

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, OCTOBER 5, 2015 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the September 21, 2015, meeting (#1-12)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Special Events Permit (#13)
 - C. Director of Public Works Report
 - 1. Street Light Standards Quote (#14)
 - D. City Engineer's Report
 - 1. Pay Request Number 1 – Mountain Iron Drive (#15-17)
 - E. Public Health and Safety Board
 - 1. Professional Planning and Coordination Services (#18-24)
 - F. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 24-15 Declaring Costs (#25-26)
- VII. Communications
- VIII. Announcements
 - A. October 12th, 6:30 p.m. Special Meeting on Employee Evaluations
- IX. Adjourn # Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
SEPTEMBER 21, 2015

Mayor Skalko called the City Council meeting to order at 6:31 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Tony Zupancich, Alan Stanaway, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Clark, Municipal Services Secretary; Rod Flannigan, City Engineer; Sally Yuccas, Librarian Director/Special Events Director; Bryan Lindsay, City Attorney; and Greg Chad, Fire Chief.

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

1. Approve the minutes of the September 8, 2015, special meeting as submitted.
2. Approve the minutes of the September 8, 2015, regular meeting as submitted.
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 September 1-15, 2015, totaling \$184,776.55, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period September 1-15, 2015, totaling \$464,154.69, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

During the public forum, Ed Roskoski spoke and requested the Council to consider rehabilitating the Pioneer Cemetery in Mountain Iron located in Section 3, Township 58, Range 18 West.

It was moved by Zupancich and seconded by Tuomela to refer the rehabilitation of the Pioneer Cemetery to the Parks and Recreation Board and the Buildings and Grounds Committee and to have City Staff seek information from the State of Minnesota, the Department of Natural Resources, and United States Steel Corporation with regard to the Pioneer Cemetery. The motion carried.

It was moved by Zupancich and seconded by Prebeg to accept the recommendation of the Planning and Zoning Commission and approve the variance from the setback requirements to construct an addition to a single family dwelling and construct an accessory building for Frank and Diana Werchay, 4716 Majestic Lake Road, Mountain Iron, on Parcel 175-0019-00050. The motion carried unanimously.

It was moved by Skalko and seconded by Tuomela to accept the resignation of Jeremy Jesch from the Economic Development Authority. The motion carried.

It was moved by Skalko and seconded by Tuomela to advertise for applications for the open Economic Development Authority position and accept applications until Wednesday, October 14, 2015. The motion carried.

The Mayor reported on the following:

- Congratulations. To the Mountain Iron-Buhl 2015 Hall of Fame Inductees: Rick Anderson, Frank Bigelow, Steve Bratulich, Tom Gobats, Dave Jankovich, Nick Jones, Dan Lanari, Tom Maki, Tim Martinson, and Russ Peterson.
- West Two Rivers Campground. The campground closed on September 20, 2015. He thanked Stacy and Ward Johnson, the Caretakers, for a successful season.
- Congratulations. To Nick Prebeg for completing the 205 mile Lake Tahoe Ultra Marathon.

It was moved by Zupancich and seconded by Tuomela to authorize the purchase of 2,750 feet of electrical wire from RESCO at a cost of \$5,500, with United States Steel reimbursing the City for the purchase. The motion carried unanimously on a roll call vote.

The City Administrator reported on the following:

- Mountain Manor Apartments. He reported that there were apartments available to rent. He said to contact D. W. Jones for additional information.
- Rink Attendance and Winter Workers. He said that the City would be hiring temporary winter workers soon.

It was moved by Zupancich and seconded by Prebeg to authorize the final payment to Utility Systems of America for the Mud Lake Forcemain Improvement Project in the amount of \$13,664.35. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Prebeg to approve the final change order for Utility Systems of America for the Mud Lake Forcemain Improvement Project, decreasing the project amount by \$228.00 for a final project amount of \$237,947.00. The motion carried.

It was moved by Prebeg and seconded by Tuomela to approve the final change order for the 2014 Street Improvement Project increasing the project amount by \$279.20 for a total project cost of \$317,207.45. The motion carried.

It was moved by Prebeg and seconded by Tuomala to authorize the final payment to Mesabi Bituminous Incorporated for the 2014 Street Improvement Project in the amount of \$15,860.37. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Tuomela to accept the recommendation of the Utility Advisory Board and approve the Market Based Electric Service Agreement with Minnesota Power, with the contact expiring on December 31, 2024, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Prebeg to adopt Resolution Number 11-15, accepting work, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to adopt Ordinance Number 07-15, amending section 154.028 of the Mountain Iron City Code, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Stanaway to adopt Ordinance Number 08-15, amending the official zoning map in and for the City of Mountain Iron, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Tuomela to adopt Resolution Number 23-15, designating the port authority to implement and administer a project assessed clean energy improvement financing on behalf of the City, and providing for the imposition of special assessments as needed in connection with that program, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to authorize Jeff and Greg Properties, Inc., dba: B.G.'s Saloon, to serve alcohol at the Community Center for an event on October 3, 2015. The motion carried.

It was moved by Zupancich and seconded by Tuomela to approve the temporary on-sale liquor license for the Soroptimist of Virginia for an event on October 28, 2015, at the Cinema 6, 8426 Enterprise Drive South. The motion carried.

It was moved by Stanaway and seconded by Zupancich to a temporary on-sale liquor license for the Friends of the Library for an event on October 1, 2015, at the Mountain Iron Community Center. The motion carried.

It was moved by Zupancich and seconded by Stanaway to set a special closed meeting for October 12, 2015 at 6:30 p.m. The motion carried.

The Council reviewed the list of communications.

At 7:20 p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

www.mtniron.com

COMMUNICATIONS

1. Greater Minnesota Partnership, a thank you for the support.
2. Minnesota Make-a-Wish Volunteers, a thank you for the contribution.

Summary By Category And Distribution

Category	Distribution	Amount
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	33,954.01
UTILITY	UTILITY	134,811.06
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	150.90
COPIES	COPIES	3.25
PERMITS	BUILDING	988.60
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	55.92
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,400.00
BUILDING RENTALS	SENIOR CENTER	100.00
MISCELLANEOUS	REIMBURSEMENTS	8,054.06
CAMPGROUND RECEIPTS	FEES	2,720.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	92.83
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	201.22
BUILDING RENTALS	COMMUNITY CENTER	450.00
METER DEPOSITS	ELECTRIC	850.00
MISCELLANEOUS	REC DEPT-VARIOUS FEES/PMTS	117.30
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	29.76
BUILDING RENTALS	NICHOLS HALL	25.00
FINES	CRIMINAL	567.64
MISCELLANEOUS	SPECIAL EVENT PROCEEDS	150.00
Summary Totals:		<u>184,776.55</u>

Check Issue Date(s): 09/10/2015 - 09/25/2015

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/15	09/15/2015	147520	130011	UNITED STATES POSTAL SERVICE	602-20200	404.47
09/15	09/22/2015	147521	10056	A T & T MOBILITY	604-20200	1,466.56
09/15	09/22/2015	147522	10070	A-1 RENTAL SERVICES INC	101-20200	892.95
09/15	09/22/2015	147523	10057	AMERICAN BANK	101-20200	234.19
09/15	09/22/2015	147524	130017	AMERICAN BANK	101-20200	200.00
09/15	09/22/2015	147525	10066	AQUA POWER	602-20200	1,104.68
09/15	09/22/2015	147526	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	94.75
09/15	09/22/2015	147527	20055	BARNES & NOBLE BOOKSELLERS	101-20200	397.05
09/15	09/22/2015	147528	20022	BENCHMARK ENGINEERING INC	301-20200	46,978.75
09/15	09/22/2015	147529	30084	CARDMEMBER SERVICE	603-20200	6,892.20
09/15	09/22/2015	147530	170001	CENTURY LINK	101-20200	497.69
09/15	09/22/2015	147531	220003	CITY OF VIRGINIA	101-20200	62.25
09/15	09/22/2015	147532	30022	COLOSIMO PATCHIN KEARNEY	101-20200	158.00
09/15	09/22/2015	147533	30072	COMPUTER WORLD	101-20200	358.44
09/15	09/22/2015	147534	903	DENNIS GAUTHIER	604-20200	275.60
09/15	09/22/2015	147535	911	DONALD NIEMI	604-20200	71.61
09/15	09/22/2015	147536	60050	EARL F ANDERSEN	101-20200	1,178.87
09/15	09/22/2015	147537	50049	ESSENTIA HEALTH	101-20200	75.00
09/15	09/22/2015	147538	905	ESTATE OF RUTH HARVEY	604-20200	79.67
09/15	09/22/2015	147539	910	ESTATE OF STEVEN CARLSON	604-20200	206.64
09/15	09/22/2015	147540	70016	GOPHER STATE ONE CALL INC	604-20200	71.05
09/15	09/22/2015	147541	80022	HAWKINS INC	601-20200	1,242.03
09/15	09/22/2015	147542	140013	HD SUPPLY WATERWORKS, LTD.	601-20200	43,960.00
09/15	09/22/2015	147543	80001	HILLYARD/HUTCHINSON	101-20200	90.83
09/15	09/22/2015	147544	80037	HOMETOWN MEDIA PARTNERS	101-20200	55.50
09/15	09/22/2015	147545	80055	HUNDRIESER CONSULTING LLC	101-20200	2,100.00
09/15	09/22/2015	147546	90002	INK'D GRAPHIX PLUS (DBA)	101-20200	783.00
09/15	09/22/2015	147547	902	JEANNINE PETROSKEY	603-20200	311.38
09/15	09/22/2015	147548	912	JOANNE PAGEL	604-20200	137.06
09/15	09/22/2015	147549	913	JOHN RENZAGLIA	604-20200	79.96
09/15	09/22/2015	147550	914	JULIE PRZEKVAS	604-20200	135.80
09/15	09/22/2015	147551	901	KAREN JOHNSON	101-20200	132.48
09/15	09/22/2015	147552	1217	L & M SUPPLY	101-20200	5,000.00
09/15	09/22/2015	147553		Information Only Check	101-20200	.00 V
09/15	09/22/2015	147554	120006	L & M SUPPLY	604-20200	2,965.96
09/15	09/22/2015	147555	120032	LAKE COUNTRY POWER	101-20200	202.00
09/15	09/22/2015	147556	908	LANCE MANTY	604-20200	317.97
09/15	09/22/2015	147557	120003	LEAGUE OF MINNESOTA CITIES	101-20200	120.00
09/15	09/22/2015	147558	120005	LEAGUE OF MN CITIES INS TRUST	602-20200	1,833.47
09/15	09/22/2015	147559	120052	LEHMAN FABRICATING INC	101-20200	149.00
09/15	09/22/2015	147560	120012	LIBRARY STORE	101-20200	206.28
09/15	09/22/2015	147561	130041	MESABI BITUMINOUS	301-20200	15,860.37
09/15	09/22/2015	147562	130004	MESABI DAILY NEWS	101-20200	663.00
09/15	09/22/2015	147563	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
09/15	09/22/2015	147564	130026	MESABI SIGN COMPANY	101-20200	562.60
09/15	09/22/2015	147565	904	MICHAEL & MICHELLE KOIDAHL	604-20200	136.25
09/15	09/22/2015	147566	130039	MINNESOTA DEPT OF COMMERCE	604-20200	461.60
09/15	09/22/2015	147567	140026	MINNESOTA ENERGY RESOURCES	602-20200	835.58
09/15	09/22/2015	147568	130009	MINNESOTA POWER (ALLETE INC)	604-20200	84,143.28
09/15	09/22/2015	147569	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	113.40
09/15	09/22/2015	147570	130015	MOUNTAIN IRON PUBLIC UTILITIES	603-20200	14,613.74
09/15	09/22/2015	147571	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	50,563.00
09/15	09/22/2015	147572	140042	NORTHERN DOOR & HARDWARE INC	101-20200	95.00
09/15	09/22/2015	147573	140070	NP SOLAR DEVELOPMENT LLC	101-20200	500.00
09/15	09/22/2015	147574	40032	OFFICE OF MN.IT SERVICES	101-20200	470.07
09/15	09/22/2015	147575	906	OLIVIA ESCOBER	604-20200	238.02
09/15	09/22/2015	147576	160066	PACE ANALYTICAL SERVICES	602-20200	46.20

Check Issue Date(s): 09/10/2015 - 09/25/2015

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/15	09/22/2015	147577	907	PATSY TAYLOR	604-20200	2.10
09/15	09/22/2015	147578	160038	PITNEY BOWES GLOBAL FINANCIAL	603-20200	268.68
09/15	09/22/2015	147579	160037	PRAXAIR	101-20200	39.24
09/15	09/22/2015	147580	180073	RED ROCK RADIO	101-20200	165.00
09/15	09/22/2015	147581	190010	SEPPI BROTHERS	101-20200	89.00
09/15	09/22/2015	147582	190045	SERVICE SOLUTIONS	101-20200	23.00
09/15	09/22/2015	147583	190094	SERVICEMASTER CLEANING SERVICE	101-20200	225.00
09/15	09/22/2015	147584	190006	SPRING CREEK OUTFITTERS INC	604-20200	28.16
09/15	09/22/2015	147585	1152	ST LOUIS COUNTY PHHS	604-20200	287.60
09/15	09/22/2015	147586	200020	THE TRENTI LAW FIRM	101-20200	4,570.50
09/15	09/22/2015	147587	909	TOM & ADRIANNE JORCZAK	604-20200	66.51
09/15	09/22/2015	147588	704	TOM NIKOLANCI	101-20200	200.00
09/15	09/22/2015	147589	200036	TRITEC OF MINNESOTA INC	604-20200	1,401.24
09/15	09/22/2015	147590	210001	UNITED ELECTRIC COMPANY	604-20200	1,646.23
09/15	09/22/2015	147591	210006	UTILITY SYSTEMS OF AMERICA INC	301-20200	13,664.35
09/15	09/22/2015	147592	220028	VAN IWAARDEN ASSOCIATES	101-20200	900.00
09/15	09/22/2015	147593	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	50,335.53
09/15	09/22/2015	147594	220020	VISA OR AMERICAN BANK CC PMT	604-20200	6,028.62
09/15	09/22/2015	147595	230028	WISCONSIN ENERGY CONSERVATION	604-20200	32.50
09/15	09/22/2015	147596	60038	WRIGHT EXPRESS FINAN SERV CORP	101-20200	6,085.68
09/15	09/22/2015	147597	240001	XEROX CORPORATION	101-20200	54.81
09/15	09/24/2015	147598	130011	UNITED STATES POSTAL SERVICE	604-20200	519.93

Totals:

378,958.93

Payroll-PP Ending 9/11/15	66,555.89
Electronic Trans.-Sales Tax 9/18/15	<u>18,639.87</u>
TOTAL EXPENDITURES	<u>\$464,154.69</u>

**DUE TO THE LENGTH
OF
THE FOLLOWING:**

- 1. Market Based Electric Service Agreement**

**IT WILL NOT BE
COPIED AGAIN
FOR THE APPROVAL OF THE MINUTES.**

**COPIES ARE AVAILABLE UPON
REQUEST OR ARE IN THE
SEPTEMBER 21, 2015, CITY COUNCIL
PACKET.**



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 11-15

ACCEPTING WORK

WHEREAS, pursuant to a written contract signed with the City on June 6, 2014, Mesabi Bituminous of Gilbert, Minnesota has satisfactorily completed Improvement Number 14-02, the proposed improvement of Silicon Drive between the centerline of the proposed County Road 102 to the end of Silicon Drive by paving, the improvement of Rock Ridge Drive between Park Ridge Drive and Highway 169 by reconstruction and the improvement of Fairview Lane between Mineral Avenue and Greenwood Lane by overlay in accordance with such contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that the work completed under said contract is hereby accepted and approved, and,

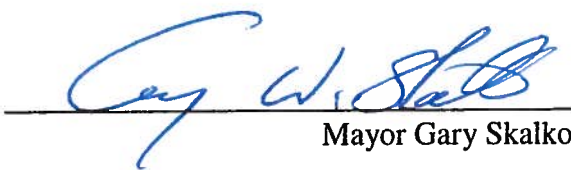
BE IT FURTHER RESOLVED, that the City Administrator and Mayor are hereby directed to issue a proper order for the final payment on such contract, in exchange for the contractor's receipt evidencing payment in full.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF SEPTEMBER, 2015.

ATTEST.



City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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ORDINANCE NUMBER 07-15

AMENDING SECTION 154.028 OF THE MOUNTAIN IRON CITY CODE

THE CITY OF MOUNTAIN IRON HEREBY ORDAINS:

Section 1. Amending Section 154.028. Section 154.028 (D) (4) of the Mountain Iron City Code is hereby amended to read as follows:

(4) Maximum lot coverage allowed: 80%.

Section 2. Amending Section 154.028. Section 154.028 (D) (5) of the Mountain Iron City Code is hereby repealed.


Section 3. Inconsistent Ordinances. All Ordinances or portions thereof inconsistent with this Ordinance shall be repealed and replaced with the provisions of this Ordinance.

Section 4. Effective Date. This Ordinance shall be effective in accordance with State Statute.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF SEPTEMBER, 2015.

ATTEST:

City Administrator


Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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ORDINANCE NUMBER 08-15

AMENDING THE OFFICIAL ZONING MAP IN AND FOR THE CITY OF MOUNTAIN IRON

THE CITY COUNCIL OF MOUNTAIN IRON ORDAINS:

Section 1. Amending the Official Zoning Map. The Official Zoning Map for City of Mountain Iron is hereby amended as follows:

- (A) The Zoning District of the following parcel is hereby changed from Multi-Family 2 (MF-2) to Industrial (I):
- (1) The SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ in Section 10, T58N, R18W, except the northerly 500 feet
- (B) The Zoning District of the following parcels is hereby changed from Mineral Mining (MM) to Industrial (I):
- (1) The SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ East of the RR in Section 9, T58N, R18W
 - (2) The NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ East of the RR in Section 9, T58N, R18W

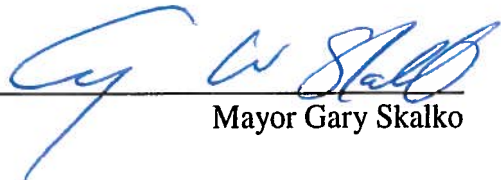
Section 2. Repeal of Inconsistent Ordinance. All Ordinances inconsistent herewith are hereby repealed and replaced with the provisions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be effective according to State Statute.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF SEPTEMBER, 2015.

Attested:

City Administrator


Mayor Gary Skalko



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RESOLUTION NUMBER 23-15

DESIGNATING THE PORT AUTHORITY TO IMPLEMENT AND ADMINISTER A PROJECT ASSESSED CLEAN ENERGY IMPROVEMENT FINANCING ON BEHALF OF THE CITY, AND PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS AS NEEDED IN CONNECTION WITH THAT PROGRAM

BE IT RESOLVED by the City Council of the City of Mountain Iron (the "City"), as follows:

1. The Port Authority of the City of Saint Paul (the "Port Authority") has established the Property Assessed Clean Energy Program ("PACE OF MN") to finance the acquisition and construction or installation of energy efficiency and conservation improvements (the "Improvements"), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the "Act").
2. The City has received and approved one or more applications and petitions for Special Assessments from owners of property located in the City desiring to participate in and receive financing pursuant to the Act.
3. In order to finance the Improvements, the City hereby determines that it is beneficial to participate in PACE OF MN, and to designate the Port Authority as the implementor and administrator of that program on behalf of the City for purposes of financing Improvements located within the City.
4. The City understands that the Port Authority may obtain funding from designated lending institutions or may issue its PACE OF MN special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the other cities participating in PACE OF MN.
5. To facilitate and encourage the financing of Improvements located within the City, the City covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the Loan(s) or Bond(s), and may include additional interest.

6. After imposition of the special assessments, the City shall collect such assessments and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The City will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.
7. The Mayor and City Administrator are authorized to execute on behalf of the City, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 21st DAY OF SEPTEMBER, 2015.

ATTEST:

City Administrator



Mayor Gary Skalko

SPECIAL EVENTS PERMIT REQUIREMENTS

TYPE OF EVENT: Fundraiser 5K for soldiers / Run your Ice off

NAME OF PERSON/BUSINESS: Hero - Saga / Jada Strumbell

NAME OF PERSON RESPONSIBLE FOR EVENT: Jada Strumbell

PHONE NUMBER: 218-904-1103

LOCATION OF EVENT: Sawmill / Mt Iron ^{Start + End @ The mill} 5478 Mountain Iron Drive

DATE & TIME OF EVENT: Dec 12th 2015 8:00am ^{reg. 9:00am} run

IS SANITATION FACILITIES AND POTABLE WATER AVAILABLE?: NO

IS SECURITY/CROWD MANAGEMENT PROVIDED FOR?: yes

WHAT TYPE OF PARKING AND/OR TRAFFIC ISSUES ARE PRESENT?: None
↳ @ sawmill

WILL EMERGENCY & MEDICAL SERVICES BE NEEDED?: NO ~~NO~~

WILL FIRE/SAFETY SERVICES BE NEEDED?: No

INSURANCE AFFIDAVIT: NO

PROVISIONS FOR CLEAN-UP OF PREMISES & SURROUNDING AREA/TRASH DISPOSAL: N/A

ARE TEMPORARY CONSTRUCTION BARRICADES/FENCING NEEDED?: N/A

PROVISIONS FOR REMOVAL OF ADVERTISING/PROMOTIONAL MATERIALS: N/A

WILL THERE BE ALCOHOL CONSUMPTION?: NO

IF SO, INSURANCE AFFIDAVIT: _____

FEE PAID PER CITY ORDINANCE: \$ 25⁰⁰ ^{pd 9-29-15} #2177185 ZJA

DATE(S) PERMIT IS ACTIVE FOR: Dec 12th 2015

APPROVED BY: _____ DATE APPROVED: _____



MILLERBERND
MANUFACTURING COMPANY

622 6th Street South
P O Box 98
Winsted, MN 55395

P 320 485 2111
F 320 485 4420
www.millerberndmfg.com

Our Quotation # 104587-00

09/29/2015

To :

**MOUNTAIN IRON, CITY OF
8586 ENTERPRISE DR. S
MOUNTAIN IRON MN 55768**

Terms : NET 30

Fax : (218) 735-9999

Attention : MIKE DOWNS

Your Request : MNDOT CONTRACT

MN MOUNTAIN IRON - MNDOT CONTRACT 66542

PRICES ARE YOUR NET COST AND FREIGHT INCLUDED. ~VICKI THONVOLD~

TRANSPORTATION ALLOWED BASED ON TOTAL LOT SHIPMENT FREIGHT FORWARD IN ITS ENTIRETY.
MILLERBERND MANUFACTURING COMPANY'S STANDARD TERMS AND CONDITIONS APPLY.

Item	Part / Rev / Description / Details	Quantity Quoted	Unit Price	Extended Price
001	16-SDB4-9-350-LB Rev 000 U/M EA 40B428 .0721 x 9'D x 35' H-BASE POL STAINLESS STEEL ASSEMBLY INCLUDES: Brkwy H-base with access door (base to fit 1" dia bolts on 15" Dia bolt circle), 9' davit luminaire arm @ 35' mounting height, and bare stainless steel finish. LESS ANCHOR BOLTS.	6	1,022.00000	\$ 6,132.00

"This Quotation is Based Upon Millerbernd Manufacturing Company Standard Terms and Conditions of Sale"

CUSTOMER.

Authorized Signature



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

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

September 30, 2015

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

Re: Mountain Iron Drive Improvements
City of Mountain Iron
Project No.: MI14-04

Dear Mr. Wainio;

Enclosed please find Pay Request No. 3 for the Mountain Iron Drive Street Improvements project in the amount of **\$265,062.47** for approval at your next scheduled City Council meeting. This amount includes withholding 5% retainage on work completed to date.

Please refer to the enclosed pay request breakdown for a summary of items completed.

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

Sincerely,
Benchmark Engineering, Inc.


Alan J. Johnson, P.E.
Project Engineer

Enclosure

Pc: Mr. Matt Jamnick, Mesabi Bituminous, Inc.



Pay Request No. 3
 RECONSTRUCTION OF MOUNTAIN IRON DRIVE
 CITY OF MOUNTAIN IRON, MINNESOTA
 PROJECT NO: M114 04

DATE: 09-30-2015

SPEC. NO.	ITEM	UNITS	EST. QUANTS	CONTRACTOR: MESABI BITUMINOUS, INC.				
				UNIT COST	QUANTITY THIS PERIOD	QTY LAST PERIOD	QUANTITY TO DATE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1.0	\$68,000.00	0.15	0.75	0.90	\$61,200.00
2104.501	REMOVE PIPE SEWERS	LIN. FT.	887.0	\$8.25		893.00	893.00	\$5,581.25
2104.501	REMOVE CURB AND GUTTER	LIN. FT.	1964.0	\$2.30		1,937.00	1,937.00	\$4,455.10
2104.501	REMOVE WATERMAIN	LIN. FT.	185.0	\$5.20	60.00		60.00	\$312.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	3,519.0	\$1.00	519.00	3,368.00	3,887.00	\$3,887.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	9,248.0	\$2.10		6,639.00	6,639.00	\$13,841.90
2104.505	REMOVE CONCRETE PAVEMENT	SQ. YD.	155.0	\$9.00		274.00	274.00	\$2,466.00
2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	13.0	\$360.00		13.00	13.00	\$4,680.00
2104.509	REMOVE CONCRETE LIGHT BASE	EACH	1.0	\$150.00			0.00	\$0.00
2104.511	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN. FT.	870.0	\$2.50	329.00	491.00	820.00	\$2,050.00
2104.523	SALVAGE LIGHT STANDARD AND LUMINAIRE	EACH	1.0	\$250.00			0.00	\$0.00
2104.523	SALVAGE GATE VALVE AND BOX	EACH	1.0	\$260.00			0.00	\$0.00
2104.602	RELOCATE STREET LIGHT	EACH	1.0	\$5,000.00			0.00	\$0.00
2104.603	RELOCATE SPRINKLER SYSTEM	LIN. FT.	160.0	\$14.00	160.00		160.00	\$2,240.00
2105.501	COMMON EXCAVATION	CU. YD.	661.0	\$10.25	1,216.00	5,438.00	6,654.00	\$68,205.50
2105.503	ROCK EXCAVATION	CU. YD.	50.0	\$50.00			0.00	\$0.00
2105.522	SELECT GRANULAR BORROW (MOD) (CV)	CU. YD.	4858.0	\$18.00	911.00	4,055.00	4,966.00	\$79,456.00
2105.525	TOPSOIL BORROW (LV)	CU. YD.	83.0	\$30.00			0.00	\$0.00
2105.602	CONSTRUCT TEMPORARY GRAVEL ACCESS ROAD	LUMP SUM	1.0	\$1,500.00			0.00	\$0.00
2105.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	7,204.0	\$1.50	1,121.00	6,083.00	7,204.00	\$10,806.00
2221.505	AGGREGATE BASE (CV), CLASS 5	CU. YD.	1695.0	\$19.50	278.00	1,356.00	1,584.00	\$30,888.00
2221.509	AGGREGATE SHOULDERING (CV), CLASS 1	CU. YD.	33.0	\$40.00			0.00	\$0.00
2232.501	MILL BITUMINOUS SURFACE	SQ. YD.	3,763.0	\$3.60			0.00	\$0.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	1,785.0	\$44.00			0.00	\$0.00
2360.503	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,B)	TON	884.0	\$59.00	1,411.85		1,411.85	\$83,299.15
2451.503	GRANULAR BACKFILL (CV)	CU. YD.	150.0	\$16.00			0.00	\$0.00
2501.515	12" CS PIPE APRON	EACH	2.0	\$500.00		2.00	2.00	\$1,000.00
2502.541	4" PE PERFORATED PIPE DRAIN W/ SOCK	LIN. FT.	2,675.0	\$7.00		2,380.00	2,380.00	\$16,660.00
2503.511	8" PVC PIPE SEWER	LIN. FT.	73.0	\$41.00		72.00	72.00	\$2,952.00
2503.511	12" CP PIPE SEWER (SMOOTH)	LIN. FT.	46.0	\$36.00		60.00	60.00	\$2,160.00
2503.511	24" CP PIPE SEWER (SMOOTH)	LIN. FT.	16.0	\$52.00		16.00	16.00	\$832.00
2503.521	28" SPAN RC PIPE ARCH SEWER	LIN. FT.	152.0	\$98.00		152.00	152.00	\$14,896.00
2503.541	12" RC PIPE SEWER, DES. 3006	LIN. FT.	204.0	\$36.00	33.681	162.00	195.681	\$7,044.52
2503.541	15" RC PIPE SEWER, DES. 3006	LIN. FT.	63.0	\$38.00		63.00	63.00	\$2,394.00
2503.541	24" RC PIPE SEWER, DES. 3006	LIN. FT.	898.0	\$45.00		1,003.00	1,003.00	\$45,135.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	3.0	\$320.00		3.00	3.00	\$960.00
2503.602	CONNECT TO EXISTING MANHOLE (STORM)	EACH	4.0	\$520.00		4.00	4.00	\$2,080.00
2503.602	CONNECT TO EXISTING MANHOLE (SANITARY)	EACH	2.0	\$520.00		2.00	2.00	\$1,040.00
2503.603	2" HDPE FORCE MAIN - SDR 11	LIN. FT.	835.0	\$28.00		835.00	835.00	\$23,380.00
2504.602	8" GATE VALVE AND BOX	EACH	1.0	\$2,475.00	1.00		1.00	\$2,475.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	2.0	\$800.00	2.00		2.00	\$1,600.00
2504.602	ADJUST VALVE BOX - WATER	EACH	5.0	\$100.00	5.00		5.00	\$500.00
2504.602	RELOCATE WATERMAIN	EACH	3.0	\$4,700.00			0.00	\$0.00
2504.603	8" HDPE WATERMAIN	LIN. FT.	185.0	\$28.00	381.57		381.57	\$10,683.99
2504.604	4" POLYSTYRENE INSULATION	SQ. YD.	150.0	\$30.00		236.00	236.00	\$7,080.00
2505.602	ADJUST VALVE BOX - GAS	EACH	3.0	\$250.00			0.00	\$0.00
2506.501	CONST. DRAINAGE STRUCTURE DES. G	LIN. FT.	37.6	\$180.00		32.90	32.90	\$5,922.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 48-4020	LIN. FT.	4.2	\$410.00		4.20	4.20	\$1,722.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 60-4020	LIN. FT.	26.4	\$460.00		23.20	23.20	\$10,672.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 72-4020	LIN. FT.	20.0	\$620.00		20.00	20.00	\$12,400.00
2506.516	CASTING ASSEMBLY	EACH	20.0	\$600.00	17.00		17.00	\$10,200.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	9.0	\$350.00	6.00		6.00	\$2,100.00
2506.601	CONSTRUCT LIFT STATION	LUMP SUM	1.0	\$41,500.00		1.00	1.00	\$41,500.00
2531.501	4" CONCRETE WALK	SQ. FT.	3820.0	\$4.35	4,868.00		4,868.00	\$21,175.80
2531.501	CONCRETE CURB & GUTTER - DES. B618 (MOD A)	LIN. FT.	1,103.0	\$18.75	1,130.50		1,130.50	\$21,186.88
2531.501	CONCRETE CURB & GUTTER - DES. B618 (MOD B)	LIN. FT.	883.0	\$19.30	866.00		866.00	\$16,713.80
2531.604	6" CONCRETE VALLEY GUTTER	SQ. YD.	89.0	\$81.00	94.00		94.00	\$7,614.00
2531.618	TRUNCATED DOMES	SQ. FT.	32.0	\$41.00	16.00		16.00	\$656.00
2545.601	RELOCATE UTILITY - GAS	EACH	1.0	\$2,000.00		1.00	1.00	\$2,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$23,500.00	0.15	0.75	0.90	\$21,150.00
2573.502	SILT FENCE-PREASSEMBLED	LIN. FT.	1,900.0	\$3.00		50.00	50.00	\$150.00
2575.501	SEEDING	ACRE	1.5	\$1,100.00			0.00	\$0.00
2575.530	STORM DRAIN INLET PROTECTION	EACH	35.0	\$130.00		21.00	21.00	\$2,730.00
2575.505	SODDING TYPE LAWN	SQ. YD.	997.0	\$7.50			0.00	\$0.00
2575.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2.0	\$800.00	1.00		1.00	\$800.00
2575.553	TURF ESTABLISHMENT	LUMP SUM	1.0	\$250.00			0.00	\$0.00
2582.501	PAVEMENT MESSAGE (ONLY) - EPOXY	EACH	2.0	\$150.00			0.00	\$0.00
2582.501	PAVEMENT MESSAGE (LEFT ARROW) - EPOXY	EACH	2.0	\$150.00			0.00	\$0.00
2582.501	PAVEMENT MESSAGE (RIGHT ARROW) - EPOXY	EACH	5.0	\$150.00			0.00	\$0.00
2582.501	PAVEMENT MESSAGE (THRU ARROW) EPOXY	EACH	1.0	\$150.00			0.00	\$0.00
2582.502	4" DOUBLE SOLID YELLOW - EPOXY	LIN. FT.	2,100.0	\$1.40			0.00	\$0.00
2582.502	4" SOLID LIME WHITE - EPOXY	LIN. FT.	1,550.0	\$0.70			0.00	\$0.00
2582.502	24" SOLID LIME WHITE - EPOXY	LIN. FT.	84.0	\$13.00			0.00	\$0.00
2582.618	CROSSWALK MARKING - EPOXY	SQ. FT.	132.0	\$5.00			0.00	\$0.00
	CHANGE ORDER #1 - DIRECTIONAL DRILL 12" CASING	LS	1.0	\$36,000.00	1.00		1.00	\$36,000.00
	CHANGE ORDER #2 - EXTEND 12" CASING 20'	LS	1.0	\$12,000.00	1.00		1.00	\$12,000.00

BASE BID: \$855,314.70
 Alt #1: \$36,000.00
 Alt #2: \$12,000.00
 CONTRACT AMOUNT: \$903,314.70

COMPLETED TO DATE: \$743,040.88
 LESS RETAINAGE: (\$37,152.04)
 SUBTOTAL PAY REQUEST #2: \$705,888.84
 LESS PREVIOUS PAYMENTS: \$440,826.36

TOTAL PAY REQUEST #3: \$265,062.47

RECOMMENDATION OF PAYMENT

No. 3

Owner's Project No.: _____

Engineer's Project No.: MI14-04

Project: Reconstruction of Mountain Iron Drive

CONTRACTOR: Mesabi Bituminous, Inc., P.O. Box 728, Gilbert, MN 55741

For Period Ending: September 30, 2015

To: City of Mountain Iron
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated September 01, 2015

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>855,314.70</u>	Work & Materials to Date	\$ <u>743,040.88</u>
Net Change Orders	\$ <u>48,000.00</u>	Amount Retained (5%)	\$ <u>37,152.04</u>
Current Contract Price	\$ <u>903,314.70</u>	Subtotal	\$ <u>705,888.84</u>
		Previous Payments	\$ <u>440,826.36</u>
		Amount Due this Payment	\$ <u>265,062.47</u>

COUNCIL LETTER 100515-IVE1
PUBLIC HEALTH AND SAFETY
PLANNING AND COORDINATION

DATE: October 1, 2015
FROM: Public Health and Safety
Craig J. Wainio
City Administrator

The Public Health and Safety Board in collaboration with Hundrieser Consulting spent a significant amount of time and effort in developing the City's Emergency Operations. The next step would be to exercise the plan. Enclosed is a proposal for the coordination and planning for such an exercise. The Public Health and Safety Board recommends that the City Council approve the proposal with Hundrieser Consulting.



**Proposal for Professional
Planning & Coordination Services
To the City of Mountain Iron, MN**

**Development, Facilitation, and Wrap-up of a
Regional Tabletop Exercise**

Submitted:

September 9, 2015

Provided by:

Bonnie Hundrieser, Principal

Hundrieser Consulting LLC

Phone: (218) 343-3468

Email: hundrieserconsulting@gmail.com

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Overview

The City of Mountain Iron has requested a proposal for professional planning and coordination services from Bonnie Hundrieser (Principal, Hundrieser Consulting LLC) for the development, facilitation, and wrap-up of a regional tabletop exercise to include the cities of Mountain Iron, Virginia, Eveleth, Gilbert, Buhl, and Fayal Township.

In 2014 the City of Mountain Iron commenced working to advance its emergency preparedness efforts with the update of its Emergency Operations Plan (EOP). This plan update was completed by Bonnie Hundrieser while working as a Senior Planner with the Arrowhead Regional Development Commission's (ARDC) – Regional Planning Division. In 2015, the City continued to work with Hundrieser (now under independently-owned Hundrieser Consulting LLC) to complete an update of the Standard Operating Guidelines (SOGs) that support each annex within the EOP.

The City of Mountain Iron now wishes to utilize a tabletop exercise to test its understanding of and capabilities to implement the EOP and SOGs in the context of an emergency or disaster situation. To add value to the exercise, the City plans to include key regional jurisdictions that share emergency planning and response capabilities. The purpose of the tabletop exercise is to improve emergency preparedness in the Quad Cities region through shared understanding of key plans and core capabilities that will support effective regional response during a large scale emergency or disaster.



Qualifications

Bonnie K. Hundrieser, Principal of Hundrieser Consulting LLC has a successful record of providing emergency management planning to communities in Minnesota.

Hundrieser holds a Minnesota Emergency Manager Certification from the State of Minnesota – Department of Homeland Security and Emergency Management (HSEM) and for the last two years has served as the Emergency Management Planner for HSEM's Region 2 (NE MN) Arrowhead Region Emergency Management Association, serving 11 counties, 5 tribes, and the City of Duluth. She has been formally trained in emergency management exercise development, completing several FEMA online courses and two in-person, multi-day courses that covered the range of

City of Mountain Iron: Emergency Preparedness

Exercising plans and procedures is a critical element of emergency preparedness. The City of Mountain Iron's City Code, Chapter 33: Emergency Management, Section 33.05: Powers and Duties of the Director, sub-item 3 states that the Director "... shall conduct practice, drills and other training exercises that may be necessary to fully train and equip emergency management personnel for their duties in time of need." The proposed tabletop exercise is an application of the Director's duties to strategically address improving emergency preparedness for the City of Mountain Iron.

What is a "Tabletop" Exercise? (TTX)

A tabletop exercise is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, in a stress-free environment, to discuss various simulated emergency situations. The activity is designed to elicit constructive discussion by the participants as they examine and attempt to resolve problems based on response and recovery plans.

exercise progression, design steps, and compliance with the guidance and principles of the Homeland Security Exercise and Evaluation Program. During 2015 Hundrieser developed orientation seminars and tabletop exercises for Emergency Managers to support training and exercising for Mass Care Sheltering (Aitkin County, Cass County, and Kanabec County). She also acted as the Exercise Design Team Leader for the development and delivery of a regional tabletop exercise (“Operation Shiver”) for all of HSEM Region 2 as a training prior to the 2015 Under One Roof Conference, which included over 90 participants in the exercise. For this exercise she was responsible for the coordination of a large planning team, facilitation of all planning meetings, development of exercise materials, and writing of the final After Action Report/Improvement Plan. Coupled with her exercise experience, her recent work with the City of Mountain Iron in 2014 and 2015 on the update of the City’s Emergency Operations Plan and Standard Operating Guidelines provide her with added qualification to effectively develop and deliver this project.

Scope of Work

The proposed scope of work for this project includes four main steps. Following is an overview of the purpose and process for each step, as well as estimated time for completion:

Step 1: Development and Facilitation of an Orientation Seminar: [Estimated 30 hours]

Prior to the tabletop exercise, Hundrieser will develop and facilitate an Orientation Seminar in order to educate key personnel from the City and participating jurisdictions on the purpose and process of the exercise, as well as the role of participants. Holding an orientation seminar prior to a tabletop exercise is a proven successful measure that provides common understanding of information to be discussed during the exercise, builds stakeholder buy-in, alleviates potential anxiety for players, and sets expectations for participation. Information presented during the orientation seminar is expected to include an overview of the following:

- Elements of Emergency Preparedness
- Local Government Responsibility for Emergency Preparedness
- Role of St. Louis County, Role of Local Government
- Threats and Hazards that pose risk to the Region
- Core Capabilities for Emergency Management
- Emergency Operations Plan: Purpose and Content
- Standard Operating Guidelines: Purpose and Content
- Purpose and Process of a Tabletop Exercise (what it is, what to expect)
- Details of the upcoming Exercise (date, general overview)

Following the Orientation Seminar, Hundrieser will develop a report summarizing the participants involved, information covered, and feedback gathered from participants. Resulting information from seminar will be used to help to inform development of the tabletop exercise by working with known strengths or capability gaps.

Step 2: Development and Facilitation of a Regional Tabletop Exercise: [Estimated 100 hours]

To ensure the design of the exercise meets the needs of the City, Hundrieser will work with a planning team consisting of the City Emergency Manager (City Administrator), Fire Chief, and Law Enforcement Sergeant in Charge to discuss and approve key elements of the exercise, including:

- Exercise Statement of Purpose (Description of why the exercise is being held)
- Needs Assessment (Identification of what plans and capabilities need to be tested)
- Determination of Objectives (3-5 measurable objective statements to gauge success)
- Situation Narrative & Modules (Description of the incident the exercise builds upon)
- Identification of Key Players (List of those who should participate in the tabletop exercise)
- Logistics (Dates, Times, and Location of Events)

Based on the above-said exercise elements, Hundrieser will design the exercise and develop all supporting materials for execution of the exercise, including:

- Participant Invitation / TTX Flyer
- Situation Manual (SitMan)
- Module Handouts / Discussion Questions
- TTX PowerPoint Presentation
- Maps / Other Materials
- Exercise Evaluation Guides
- Participant Feedback Form

In addition, Hundrieser will conduct research, interviews/surveys, and onsite visits with the City of Mountain Iron, participating jurisdictions, and the St. Louis County Emergency Management Coordinator as needed to support development of the exercise. She will further help the City to communicate any of its efforts to the local media if desired by the City.

On the day of the tabletop exercise, Hundrieser will act as Facilitator, managing all elements of the exercise and oversee participation by any observers or evaluators for the exercise.

Step 3: Development of an After Action Report (AAR) / Improvement Plan (IP): [Estimated: 10 hours]

Upon completion of the exercise, Hundrieser will develop an After Action Report (AAR) / Improvement Plan (IP) following Homeland Security Exercise and Evaluation Program (HSEEP) guidance. The AAR will document all elements of the exercise, and the IP will identify recommended actions for implementation to strengthen gaps as identified during the exercise. The AAR/IP is intended to help provide informed, strategic direction to the City of Mountain Iron and its regional partners in determining next steps for emergency preparedness efforts. The planning team will have an opportunity to review and make suggested revisions prior to finalization.

Step 4: Final Report and Presentation: [Estimated: 10 hours]

To finalize the exercise project, Hundrieser will develop a final Executive Summary to accompany the AAR/IP and provide the report to the City of Mountain Iron and participating jurisdictions (Virginia, Eveleth, Gilbert, Buhl, and Fayal Township). Hundrieser will additionally provide a follow-up presentation to the Public Safety and Health Board and/or the City Council to report on the project and discuss recommendations.

Deliverables

Hundrieser Consulting LLC (HC) will ensure delivery of the following project elements:

1. HC will be responsible for all project elements described in the above-said Scope of Work, which includes research, writing, stakeholder outreach, meeting coordination, facilitation, materials development and production, and final report development and presentation. HC will provide regular project reports (via phone, email, or in-person) to the City Administrator and planning team members to brief on project progress and seek feedback.
2. Upon completion of the project, HC will provide the City of Mountain Iron with:
 - A) Electronic and hardcopy files of all project materials.
 - B) Executive Summary and After-Action Report / Improvement Plan.
 - C) Follow-up presentation to the Public Safety and Health Board and/or City Council to report on the project and discuss recommendations.

Responsibilities

HC will be responsible for comprehensive project management and for completion of all deliverables. The City of Mountain Iron will be responsible to assist HC with assistance as needed in the identification of and outreach to key personnel to participate (from within the City and from other jurisdictions); for provision of information to support exercise development; timely review of information; and participation in a limited number of planning meetings or providing feedback as needed by email, phone or in-person.

Timeline

It is estimated that the project will take 150 hours over 3-4 months with completion by March 31, 2015.

Budget

Hundrieser Consulting LLC will complete all elements of the Regional Tabletop project for a cost not to exceed \$18,000.00 (Estimated 150 hours x \$120/hour).

Contact

Bonnie Hundrieser, Principal - Hundrieser Consulting LLC
Phone: (218) 343-3468 / Email: hundrieserconsulting@gmail.com

**COUNCIL LETTER 100515-VIA
ADMINISTRATOR
RESOLUTION NUMBER 24-15**

DATE: October 1, 2015
FROM Craig J. Wainio
City Administrator

Resolution Number 24-15 declares the cost of the Fairview Lane, Rock Ridge Drive and Silicon Way projects and orders the preparation of an assessment role. Once the assessment role is completed it will be presented to the City Council and a Public Hearing will be scheduled on the proposed assessments.



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 24-15

DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT

WHEREAS, costs have been determined for Improvement Number 14-02, the proposed improvement of Silicon Drive between the centerline of the proposed County Road 102 to the end of Silicon Drive by paving, the improvement of Rock Ridge Drive between Park Ridge Drive and Highway 169 by reconstruction and the improvement of Fairview Lane between Mineral Avenue and Greenwood Lane by overlay and the contract price for such improvement is \$317,207.45, and the expenses incurred in the making of such improvement amount to \$44,761.04 so that the total cost of the improvement will be \$367,968.49.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$156,304.58 and the portion of the cost to be assessed against benefited property owners is declared to be \$205,663.91.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2016, and shall bear an interest rate at two percent above the going prime rate per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the City Council thereof.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF OCTOBER, 2015.

Mayor Gary Skalko

ATTEST:

City Administrator