence due to primary employment conflicts and other excused absences noted in Article 4, Section 6 shall not negatively affect the participation percentage calculation.

SECTION 3 PERA ELIGIBILITY

Training certification and attendance requirements noted in Article 4, Section 1 and Section 2 shall be met for a member to be eligible for annual service credit in the Department's PERA plan. If a member's average annual participation does not exceed the requirements, credit will be given for the number of months participation requirements were met. If a member is certified as both a firefighter and first responder, certification for both positions is expected to be maintained. However, to be eligible for annual service credit, requirements for only one of the positions must be met.

SECTION 4 DISCIPLINE

See City Policy 1998-01 Sec. 31, Subd. 1 and Subd. 2.

SECTION 5 WORK RULES

See City Policy 1998-01 Sec. 31, Subd. 3.

SECTION 6 SMOKING

Mountain Iron City policy states all tobacco use is prohibited in City of Mountain Iron buildings and equipment.

SECTION 7 ABSENCE

A member who expects to be absent from a meeting or drill shall notify any officer and said officer shall make a report thereof at the meeting or drill. Sickness, employment, or temporary absence from the region shall be deemed as a reasonable excuse.

SECTION 8 LEAVE OF ABSENCE

Members may be granted a leave of absence for a specified time period, with recommendation from the executive officers.

SECTION 9 ANNUAL DUES

Members shall pay an annual due of \$35.00. Payment shall be on or before the first meeting following January 1.

**ARTICLE 5
DUTIES OF MEMBERS**

SECTION 1 ALARM RESPONSE

It shall be the duty of each member available, by designated role, to respond to every medical assistance or fire/emergency alarm with as little delay as possible obeying all traffic laws and using his or her best efforts in the discharge of duties as may be assigned to him or her by the officer in command and obey all orders within reason. Should any member refuse to obey orders, he or she may be referred to the executive officers for disciplinary action. The executive officers shall conduct a hearing concerning the actions. Final action against the member shall be determined by the Personnel Committee upon recommendation of executive officers.

SECTION 2 SOCIAL MEDIA

See City Policy 2016-01 and 2016-02

SECTION 3 TRAINING ATTENDENCE

Subd. 1 Training. All members are required to attend all training and business meetings as well as active medical assistance or firefighting unless unable to do so because of employment, illness, or circumstances beyond their control. Firefighting members shall be required to attend at least twenty-four hours of in-house training per year. First responder members shall be required to attend at least eight hours of in-house training per year. The members shall be required to attend the minimum number of training hours to maintain required certifications. If minimum training hour requirements are not met, the Department (Chief) will not authorize recertification of the firefighter or first responder. It is the duty of the member to contact an executive officer if a meeting or training will be missed.

Subd. 2 Alternate Trainings. Upon approval by an executive officer, alternate training classes and hours outside of the department may be approved to meet the requirements of Article 5, Section 3, Subd. 1. These hours may be eligible for hourly compensation at the discretion of the Chief.

Subd. 3 Fitness. Hours logged at a fitness facility may be credited towards participation percentage but will not be eligible for hourly compensation. For reimbursement of a fitness membership, see City Policy 2016-04.

SECTION 4 POST ALARM

It shall be the duty of every firefighting member answering a fire alarm or call to return to the station after the fire and help place the equipment and apparatus in workable condition for future use, and file necessary reports, unless excused by an officer.

It shall be the duty of every first responder member responding to a medical assistance alarm or call to return to the station after the call and file necessary reports, unless excused by an officer.

SECTION 5 FACIAL HAIR

All members shall not be allowed to have facial hair that interferes with safe use of SCBA's. Mustaches and sideburns shall be permitted as long as they do not interfere with the proper use of all breathing apparatus. It is at the discretion of executive officers.

SECTION 6 ALCOHOL

Members shall not respond to a fire or emergency call after consuming alcohol. Members taking medication which may alter their physical or mental condition shall also refrain from responding to fire and emergency calls.

SECTION 7 PUBLIC RELATIONS

Members are encouraged to use their skills in assisting the department. This assistance shall refer to such things as public relations and other promotional efforts. The Department Community Outreach Coordinator shall form a community event committee comprised of a minimum of four Department members. This committee shall be chaired by the Community Outreach Coordinator and be responsible for planning the Department's community efforts.

Committee members may volunteer or be recommended by the Community Outreach Coordinator and shall be approved by the Fire Chief.

SECTION 8 EQUIPMENT USAGE

No member shall take or loan any article from the fire station without consent from the designated officer in charge.

SECTION 9 PURCHASES

No member shall contract any debt in the name of the department without consent of the Chief. The Chief has final authority related to discretionary spending within the constraints of the annual budget approved by the City Council. Expenditures exceeding \$10,000 shall be presented by the Chief to the Health and Safety Committee for recommendation and approval by the City Council.

SECTION 9 OUT OF RANGE

Any member that plans to be out of response range for a period of time should notify an officer of their absence.

**ARTICLE 6
LOSS OF MEMBERSHIP**

SECTION 1 ATTENDANCE

See Article 4, Section 2

SECTION 2 RESIGNATION

Any member desiring to resign must state his or her intentions in writing and submit such resignation to the department's executive officers. A thirty-day notice shall be required. During this thirty-day period, the member shall be given the right to withdraw the decision.

SECTION 3 NEGLECT

If any member shall neglect his or her duty, pervert his or her office, or disturb the peace and good order of the department, his or her conduct could be considered for dismissal from the department. The department's executive officers shall conduct a hearing to decide the action and a recommendation will be made to the Personnel Committee.

**ARTICLE 7
COMMAND AT FIREGROUND OPERATIONS**

SECTION 1 RANKING OFFICER

The Chief shall rely on the other executive officers to assist him or her in carrying out a safe fire ground operation. In the absence of the chief, the next highest-ranking officer or senior member shall be command of the fire scene until a ranking officer takes command of the scene.

SECTION 2 STAFFING SCHEDULE

The department shall establish a minimum staffing schedule and roster as deemed necessary during the course of the year.

SECTION 3 OBLIGATIONS

Any member who signs for a shift must fulfill the obligation or lose all rights to fill vacancies. If members do not sign up for shifts he or she will be assigned as needed.

**ARTICLE 8
OFFICERS AND TERMS OF OFFICE**

SECTION 1 OFFICERS

See City Code Chapter 31, Amendment 31.001. The department's executive officers and rank consist of:

Chief
Battalion Chief (1 & 2) – Scene Command
First Responder Director (1)
Captain (1) - Apparatus and Maintenance
Captain (2) - Training Officer
Captain (3) - Safety and Personal Protective Equipment
Captain (4) – Secretary/Financial
Lieutenant (1) – Assistant Apparatus and Maintenance
Lieutenant (2) – Assistant Training Officer
Lieutenant (3) – Assistant Safety and Personal Protective Equipment
Lieutenant (4) – Community Outreach Coordinator

SECTION 2 OFFICER SELECTION AND TERM

Officers shall be appointed and serve for terms as directed in City Code Chapter 31, Amendment 31.002 and City Policy 2008-02.

Adoption of this amended policy shall replace entirely City Policy 2008-04. City Policy 2008-04 henceforth becomes obsolete.

SECTION 3 DUTIES OF OFFICERS

City Code Chapter 31, Amendment 31.004 for duties of the Chief as well as the duties outlined in the Chief Position Analysis. The Duties of the Officers are outlined in the appropriate Position Analysis as adopted by the Mountain Iron City Council and are attached hereto.

**ARTICLE 9
PAY**

SECTION 1 FIREFIGHTERS AND FIRST RESPONDERS

Firefighters shall be paid the currently approved rate per hour while on a fire call or attending designated training or other required events per City Code Chapter 31, Amendment 31.011.

First Responders shall be paid the currently approved stipend per response to a medical alarm, or the currently approved rate per hour while attending designated training or other required events per City Code Chapter 31, Amendment 31.011.

SECTION 2 OFFICERS

Rate of officer pay will be established by the City Council.

ARTICLE 10 MEETINGS

Monthly firefighter meetings and or training sessions will be held every second, third, and fourth Monday beginning at six pm. Monthly first responder training will be held on the first Monday of the month. Members shall be informed by the department's executive officers if a change in the time or date is determined.

ARTICLE 11 CHAIN OF COMMAND

If a member has an issue with another member or one of the executive officers, he or she will follow the chain of command to solve the problem. The member shall try to resolve the problem by approaching the executive officers first. If no resolution can be achieved through one the lieutenants or captains, you then go to a battalion chief, if not then, go to the chief. If the issue is not resolved, the chief will then approach the city administrator to resolve the problem. If the member does not follow the chain of command to resolve the issue, he or she will be subject to the disciplinary article 4 section 3.

ARTICLE 12 ROLL CALL AFTER FIRE OR EMERGENCY CALL

After a fire call or training, if the apparatus have not been rehabbed and returned to service, a roll call shall not be taken until the equipment has been checked and determined ready for service. An excuse may be granted by the officer in charge.

RECEIPT FOR POLICY AND PROCEDURE

I acknowledge that I have received a copy of the Personnel Policy and Procedures, and related Policy and Code referenced within this policy for The Mountain Iron Fire Department and the City of Mountain Iron, which have been approved by the City Council and Personnel Committee.

Name (please print) _____

Signature _____

Date _____

FIREFIGHTER SELECTION POLICY

Policy Number 2008-01

Adopted February 4, 2008
Amended February 3, 2025

PURPOSE

The purpose of these policies is to establish a uniform and equitable system for the selection of firefighters for the City of Mountain Iron. Firefighters are held to a high standard by society and the City desires that its residents and visitors have the utmost confidence in the integrity, competence, and reliability of its firefighters. These policies are designed to ensure that a fair and effective process is followed in the selection of firefighters.

NON-DISCRIMINATION

It is the policy of the City of Mountain Iron to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters. It is the responsibility of all City officials and Fire Department supervisors/officers to ensure the implementation of this policy.

SELECTION/APPOINTMENT RESPONSIBILITIES

Subject to the discretion of the City Council or its Designee, the Fire Department has primary responsibility for performing such selection components as application review, reference/background checks, oral interviews and physical examination. The Fire Department is also responsible for recommending candidates for final selection by the City Council or City Council Designee. The City Council or the City Council's Designee is considered the final appointing authority.

APPLICATION SUBMISSION

All individuals interested in being considered for a firefighter position must complete an application form provided by the City. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

APPLICATION REVIEW

1) Preliminary Screening

The Fire Chief or his/her Designee(s) will review the initial applications for completeness and compliance with minimum requirements established for the firefighter position. If the application is incomplete on its face or discloses that the applicant does not meet the

minimum requirements, the application shall be rejected.

2) Application Evaluation and Veterans Preference

In accordance with Minnesota Statutes 43A.11 (Minnesota Veterans Preference Act) the training and education of each applicant will be rated based upon the application materials submitted. The training and education rating will be done on a 100-point scale with 5 points out of the 100 given to qualified veterans and 10 points out of the 100 given to qualified disabled veterans (only a qualified disabled veteran would be eligible to achieve all 100 points).

ORAL INTERVIEW

An oral interview committee created by the Fire Department will interview all applicants who meet the minimum application point totals as determined by the Fire Chief or his/her Designee(s). The interview committee may consist of the Fire Chief, Fire Department Officers and Supervisors, the City Administrator, City Council Members, and/or Fire Chiefs and Officers from other Departments. The interview committee will be provided with a list of predetermined interview questions to be asked of all applicants. Following completion of all interviews, the interview committee will meet and by consensus agree on the successful applicants based on an evaluation of the applicants' responses to the interview questions and overall qualifications. The names of the successful candidates will be forwarded to the Fire Chief who will present the names to the City Council or the City Council designee for approval.

CONDITIONAL OFFERS

Approved candidates will be made conditional offers that are contingent on a candidate's successful completion of a background/reference check and medical examination.

BACKGROUND/REFERENCE CHECK

The Fire Chief or his/her Designee will advise the approved candidates that the Fire Department will conduct a background/reference check pursuant to Minn. Stat. Section 299F.036. The candidate will provide appropriate releases to the Fire Department. The Fire Chief or his/her Designee(s) will request information subject to the releases of all employers of the candidate for whom the candidate worked during the preceding ten years.

MEDICAL EXAMINATION

Candidates approved by the City Council will be notified of the requirement to pass a medical examination of the Fire Departments selected physician. The medical examination will be position related and consistent with business necessity. The Fire Department will provide the physician with a copy of the position description for firefighter and the standard medical examination criteria. The physician may request copies of the candidate's medical records, if the physician determines that additional tests may be necessary, the physician may conduct such further tests, provided that the Fire Department first authorizes any additional expense.

RESCINDING A CONDITIONAL OFFER OF EMPLOYMENT

If the results of the background/reference check or the medical examination indicate that the candidate should not be hired for the position the Fire Chief is to notify the City Council or the City Council Designee. The City Council or the City Council Designee will be responsible for making the decision to rescind the conditional offer of employment. In the case of rescission based on results of a medical examination, the City must notify the affected candidate within 10 days of its final decision to rescind the job offer.

ORIENTATION MEETING

Candidates who have successfully completed the background/reference check and medical examination will meet with the Fire Chief or his/her Designee for a firefighter orientation meeting to further describe position duties, performance expectations, training requirements and the Fire Department's policies and standard operating guidelines.

POLICY FOR APPOINTMENT OF FIRE DEPARTMENT OFFICERS

Policy Number 2008-02

**Adopted February 4, 2008
Amended December 21, 2009
Amended October 19, 2020
Amended February 3, 2025**

PURPOSE

The purpose of these policies is to establish a uniform and equitable system for the appointment to officer positions in the City of Mountain Iron Fire Department. The Officers shall be comprised of the following positions: Fire Chief, Battalion Chief (2), First Responder Director, Captain (4) and Lieutenant (4, one to be designated as Community Outreach Coordinator).

NON-DISCRIMINATION

It is the policy of the City of Mountain Iron to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the appointment of officer positions. It is the responsibility of all City officials, and Fire Department supervisors/officers to insure the implementation of this policy.

APPOINTMENT RESPONSIBILITIES

This policy section shall not preempt the current revision of City Code Chapter 31, Amendment 31.002.

Subject to the discretion of the City Council or its Designee, all appointments to officer positions are to be approved by the Fire Chief. In the case of the Fire Chief, Battalion Chiefs and First Responder Director positions, the appointment is to be made by the City Council or its Designee.

APPOINTMENT TERMS

Terms shall be established by the current revision of City Code Chapter 31, Amendment 31.002.

FILING FOR POSITION

Filing for officer positions shall take place over a 30-day posting period. A position posting labeled "Internal Posting" shall be placed in the fire station listing the most current requirements of the open officer position. To file for any officer position, an applicant must meet the minimum requirements for years of service and education/experience as outlined in the Fire Departments position analysis. The Fire Chief or his/her Designee will verify each applicant's qualifications.

In the case of the Fire Chief position, the City Council or its Designee will verify each applicant's qualifications. Each filing member for office shall submit an application and/or resume outlining activities or functions the applicant has or is participating in including: education, fire prevention activities, call response, meeting attendance, etc.

ORAL INTERVIEW

A panel of no less than three officers/individuals shall conduct oral interviews for the selection of officers. The interview panel will consist of the Fire Chief, the Chairperson of the Public Health and Safety Board and the Chairperson of the Personnel Committee. In the case of the Fire Chief position, the interview will be conducted by the City Council or its Designee(s). Interviews will be offered to all applicants meeting the minimum requirements for the position. The interview panel will be provided with a list of pre-determined interview questions to be asked of all applicants. The questions will include questions and/or situations that pertain to leadership, teamwork, communications and management-style qualities desired for the level of management required for the position. The interview panel will make their selection from the top candidates and forward their selections to the Fire Chief for approval. In the case of the Fire Chief and Battalion Chief positions, the interview panel will forward their top candidate to the City Council or its Designee for approval.

OFFICER POSITIONS VACATED DUE TO RESIGNATION, DEMOTION, PROMOTION OR DISCHARGE

A vacated position shall be posted and a 30-day period shall be established for filing, using the same application, interview and selection process outlined in the above procedures. If several positions are open, the higher ranking positions will be filled first. The positions shall be filled as soon as practical.

FIRST RESPONDER SELECTION POLICY

Policy Number 2008-03

**Adopted April 7, 2008
Amended February 3, 2025**

PURPOSE

The purpose of these policies is to establish a uniform and equitable system for the selection of First Responders for the City of Mountain Iron. First Responders are held to a high standard by society and the City desires that its residents and visitors have the utmost confidence in the integrity competence and reliability of its First Responders. These policies are designed to ensure that a fair and effective process is followed in the selection of First Responders.

NON-DISCRIMINATION

It is the policy of the City of Mountain Iron to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of First Responders. It is the responsibility of all City officials and First Responder supervisors/officers to ensure the implementation of this policy.

SELECTION/APPOINTMENT RESPONSIBILITIES

Subject to the discretion of the City Council or its Designee, the Fire Department has primary responsibility for performing such selection components as application review, reference/background checks, oral interviews and physical examination. The Fire Department is also responsible for recommending candidates for final selection by the City Council or City Council Designee. The City Council or the City Council's Designee is considered the final appointing authority.

APPLICATION SUBMISSION

All individuals interested in being considered for a First Responder position must complete an application form provided by the City. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

APPLICATION REVIEW

1) Preliminary Screening

The Director of the First Responders or his/her Designee(s) will review the initial applications for completeness and compliance with minimum requirements established for the First Responder position. If the application is incomplete on its face or discloses

that the applicant does not meet the minimum requirements, the application shall be rejected.

2) **Application Evaluation and Veterans Preference**

In accordance with Minnesota Statutes 43A.11 (Minnesota Veterans Preference Act) the training and education of each applicant will be rated based upon the application materials submitted. The training and education rating will be done on a 100-point scale with 5 points out of the 100 given to qualified veterans and 10 points out of the 100 given to qualified disabled veterans (only a qualified disabled veteran would be eligible to achieve all 100 points).

ORAL INTERVIEW

An oral interview committee created by the Fire Department will interview all applicants who meet the minimum application point totals as determined by the Director or his/her Designee(s). The interview committee may consist of the Director, Fire Department Officers and Supervisors, the City Administrator, City Council Members, and/or Directors and Officers from other Departments. The interview committee will be provided with a list of predetermined interview questions to be asked of all applicants. Following completion of all interviews, the interview committee will meet and by consensus agree on the successful applicants based on an evaluation of the applicants' responses to the interview questions and overall qualifications. The names of the successful candidates will be forwarded to the Director who will present the names to the City Council or the City Council designee for approval.

CONDITIONAL OFFERS

Approved candidates will be made conditional offers that are contingent on a candidate's successful completion of a background/reference check and medical examination.

BACKGROUND/REFERENCE CHECK

The Director or his/her Designee will advise the approved candidates that the First Responders will conduct a background/reference check pursuant to Minn. Stat. Section 299F.036. The candidate will provide appropriate releases to the First Responders. The Director or his/her Designee(s) will request information subject to the releases of all employers of the candidate for whom the candidate worked during the preceding ten years.

MEDICAL EXAMINATION

Candidates approved by the City Council will be notified of the requirement to pass a medical examination of the First Responders selected physician. The medical examination will be position related and consistent with business necessity. The First Responders will provide the physician with a copy of the position description for First Responder and the standard medical examination criteria. The physician may request copies of the candidate's medical records, if the physician determines that additional tests maybe necessary, the physician may conduct such further tests, provided that the First Responders first authorizes any additional expense.

RESCINDING A CONDITIONAL OFFER OF EMPLOYMENT

If the results of the background/reference check or the medical examination indicate that the candidate should not be hired for the position the Director is to notify the City Council or the City Council Designee. The City Council or the City Council Designee will be responsible for making the decision to rescind the conditional offer of employment. In the case of rescission based on results of a medical examination, the City must notify the affected candidate within 10 days of its final decision to rescind the job offer.

ORIENTATION MEETING

Candidates who have successfully completed the background/reference check and medical examination will meet with the Director or his/her Designee for a First Responder orientation meeting to further describe position duties, performance expectations, training requirements and the Fire Department's policies and standard operating guidelines.

MOUNTAIN IRON FIRE DEPARTMENT FITNESS REIMBURSEMENT POLICY	
Policy Number 2016-04	Adopted April 7, 2008 Amended February 3, 2025

This policy shall replace, in its entirety, previously adopted Policy Number 2016-04. Adopted November 7, 2016.

The City of Mountain Iron will reimburse an individual Firefighter who signs this agreement for a set amount towards a fitness facility membership of the Firefighter's choice. In order to qualify for the City reimbursement plan, each Firefighter must meet their required call/training volume for each month and workout a minimum of 8 times per month. If a Firefighter fails to meet these criteria, the Firefighter is ineligible for that month's membership reimbursement from the City. The City of Mountain Iron will reimburse the Firefighter up to \$25 (twenty-five dollars) (the amount shall not exceed the monthly membership cost) per month on their paycheck upon submission of proof for 8 workouts per month. Meeting participation requirements will be determined by the Fire Department upon submission of each month's payroll.

This is not a contract to provide a fitness facility membership to a Firefighter. The Firefighter is solely responsible for the balance of the monthly membership payments. The City of Mountain Iron is under no circumstance responsible to the fitness facility for membership payments, only to reimburse the Firefighter as defined above within this policy.

Signatures below are acknowledgment by the Firefighter, Fire Department, and the City of Mountain Iron of the Firefighter's request and City's acceptance into the fitness membership reimbursement plan.

Firefighter Sign and Date

City Sign and Date

City Sign and Date



Fire Department Training and Equipment Policy

I. Policy Number 2024-01

Adopted January 16, 2024
Amended February 3, 2025

As a new hire with the Mountain Iron Fire Department, I acknowledge and recognize that the City of Mountain Iron will incur considerable expenses for my initial and ongoing training as a firefighter and/or first responder. As a result of the training and experience that I receive, I will acquire valuable skills.

Therefore, I hereby sign this document as my authorization and agreement that, if I resign my position as a firefighter and/or first responder, or if I am terminated during the first two years of my employment as a firefighter and/or first responder with the City, I will reimburse the City for the costs and expenses incurred by the City for my initial and ongoing training as a firefighter and/or first responder. In addition, I will reimburse the City for the costs and expenses incurred to provide my initial set of structural turnout gear (bunker pants, jacket, helmet, boots) as those articles are custom ordered for me and may not have value for others within the department, provided however, that such payment does not create in me, any ownership rights or rights with regard to such gear.

Further, I hereby agree that, when I resign, retire, or am terminated from my position as a firefighter and/or first responder, I will return to the City any and all of the City owned equipment, clothing and gear which the City provides to me in the course of my service as a firefighter and/or first responder. Any such gear shall be returned in a good and workable condition.

The signee of this policy may have the cost reimbursement requirements waived within the two-year period if unforeseen hardships arise. Waiver must be requested by the signee to the Chief. The Chief shall present the waiver request to the Health and Safety Board for review and recommendation to the City Council for determination.^[B1.1]

During the period in which a member of the Fire Department or first responder service is subject to this policy, they will be provided notice of the amount and upon significant increases to the existing repayment obligation upon reasonable intervals.

Printed Name (Chief)

Printed Name (FF/FR)

Witness (Chief) Signed Name

Witness (FF/FR) Signed Name



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 01-25

ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve the Main Street between Mineral Avenue and Slate Street by street reconstruction Improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA that the proposed improvement be referred to Bolton and Menk Engineering for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2025.

Mayor Peggy Anderson

ATTEST:

City Administrator



Real People. Real Solutions.

January 29, 2025

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

4960 Miller Trunk Highway
Suite 550
Duluth, MN 55811

Ph: [218] 729-5939
Bolton-Menk.com

RE: Professional Engineering Services Scope and Fee:
Main Street Feasibility and Design Study

Dear Mr. Wainio,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the City of Mountain Iron to investigate and prepare a feasibility study for Main Street and also at the request of Staff to investigate the condition of Mountain Avenue at the same time.

This proposal is broken into a few tasks, if approved we will only work through each task addressed and if the process moved ahead we would address the next task. This will follow this project from the beginning investigation and to bidding of the project and closeout if the council elects to complete the most feasible design option.

We appreciate the opportunity to continue servicing Mountain Iron and value the great working relationship we have developed with the staff and council. Please feel free to contact me with any questions or comments regarding the services proposed herein at alan.johnson@bolton-menk.com or (218) 780-2323

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads 'Alan J. Johnson'.

Alan Johnson, P.E.
City Engineer

Enclosure:
Scope



Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

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Scope of Services

Project Understanding

The City of Mountain Iron is requesting a proposal for professional services for the preliminary and final design of Main Street between Mineral Avenue and Slate Street and Mountain Avenue between 1st Street and Coral Street. It is our understanding that these projects include full surface reconstruction of the roadways, sidewalks and drainage infrastructure. Our scope of services have been separated so the City of Mountain Iron can elect to complete Mountain Avenue in conjunction with Main Street or Main Street only.



The following scope of services is broken into four primary tasks as follows.

Task 1 – Site Investigation

Bolton and Menk will review the site conditions. We will map the areas, perform a Gopher One Call to identify all utilities within the right of way and perform a field review of the utilities in the field. We will also order soil borings. Survey crews will collect information on street width and other items needed to generate cost estimates.

DELIVERABLES

- Existing conditions survey map with utilities

- Soil Boring and Geotechnical Report (separate cost without any markup)
- Evaluation of existing Utilities

Task 2– Feasibility Report

Bolton & Menk will prepare a feasibility report as required by Minnesota Statute 429.031 to determine the feasibility of the proposed project. The report will provide an engineering review of the project, determine the cost of the improvement, determine whether the improvement is cost effective and identify any other information necessary for council consideration. Following preparation of the report, it will be presented to the council at a regularly scheduled meeting.

DELIVERABLES

- Feasibility Report
- Preliminary and Final Assessment Roll

Task 3 – Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with City of Mountain Iron design standards and following all federal and state laws, rules, and regulations. Comprehensive, detailed construction plans and specifications will be prepared to comply with City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, the bid proposal form, and any necessary labor/wage requirements. We will prepare and coordinate all necessary permits for the project. We intend to submit final design plans, specifications, engineer's estimate for review at the following stages of completion:

DELIVERABLES

- Construction Plan Sets
- Project Proposal with Specifications
- Required Permits
- Engineer's Cost Estimate

Task 4 – Project Advertisement and Bidding

The final task will include advertisement and bidding of the proposed construction project. Upon acceptance of bids the project manual will be updated with appropriate contractor information and submitted to the City for construction administration.

- a) Bolton & Menk will coordinate advertisement of bids.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk and City of Mountain Iron will host the bid opening.
- d) Bolton & Menk will produce a bid abstract and updated contract documents.
- e) Bolton & Menk will provide a recommendation to the Council for award of the contract.

DELIVERABLES

- Bid Advertisement Documentation
- Bidding Documents & Final Contract Documents
- Bid Abstract

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Council Order Feasibility Report	February 3, 2025
Begin Site Investigation	February -March 2025
Receive Feasibility Report	May 15, 2025
Call for Public Improvement Hearing	June, 2025
Hold Public Improvement Hearing	July, 2025
Approve Feasibility Report & Order Project	August 2025
Approve Plans, Set Bid Date, and Authorize Advertisement	September 2025
Open Bids	October 2025
Award Contract	November 2025
Start Construction	May 2026
Construction Substantially Complete	July 31, 2026
Hold Public Assessment Hearing	October 2026

ASSUMPTIONS

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration or observation services.
- c) All permitting fees will be invoiced separately to the City of Mountain Iron.
- d) Full reconstruction – If we find a more cost effective repair option our fees will be reduced.
- e) Geotechnical services will be invoice as additional services

FEES : Fees area based off a full reconstruction project, if a smaller project such a mill and overlay is determined to be feasible we will only charge what we have into this project.

Scope of Services (Main Street)		
Task	Task Name	Cost
1	Site Investigation (Main Street)	\$12,000.00
2	Feasibility Report (Main Street)	\$7,500.00
3	Final Design (Main Street)	\$58,500.00
4	Project Advertising & Bidding	\$4,000.00
Total Fee (Hourly, NTE)		\$82,000.00

***Does not include soil borings**

Cost to Add Mountain Avenue into the scope together with Main Street.

Scope of Services (Mountain Avenue)		
Task	Task Name	Cost
1	Topographic Survey (Mountain Avenue)	\$3,000.00
2	Feasibility Report (Main Street)	\$1,500.00
3	Final Design (Main Street)	\$35,000.00
Total Fee (Hourly, NTE)		\$39,500.00

- *Does not include soil borings
- *Price reflects the feasibility study and plans done together with Main Street

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received to provide a well-defined scope and schedule. We anticipate that this fee will be approximately 10-12 percent of the construction costs but may vary based on the level of construction administration services requested by the City of Mountain Iron.



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

ORDINANCE NUMBER 02-25

AMENDING CHAPTER 31 OF THE MOUNTAIN IRON CITY CODE

THE CITY COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA DOES ORDAIN:

SECTION 1. AMENDMENTS. The text of Chapter 31 of the City Code is hereby repealed in its entirety and replaced with the following:

PAID-ON-CALL FIRE DEPARTMENT and FIRST RESPONDERS

§ 31.001 ESTABLISHED.

There is established in this City a Paid-On-Call Fire Department and First Responders (herein referred to as "the department") consisting of a Chief, two Battalion Chiefs, Secretary/Financial Officer, Safety Officer, Training Officer, Apparatus/Maintenance Officer, Emergency Medical Services (First Responder) Director, Assistant Apparatus/Maintenance Officer, Assistant Training Officer, Assistant Safety Officer, and Community Outreach Coordinator. The department is not to exceed thirty-five (35) members with thirty (30) firefighter and/or firefighter/First Responder positions and five (5) First Responder only positions. See Standard Operating Guidelines for department officers Position Analysis.

(Prior Code, § 43.01) (Repealed and Amended 11.15.2021) (Amended 2.3.2025)

§ 31.002 APPOINTMENT.

The Chief of the Fire Department, the Battalion Chiefs, and First Responder Director shall be appointed by the Council, which body shall, in making such appointments, take into consideration recommendations of the members of the department. Each officer shall hold office until his or her successor has been duly appointed, except that he or she may be removed by the Council for cause and after a public hearing. Subject to the discretion of the City Council, all appointments to officer positions are to be approved by the Fire Chief. Firefighters, probationary firefighters and First Responders shall be appointed by the members of the Department subject to confirmation by the Council. Firefighters and First Responders shall continue as members of the Department during good behavior and may be removed by the Council only for cause and after a public hearing.

(Prior Code, § 43.02) (Amended 2.3.2025)

§ 31.003 FIRE MARSHAL

The office of Fire Marshal may be held by the Chief or by the Battalion Chiefs, if the Council so decides. The Fire Marshal shall be charged with the enforcement of all ordinances aimed at fire prevention. He or she shall have full authority to inspect all premises and to cause the removal or abatement of any fire hazards.

(Prior Code, § 43.03) (Amended 2.3.2025)

§ 31.004 DUTIES OF CHIEF.

The Chief or designated liaison shall make a report to the Public Safety and Health Board as to the condition of the equipment and needs of the Fire Department. He or she may submit additional reports and recommendations at any meeting of the Public Safety and Health Board. He or she shall be responsible for the proper training and discipline of the members of the Fire Department and may suspend any member for refusal or neglect to obey orders pending final action by the Council on his or her discharge or retention. See Position Analysis for Chief in Standard Operating Guidelines.
(Prior Code, § 43.04)

§ 31.005 RECORDS.

The Secretary/Financial Officer shall keep in convenient form a complete record of all fires, such record shall include the time of the alarm, location of fire, cause of fire (if known), type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the Department responding to the alarm and such other information as he or she may deem advisable or as may be required from time to time by the Council or State Insurance Department. See Position Analysis in Standard Operating Guidelines.
(Prior Code, § 43.05)

§ 31.006 ATTENDANCE.

All members shall be required to attend business meetings, training sessions, calls and other events or functions required by the Department. Attendance shall be noted, and these members will be compensated for required events.
(Prior Code, § 43.06) (Amended 2.3.2025)

§ 31.007 BATTALION CHIEFS.

In the absence or disability of the Chief, a Battalion Chief shall perform all the functions and exercise all of the authority of the Chief. See Position Analysis in Standard Operating Guidelines.
(Prior Code, § 43.07) (Amended 2.3.2025)

§ 31.008 FIREFIGHTERS AND FIRST RESPONDERS.

Membership to the department shall be restricted to those who live within a radius of fifteen minutes of the fire hall. Membership must obey all traffic laws in response. The minimum age requirement shall be 18 years of age. The department's active roster shall consist of a maximum of thirty (30) paid on call firefighter, firefighter/First Responder and five (5) First Responder only members. (Prior Code, § 43.08) (Repealed and Amended 11.15.2021) (Amended 2.3.2025)

§ 31.009 LOSS OF MEMBERSHIP.

Firefighters absent from three consecutive drills or calls, unless excused by the Chief, shall forfeit membership in the Department.
(Prior Code, § 43.09)

§ 31.010 COMPENSATION.

The members and officers of the Fire Department shall receive such compensation as the City Council shall determine by resolution, and a record book of the amounts of compensation for each

position shall be kept on file in the office of the City Administrator and Fire Department of and for the City.

(Prior Code, § 43.10)

§ 31.011 MINIMUM PAY.

In computing compensation for fires and first responder calls, one hour shall be considered as the minimum to be paid to any member.

(Prior Code, § 43.11) (Repealed and Amended 11.15.2021)

§ 31.012 PRESENT MEMBERS.

Persons, who are members of the Fire Department at the time of the adoption of this section, shall not be required to serve a probationary period before receiving firefighter's rating. All members shall be provided with a copy of the Policies and Procedures for The Paid-On-Call Mountain Iron Fire Department (Policy Number 2015-01and 2016-01).

(Prior Code, § 43.12)

SECTION 2. INCONSISTENT ORDINANCES. Any inconsistent Ordinances or parts thereof are hereby repealed and replaced with the provision of this Ordinance.

SECTION 3. EFFECTIVE DATE. This Ordinance becomes effective on the date of its publication, or upon the publication of a summary of the Ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2025.

Mayor Peggy Anderson

Attested:

City Administrator

COUNCIL LETTER 020325-VIIBA

COUNCILOR ROSKOSKI

CULTURE AND RECREATION GRANT

DATE: January 30, 2025

FROM: Councilor Roskoski

Craig J. Wainio
City Administrator

Councilor Roskoski requested this item be placed on the agenda with the enclosed background information.

NOTE: Staff has extensive knowledge of this grant program and has accessed funding through the program numerous times.



Culture & Tourism

Culture & Tourism grants assist projects that support arts, culture, history, tourism and recreational activities, enhance the quality of life in the region and attract visitors.

Contact: Danae

Beaudette, Danae.Beaudette@state.mn.us (mailto:
%20danae.beaudette@state.mn.us) or 218-735-3022.

Grant Cycle Dates: July 1 – October 1, 2024.

If program funds are available after the cycle, applications may be accepted from January 1 through May 1, 2025, or until program funds are substantially committed for the fiscal year, whichever occurs sooner.

Eligible Applicants: Cities, townships, nonprofits, Tribal governments and governmental entities created pursuant to Minnesota Statutes located within the agency's service area.

Multi-organization collaboration is encouraged.

[FY25 Culture & Tourism Grant Guidelines \(/irrrb/assets/FY25%20Culture%20Tourism%20Grant_06272024_ACC_tcm1047-630505.pdf\)](#)

[Grant Application Portal and Forms \(/irrrb/grant-resources/grant-application-portal/index.jsp\)](#)

[\(/irrrb/assets/FY2020%20Culture%20and%20Tourism_tcm1047-393329.pdf#false\)](#)

[FY20 - FY23 Culture & Tourism Grant Program Evaluation \(/irrrb/assets/Updated%20FY20-23%20Culture%20and%20Tourism_tcm1047-591945.pdf\)](#)

[\(/irrrb/assets/FY18-19%20Culture%20and%20Tourism_tcm1047-403028.pdf#false\)](#)

Success Story

