

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, NOVEMBER 2, 2015 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the October 19, 2015, meeting (#1-6)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications (#31)
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. 2016 Licenses (#7)
 - C. Public Works Director's Report
 - 1. Surplus Property (#8)
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 4 – Mountain Iron Drive (#9-11)
 - 2. Change Order Number 1 – County Road 102 Utilities (#12-13)
 - 3. Final Pay Request – County Road 102 Utilities (#12, 14-15)
 - G. Parks and Recreation Board
 - 1. Winter Workers 9#16-17)
 - H. Personnel Committee
 - 1. Position Analysis (#18-19)
 - 2. Position Posting (#20)
 - I. Street and Alley Committee
 - 1. Highway 169/County 7/Enterprise Drive North Intersection (#21-23)
 - J. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 27-15 Calling for a Public Hearing (#24-26)
 - B. Request to Serve Alcohol (#27)
 - C. Temporary Liquor License (#28)
 - D. Set a Committee of the Whole Meeting (#29)
- VII. Communications (#31)
- VIII. Announcements
- IX. Closed Meeting on Employee Evaluations (#30)
- X. Action on Items Discussed During the Closed Meeting
- XI. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
OCTOBER 19, 2015

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

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

1. Add the following item to the agenda:
 - VI. B. Resolution #26-15
2. Approve the minutes of the October 5, 2015, regular meeting as submitted.
3. Approve the minutes of the October 12, 2015, special meeting as submitted.
4. 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.
5. To acknowledge the receipts for the period October 1-15, 2015 totaling \$176,184.51, (a list is attached and made a part of these minutes).
6. To authorize the payments of the bills and payroll for the period October 1-15, 2015, totaling \$441,067.21, (a list is attached and made a part of these minutes).

The motion carried on the following roll call vote: Prebeg, absent; Zupancich, yes; Stanaway, yes; Tuomela, yes; and Skalko, yes.

No one spoke during the public forum.

It was moved by Skalko and seconded by Tuomela to appoint Peter Zattoni to the Economic Development Authority to fill the unexpired term of Jeremy Jesch, with the term expiring on December 31, 2018. The motion carried with Prebeg absent.

It was moved by Zupancich and seconded by Tuomela to authorize the purchase of four transformers from Border States Electric at a cost of \$4,523.00. The motion carried on the following roll call vote: Stanaway, yes; Tuomela, yes; Prebeg, absent, Zupancich, yes; and Skalko, yes.

The City Administrator reported on the following:

- Well Protection Program. He and Tim Satrang have been working on the audit for the well head protection program. The audit is due on October 26, 2015.
- MPCA Pond Cleanup. He informed the Council that proposal from an environment company would be presented to the Council soon. He said that the City is eligible to receive funds in December.

- Governor’s Deer Opener. The City is hosting the event on November 5th at the Mountain Iron Community Center.

The Library/Special Events Director reported on the following:

- Library. Presented the September report to the Council.
- Painting Class. She announced that there would be a painting class for kids on Saturday, October 24, 2015 at 10:00 a.m.
- Halloween Carnival. October 25, 2015, from noon to 3 p.m.

It was moved by Zupancich and seconded by Tuomela to authorize change order number one for the Main Street to Agate Street Storm Sewer Improvement Project decreasing the contract by \$8,800, for a total contract price of \$143,232.00. The motion carried on the following roll call vote: Tuomela, yes; Prebeg, absent; Zupancich, yes; Stanaway, yes; and Skalko, yes.

It was moved by Zupancich and seconded by Stanaway to authorize payment request number two for the Main Street to Agate Street Storm Sewer Improvement Project to Hibbing Excavating Incorporated in the amount of \$49,153.50. The motion carried on the following roll call vote: Zupancich, yes; Stanaway, yes; Tuomela, yes; Prebeg, absent; and Skalko, yes.

It was moved by Stanaway and seconded by Tuomela to vote to approve the revisions to the Range Association of Municipalities and Schools (RAMS) Constitution and By-Laws. The motion carried with Prebeg absent.

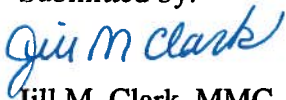
It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 26-15, authorizing execution of a limited use permit between the City of Mountain Iron and the Commissioner of Transportation, State of Minnesota, (a copy is attached and made a part of these minutes). The motion carried with Prebeg absent.

It was moved by Zupancich and seconded by Tuomela to accept the letter of retirement from Jill M. Clark, with an effective date of January 29, 2016. The motion carried with Prebeg absent.

It was moved by Zupancich and seconded by Tuomela to postpone the closed portion of tonight’s meeting until the November 2, 2015 City Council meeting. The motion carried with Prebeg absent.

At 6:55 p.m., it was moved by Skalko and seconded by Zupancich that the meeting be adjourned. The motion carried with Prebeg absent.

Submitted by:



Jill M. Clark, MMC
Municipal Services Secretary

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	149,609.65
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	418.45
SPECIAL ASSESSMENTS	SPECIAL ASSESS -BOND MONEY	16,306.17
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	31.33
MISCELLANEOUS	REIMBURSEMENTS	116.99
PERMITS	BUILDING	50.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	5,642.40
METER DEPOSITS	ELECTRIC	1,450.00
MISCELLANEOUS	ASSESSMENT SEARCHES	30.00
METER DEPOSITS	WATER	40.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	600.00
BUILDING RENTALS	COMMUNITY CENTER	750.00
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	170.67
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	70.00
BUILDING RENTALS	NICHOLS HALL	200.00
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	698.85
Summary Totals:		<u>176,184.51</u>

Check Issue Date(s) 10/10/2015 - 10/20/2015

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/15	10/15/2015	147646	130011	UNITED STATES POSTAL SERVICE	602-20200	404.65
10/15	10/20/2015	147647	10056	A T & T MOBILITY	604-20200	1,311.34
10/15	10/20/2015	147648	10070	A-1 RENTAL SERVICES INC	101-20200	892.95
10/15	10/20/2015	147649	10071	ACS ADVANCED CONSTRUCTION	301-20200	2,540.00
10/15	10/20/2015	147650	10019	ARMORY SHELL	101-20200	20.00
10/15	10/20/2015	147651	10016	ARROWHEAD BATTERY CO INC	101-20200	238.00
10/15	10/20/2015	147652	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	1.25
10/15	10/20/2015	147653	1029	BARBARA BOEHM	604-20200	307.15
10/15	10/20/2015	147654	20022	BENCHMARK ENGINEERING INC	301-20200	22,466.25
10/15	10/20/2015	147655	30084	CARDMEMBER SERVICE	603-20200	6,738.32
10/15	10/20/2015	147656	30017	CARQUEST (MOUNTAIN IRON)	101-20200	231.49
10/15	10/20/2015	147657	1030	CAYLA SUTLIEF	604-20200	298.47
10/15	10/20/2015	147658	170001	CENTURY LINK	602-20200	113.29
10/15	10/20/2015	147659	30082	CITY OF EVELETH	101-20200	74.40
10/15	10/20/2015	147660	220003	CITY OF VIRGINIA	101-20200	64.28
10/15	10/20/2015	147661	30026	COMO LUBE & SUPPLIES INC	101-20200	115.00
10/15	10/20/2015	147662	230021	CRAIG J WAINIO	101-20200	171.35
10/15	10/20/2015	147663	1024	DAVID PAAKKONEN	101-20200	200.00
10/15	10/20/2015	147664	50049	ESSENTIA HEALTH	101-20200	396.00
10/15	10/20/2015	147665	60003	FIVE SEASONS SPORTS CENTER	101-20200	46.16
10/15	10/20/2015	147666	70004	GRANDE ACE HARDWARE	604-20200	69.77
10/15	10/20/2015	147667	70042	GRAPHIC TECHNOLOGIES (DBA)	301-20200	415.00
10/15	10/20/2015	147668	70028	GREATER MINNESOTA AGENCY INC	101-20200	204.00
10/15	10/20/2015	147669	70009	GULBRANSON EXCAVATING CO	604-20200	2,056.60
10/15	10/20/2015	147670	80032	HARTIKKA, TERRY	101-20200	950.00
10/15	10/20/2015	147671	80022	HAWKINS INC	602-20200	1,231.53
10/15	10/20/2015	147672	80008	HIBBING EXCAVATION INC	301-20200	49,153.50
10/15	10/20/2015	147673	80037	HOMETOWN MEDIA PARTNERS	101-20200	73.50
10/15	10/20/2015	147674	100027	JK MECHANICAL CONTRACTORS INC	101-20200	1,274.00
10/15	10/20/2015	147675	1027	KEVIN SQUILLACE	604-20200	540.66
10/15	10/20/2015	147676	120006	L & M SUPPLY	101-20200	1,259.37
10/15	10/20/2015	147677	120019	LEAGUE OF MN CITIES	101-20200	200.00
10/15	10/20/2015	147678	120014	LUNDGREN MOTORS	301-20200	29,145.99
10/15	10/20/2015	147679	1026	MARK & KRIS BUTORAC	101-20200	100.00
10/15	10/20/2015	147680	130041	MESABI BITUMINOUS	101-20200	1,944.80
10/15	10/20/2015	147681	130006	MESABI HUMANE SOCIETY	101-20200	1,700.00
10/15	10/20/2015	147682	130063	MIB HOOP CLUB	101-20200	95.00
10/15	10/20/2015	147683	130185	MID STATE EMERGENCY VEHICLE	301-20200	4,663.61
10/15	10/20/2015	147684	130186	MIDWEST MACHINERY COMPANY	101-20200	1,334.01
10/15	10/20/2015	147685	140026	MINNESOTA ENERGY RESOURCES	101-20200	55.11
10/15	10/20/2015	147686	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	1,500.00
10/15	10/20/2015	147687	130009	MINNESOTA POWER (ALLETE INC)	604-20200	82,767.62
10/15	10/20/2015	147688	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	113.40
10/15	10/20/2015	147689	130010	MINNESOTA UC FUND	101-20200	74.34
10/15	10/20/2015	147690	40009	MN DEPARTMENT OF COMMERCE	604-20200	727.74
10/15	10/20/2015	147691	1028	MODEN MEDICAL GROUP PLLC	604-20200	107.26
10/15	10/20/2015	147692	130015	MOUNTAIN IRON PUBLIC UTILITIES	604-20200	15,113.70
10/15	10/20/2015	147693	1025	NICOLE LIND	101-20200	200.00
10/15	10/20/2015	147694	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	51,266.00
10/15	10/20/2015	147695	140055	NORTHERN VISUAL SERVICES LLP	101-20200	160.00
10/15	10/20/2015	147696	1051	ORIN M HOOVERSON	604-20200	155.14
10/15	10/20/2015	147697	160003	PERPICH TV & MUSIC INC	101-20200	78.00
10/15	10/20/2015	147698	160037	PRAXAIR	101-20200	65.38
10/15	10/20/2015	147699	180071	RANGE REPAIR SERVICE (DBA)	602-20200	512.65
10/15	10/20/2015	147700	1045	ROSANNA TASSI	604-20200	314.57
10/15	10/20/2015	147701	190010	SEPPI BROTHERS	101-20200	328.60
10/15	10/20/2015	147702	190045	SERVICE SOLUTIONS	101-20200	23.00

Check Issue Date(s): 10/10/2015 - 10/20/2015

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/15	10/20/2015	147703	1031	SHANDELLE BRUUN	604-20200	298.53
10/15	10/20/2015	147704	190087	SORENSEN, RICK	101-20200	675.00
10/15	10/20/2015	147705	200003	TACONITE TIRE SERVICE	101-20200	946.18
10/15	10/20/2015	147706	200020	THE TRENTI LAW FIRM	101-20200	3,695.30
10/15	10/20/2015	147707	180027	TNT FIRE PROTECTION	301-20200	3,160.50
10/15	10/20/2015	147708	210001	UNITED ELECTRIC COMPANY	101-20200	498.36
10/15	10/20/2015	147709	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	51,636.11
10/15	10/20/2015	147710	1040	VIRGINIA WOMEN OF TODAY	101-20200	100.00
10/15	10/20/2015	147711	220020	VISA OR AMERICAN BANK CC PMT	101-20200	7,231.06
10/15	10/20/2015	147712	60038	WRIGHT EXPRESS FINAN SERV CORP	604-20200	4,042.12
10/15	10/20/2015	147713	240001	XEROX CORPORATION	101-20200	728.20
10/15	10/20/2015	147714	260001	ZIEGLER INC	101-20200	4,255.39

Totals

363,870.95

Payroll-PP Ending 10/9/15 60,630.20

Sales Tax-Electronic Trans. 10/20/15 16,566.06TOTAL EXPENDITURES \$441,067.21



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 26-15

AUTHORIZING EXECUTION OF A LIMITED USE PERMIT BETWEEN THE CITY OF MOUNTAIN IRON AND THE COMMISSIONER OF TRANSPORTATION, STATE OF MINNESOTA

WHEREAS, the City of Mountain Iron is constructing a trail from Old Town to South Grove; and

WHEREAS, part of the proposed trail runs across the right-of-way of State Highway 169 at the intersection with County Road 102 in Mountain Iron.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron has the responsibility for the maintenance and repair of that portion of the trail that crosses the State Highway 169 right-of-way at the intersection of County Road 102

BE IT FURTHER RESOLVED that the Mountain Iron City Council authorizes execution of a Limited Use Permit between the City of Mountain Iron and the Commissioner of Transportation, State of Minnesota.

DULY ADOPTED BY THE CITY COUNCIL THIS 19th DAY OF OCTOBER, 2015.

ATTEST:

City Administrator



Mayor Gary Skalko

EXCERPT OF CITY COUNCIL MEETING OF NOVEMBER 2, 2015

It was moved by _____ and seconded by _____ that the liquor and cigarette license applications for the period January 1, 2016 through December 31, 2016, be approved and issued to the following individuals and business establishments pursuant to the approval, where necessary, of the Liquor Control Commission and pursuant to the payment of all outstanding license fees and utility charges:

Jeff & Greg Properties, Inc. DBA: B. G.'s Saloon 5494 Highway 7 Virginia (Mountain Iron), MN 55792	On-Sale Intoxicating Liquor Sunday On-Sale Intoxicating Liquor Off-Sale 3.2 Malt Beverage
Silver Creek Liquor Company, Inc. DBA: Silver Creek Liquor 5489 Highway 7 Virginia (Mountain Iron), MN 55792	Off-Sale Intoxicating Liquor Cigarette
Commander American Legion Post #220 5748 Mountain Avenue, PO Box 361 Mountain Iron, MN 55768	Club On-Sale Intoxicating Liquor Off-Sale Non-Intoxicating Liquor
Mac's Bar, Inc. DBA: Mac's Bar 8881 Main Street, PO Box 313 Mountain Iron, MN 55768	Off-Sale Intoxicating Liquor On-Sale Intoxicating Liquor Sunday On-Sale Intoxicating Liquor
F. P. Troutwine, C & B Warehouse Distr. Mountain Iron Short Stop 5537 Nichols Avenue Mountain Iron, MN 55768	Cigarette
Sundberg Enterprises, LLC DBA: Sawmill Saloon & Restaurant 5478 Mountain Iron Drive Virginia (Mountain Iron), MN 55792	Off-Sale Intoxicating Liquor On-Sale Intoxicating Liquor Sunday On-Sale Intoxicating Liquor Cigarette
Adventures, Virginia, Inc. Greg Hartnett 5475 Mountain Iron Drive Virginia (Mountain Iron), MN 55792	Off-Sale Intoxicating Liquor On-Sale Intoxicating Liquor Sunday On-Sale Intoxicating Liquor
Walgreen Company 5474 Mountain Iron Drive Virginia (Mountain Iron), MN 55792	Cigarette
Keny J. Adams May December Endeavors Inc. DBA: Country Kitchen 5470 Mountain Iron Drive Virginia (Mountain Iron), MN 55792	Wine On-Sale 3.2 Malt Beverage
Home on the Range LLC DBA: Holiday Inn Express & Suites 8570 Rock Ridge Drive Mountain Iron, MN 55768	On-Sale 3.2 Malt Beverage Wine
WJ Holdings, Inc. DBA: AmericInn Lodge & Suites 5480 Mountain Iron Drive Virginia, MN 55792	On-Sale 3.2 Malt Beverage
Wal-Mart Stores, Inc. dba: Walmart #4849 8580 Rock Ridge Drive Mountain Iron MN 55768	Off-Sale Intoxicating Liquor Cigarette

COUNCIL LETTER 110215-IVC1

PUBLIC WORKS

SURPLUS PROPERTY

DATE: October 29, 2015

FROM: Mike Downs
Director of Public Works

Craig J. Wainio
City Administrator

Staff is requesting authorization to dispose of the following surplus property through Oberfoell Auctioneers Do-Bid.com:

- 1985 Chevrolet Pickup Truck (Fire Department)
- 2003 Chevrolet Tahoe (Buildings and Grounds)
- 2011 Ford Crown Vic (Street Department)
- Various emergency equipment used to outfit old squad cars (Sheriff's Department)



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

October 28, 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. 4 for the Mountain Iron Drive Street Improvements project in the amount of **\$87,700.37** 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.

RECOMMENDATION OF PAYMENT

No. 4

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: October 28, 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 October 28, 2015

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>855,314.70</u>	Work & Materials to Date	\$ <u>835,357.05</u>
Net Change Orders	\$ <u>48,000.00</u>	Amount Retained (5%)	\$ <u>41,767.85</u>
Current Contract Price	\$ <u>903,314.70</u>	Subtotal	\$ <u>793,589.20</u>
		Previous Payments	\$ <u>705,888.84</u>
		Amount Due this Payment	\$ <u>87,700.37</u>



Pay Request No. 4
RECONSTRUCTION OF MOUNTAIN IRON DRIVE
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: M114-04

DATE: 10/28/2015

CONTRACTOR: MELKABI BITUMINOUS, INC.

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QTY LAST PERIOD	QUANTITY TO DATE	TOTAL
								AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1.0	\$48,000.00	0.10	0.90	1.00	\$48,000.00
2104.501	REMOVE PIPE SI WERS	LIN. FT.	887.0	\$6.75		893.00	893.00	\$5,981.25
2104.501	REMOVE CURB AND GUTTER	LIN. FT.	1964.0	\$2.30		1,937.00	1937.00	\$4,455.10
2104.501	REMOVE WATERMAIN	LIN. FT.	385.0	\$5.70		60.00	60.00	\$312.00
2104.503	REMOVE CONCRETE SIDEWALK	SQ. FT.	3519.0	\$1.90		3,887.00	3887.00	\$7,387.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	9248.0	\$2.10	37.00	6,639.00	6676.00	\$14,019.60
2104.505	REMOVE CONCRETE PAVEMENT	SQ. YD.	155.0	\$9.00		274.00	274.00	\$2,466.00
2104.509	REMOVE MANHOLE (18" CAST) BASIN	EACH	11.0	\$160.00		15.00	15.00	\$4,680.00
2104.509	REMOVE CONCRETE LIGHT BASIN	EACH	1.0	\$190.00		0.00	0.00	\$0.00
2104.511	SAWING BITUMINOUS PAVEMENT (1/4" DEPTH)	LIN. FT.	4020.0	\$2.50		820.00	820.00	\$2,050.00
2104.521	SAVAGE LIGHT STANDARD AND LUMINAIRE	EACH	1.0	\$250.00		0.00	0.00	\$0.00
2104.523	SAVAGE GATE VALVE AND BOX	EACH	1.0	\$260.00		0.00	0.00	\$0.00
2104.602	RELOCATE STREET LIGHT	EACH	1.0	\$5,000.00		0.00	0.00	\$0.00
2104.603	RELOCATE SPRINKLER SYSTEM	LIN. FT.	160.0	\$14.00	60.00	160.00	220.00	\$3,080.00
2105.501	COMMON EXCAVATION	CU. YD.	6614.0	\$10.25		6,654.00	6654.00	\$68,203.50
2105.503	ROCK REMOVAL	CU. YD.	50.0	\$50.00		0.00	0.00	\$0.00
2105.522	SELECT GRANULAR BORROW (MOD) [CV]	CU. YD.	4858.0	\$16.00		4,966.00	4966.00	\$79,456.00
2105.525	TOPSOIL BORROW [CV]	CU. YD.	82.0	\$30.00	53.00	0.00	53.00	\$1,590.00
2105.602	CONSTRUCT TEMPORARY GRAVEL ACCESS ROAD	LUMP SUM	1.0	\$1,500.00		0.00	0.00	\$0.00
2105.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	7204.0	\$1.50		7,204.00	7204.00	\$10,806.00
2221.503	AGGREGATE BASE [CV, CLASS 5]	CU. YD.	1486.0	\$19.50		1,584.00	1584.00	\$30,888.00
2221.503	AGGREGATE SHOULDERING [CV, CLASS 3]	CU. YD.	33.0	\$40.00		0.00	0.00	\$0.00
2221.503	MILL BITUMINOUS SURFACE	SQ. YD.	3763.0	\$3.60	2,801.00	0.00	2801.00	\$10,083.60
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE [L.C.]	TON	1785.0	\$64.00	1,585.72	0.00	1585.72	\$101,485.90
2360.503	TYPE SP 12.5 HOT WEARING COURSE MIXTURE [L.O.]	TON	884.0	\$58.00	(679.05)	1,411.85	732.80	\$43,235.20
2451.503	GRANULAR BACKFILL [CV]	CU. YD.	150.0	\$16.00		0.00	0.00	\$0.00
2501.515	12" CS PIPE APRON	EACH	2.0	\$500.00		2.00	2.00	\$1,000.00
2501.541	4" PE PERFORATED PIPE DRAIN W/ SOCK	LIN. FT.	2675.0	\$7.00		2,880.00	2380.00	\$16,660.00
2501.521	8" PVC PIPE SEWER	LIN. FT.	72.0	\$41.00		72.00	72.00	\$2,952.00
2501.521	12" CP PIPE SEWER (SMOOTH)	LIN. FT.	46.0	\$38.00		60.00	60.00	\$2,280.00
2501.521	24" CP PIPE SEWER (SMOOTH)	LIN. FT.	16.0	\$52.00		16.00	16.00	\$832.00
2501.521	28" SPAN RC PIPE ARCH SEWER	LIN. FT.	152.0	\$98.00		152.00	152.00	\$14,896.00
2501.541	12" RC PIPE SEWER, DES. 3006	LIN. FT.	204.0	\$36.00		195.68	195.68	\$7,044.52
2501.541	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.	996.0	\$45.00		1,003.00	1003.00	\$45,135.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	3.0	\$320.00		3.00	3.00	\$960.00
2501.602	CONNECT TO EXISTING MANHOLE (STORM)	EACH	4.0	\$520.00		4.00	4.00	\$2,080.00
2501.602	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	\$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.	156.0	\$30.00		236.00	236.00	\$7,080.00
2505.602	ADJUST VALVE BOX - GAS	EACH	3.0	\$250.00		0.00	0.00	\$0.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 6	LIN. FT.	37.6	\$180.00		32.90	32.90	\$5,922.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 48-4020	LIN. FT.	2.3	\$410.00		4.20	4.20	\$1,722.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 60-4020	LIN. FT.	26.4	\$460.00		28.70	28.70	\$13,002.00
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	3.00	17.00	20.00	\$12,000.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	9.0	\$350.00	3.00	6.00	9.00	\$3,150.00
2506.603	CONSTRUCT LIFT STATION	LUMP SUM	1.0	\$41,500.00		1.00	1.00	\$41,500.00
2521.501	4" CONCRETE WALK	SQ. FT.	3820.0	\$4.35		4,868.00	4868.00	\$21,175.80
2531.501	CONCRETE CURB & GUTTER - DES. B618 (MOD A)	LIN. FT.	1103.0	\$18.75		1,130.50	1130.50	\$21,196.88
2531.501	CONCRETE CURB & GUTTER - DES. B618 (MOD B)	LIN. FT.	883.0	\$19.80		866.00	866.00	\$17,313.80
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
2548.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$23,500.00	0.10	0.90	1.00	\$23,500.00
2573.502	SILT FENCE-PREASSEMBLED	LIN. FT.	1900.0	\$3.00		50.00	50.00	\$150.00
2575.501	SEEDING	ACRE	1.5	\$1,100.00	1.25	0.00	1.25	\$1,375.00
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	640.99	0.00	640.99	\$4,807.93
2575.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2.0	\$800.00		1.00	1.00	\$800.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$250.00	0.50	0.00	0.50	\$125.00
2582.501	PAVEMENT MESSAGE (ONLY) - EPOXY	EACH	2.0	\$150.00		0.00	0.00	\$0.00
2582.501	PAVEMENT MESSAGE (LEFT ARROW) - EPOXY	EACH	2.0	\$150.00		0.00	0.00	\$0.00
2582.501	PAVEMENT MESSAGE (RIGHT ARROW) - EPOXY	EACH	5.0	\$150.00		0.00	0.00	\$0.00
2582.501	PAVEMENT MESSAGE (THRU ARROW) EPOXY	EACH	1.0	\$150.00		0.00	0.00	\$0.00
2582.502	4" DOUBLE SOLID YELLOW - EPOXY	LIN. FT.	2100.0	\$1.40		0.00	0.00	\$0.00
2582.502	4" SOLID LINE WHITE - EPOXY	LIN. FT.	1550.0	\$0.70		0.00	0.00	\$0.00
2582.502	24" SOLID LINE WHITE - EPOXY	LIN. FT.	84.0	\$13.00		0.00	0.00	\$0.00
2582.618	CROSSWALK MARKING - EPOXY	SQ. FT.	152.0	\$5.00		0.00	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
 A/R #1: \$86,000.00
 A/R #2: \$12,000.00
 CONTRACT AMOUNT: \$909,314.70

COMPLETED TO DATE: \$835,857.05
 LESS RETAINAGE: (\$41,767.85)
 SUBTOTAL PAY REQUEST #4: \$793,589.20
 LESS PREVIOUS PAYMENTS: \$705,888.84

TOTAL PAY REQUEST #4: \$87,700.37

BENCHMARK ENGINEERING, INC.



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

October 28, 2015

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

Re: City of Mountain Iron, MN
County Road 102 Utility Extensions
Project No. MI12-04

Dear Mr. Wainio:

Enclosed please find Pay Request No. 9-Final for County Road 102 Utility Extension project in the amount of **\$15,595.45** for approval at your next scheduled City Council meeting. This payment is for the work completed to date. Please refer to the enclosed pay request breakdown for a summary of items completed. Also, enclosed please find Change Order No. 1-Final. Change Order No. 1 decreases the contract amount by \$1,182.20. This change order is for the minor differences in the amounts of materials actually used during the project.

Please approve Change Order No. 1 –Final first, and then consider Pay Request No. 9-Final. Approve Pay Request No. 9-Final contingent upon receiving the IC-134 forms from the Contractor. If approved, please sign all three (3) copies of Change Order No. 1-Final. Keep one for your records and return the others to our office.

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.

Enclosures

pc: Mr. Andrew Wagner, Ulland Brothers, Inc.

CHANGE ORDER

Order No. 1-Final

Date: 10/28/15

NAME OF PROJECT/PROJECT NO: County Road 102 Utility Extension/ MI12-04

OWNER: City of Mountain Iron

CONTRACTOR: Ulland Brothers, Inc., 505 West 37th Street, Hibbing, MN 55746

ENGINEER: Benchmark Engineering, Inc.

Reason for Change Order:

This Change Order is to set the contract amount equal to the amount of work performed. This change order is due to small changes in the actual quantities used.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is decreased by **\$1,182.20**.

Change to CONTRACT PRICE:

Original CONTRACT PRICE	\$ <u>625,000.00</u>
Current CONTRACT PRICE adjusted by previous CHANGE ORDERS	\$ <u>625,000.00</u>
The CONTRACT PRICE due to this CHANGE ORDER will be <u>decreased</u> by:	\$ <u>(1,182.20)</u>
The new CONTRACT PRICE including this CHANGE ORDER will be:	\$ <u>623,817.80</u>

Recommended by:


Engineer (Authorized Signature)

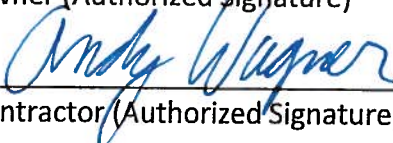
10-28-15
Date:

Approved by:

Owner (Authorized Signature)

Date:

Accepted by:


Contractor (Authorized Signature)

10-28-15
Date:

RECOMMENDATION OF PAYMENT

No. 9-Final

Owner's Project No.: _____

Engineer's Project No.: MI12-04

Project: County Road 102 Utility Extensions

CONTRACTOR: Ulland Brothers, Inc., 505 West 37th Street, Hibbing, MN 55746

For Period Ending: October 28, 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: October 28, 2015

By  _____

STATEMENT OF WORK

Original Contract Price	\$ <u>625,000.00</u>	Work & Materials to Date	\$ <u>623,817.80</u>
Net Change Orders	\$ <u>(1,182.20)</u>	Amount Retained	\$ <u>15,595.45</u>
Current Contract Price	\$ <u>623,817.80</u>	Subtotal	\$ <u>608,222.35</u>
		Materials on Hand	\$ <u>134,989.65</u>
		Less Materials Used	<u>(134,989.65)</u>
		Previous Payments	\$ <u>608,222.35</u>
		Amount Due this Payment	\$ <u>15,595.45</u>



October 28, 2015

PAY REQUEST NO. 9-Final
 UTILITY EXTENSION COUNTY ROAD 102
 CITY OF MOUNTAIN IRON, MINNESOTA

PROJECT NO: MI12-04

CONTRACTOR: ULLAND
 BROTHERS

SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY TO DATE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1.0	\$18,637.55		1.00	\$18,637.55
2101.501	CLEARING	ACRE	2.0	\$1,000.00		2.00	\$2,000.00
2101.506	GRUBBING	ACRE	2.0	\$2,500.00		2.00	\$5,000.00
2104.501	REMOVE PIPE SEWERS	LIN. FT.	366.0	\$15.00		366.00	\$5,490.00
2104.523	SALVAGE MANHOLES	EACH	1.0	\$1,000.00		1.00	\$1,000.00
2105.501	COMMON EXCAVATION	CU. YD.	24,000.0	\$3.00		24,000.00	\$72,000.00
2105.503	ROCK EXCAVATION	CU. YD.	300.0	\$12.00		59.00	\$708.00
2105.535	SALVAGED TOPSOIL (LV)	CU. YD.	403.0	\$7.00		403.00	\$2,821.00
2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU. YD.	40.0	\$24.00		0.00	\$0.00
2501.515	12" RC PIPE APRON	EACH	2.0	\$560.00		2.00	\$1,120.00
2501.515	48" RC PIPE APRON	EACH	1.0	\$1,400.00		1.00	\$1,400.00
2501.511	6" PVC PIPE SEWER, SDR 35	LIN. FT.	76.0	\$26.00		139.00	\$3,614.00
2503.511	8" PVC PIPE SEWER, SDR 35	LIN. FT.	596.0	\$42.00		381.00	\$16,002.00
2503.541	12" RC PIPE SEWER, DES. 3006	LIN. FT.	1,021.0	\$48.00		1,029.00	\$49,392.00
2503.541	42" RC PIPE SEWER, DES. 3006	LIN. FT.	21.0	\$134.00		16.00	\$2,144.00
2503.541	48" RC PIPE SEWER, DES. 3006	LIN. FT.	150.0	\$136.00		144.00	\$19,584.00
2503.602	CONNECT TO EXISTING MANHOLES (SANITARY)	EACH	1.0	\$2,000.00		1.00	\$2,000.00
2503.603	8" X 6" WYE	EACH	1.0	\$100.00		1.00	\$100.00
2503.602	TRACER WIRE ACCESS BOX	EACH	1.0	\$100.00		0.00	\$0.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	5.0	\$1,700.00		6.00	\$30,200.00
2504.602	HYDRANT	EACH	3.0	\$5,000.00		3.00	\$15,000.00
2504.602	6" GATE VALVE AND BOX	EACH	3.0	\$1,350.00		4.00	\$5,400.00
2504.602	8" GATE VALVE AND BOX	EACH	4.0	\$1,650.00		5.00	\$8,250.00
2504.602	12" GATE VALVE AND BOX	EACH	7.0	\$2,650.00		7.00	\$18,550.00
2504.602	6" HDPE MECHANICAL JOINT ADAPTER	EACH	5.0	\$325.00		4.00	\$1,300.00
2504.602	12" HDPE MECHANICAL JOINT ADAPTER	EACH	24.0	\$400.00		21.00	\$8,400.00
2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	120.0	\$48.00		203.00	\$9,744.00
2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	64.0	\$60.00		64.00	\$3,840.00
2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	8.0	\$90.00		8.00	\$720.00
2504.603	12" WATERMAIN DUCTILE IRON CL 52	LIN. FT.	10.0	\$95.00		12.00	\$1,140.00
2504.603	6" WATERMAIN HDPE	LIN. FT.	167.0	\$34.00		167.00	\$5,678.00
2504.603	12" WATERMAIN HDPE	LIN. FT.	5,506.0	\$45.00		5,475.00	\$246,375.00
2504.604	2" POLYSTYRENE INSULATION	SQ. YD.	114.0	\$8.00		6.00	\$48.00
2504.608	DUCTILE IRON FITTINGS	POUND	740.0	\$8.00		740.00	\$5,920.00
2506.501	CONST. DRAINAGE STRUCTURE DES. F	LIN. FT.	25.3	\$200.00		25.30	\$5,060.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 4007	LIN. FT.	43.2	\$230.00		24.70	\$5,681.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 84-4020	LIN. FT.	18.0	\$525.00		18.00	\$9,450.00
2506.516	CASTING ASSEMBLY	EACH	8.0	\$470.00		0.00	\$0.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	1.0	\$3,600.00		1.00	\$3,600.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	4.1	\$100.00		30.00	\$3,000.00
2557.501	WIRE FENCE DESIGN 72-9322	LIN. FT.	1,120.0	\$24.00		1,120.00	\$26,880.00
2557.517	INSTALL VEHICLE GATE (DOUBLE)	EACH	2.0	\$2,060.00		2.00	\$4,120.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$1,000.00		1.00	\$1,000.00
2573.502	SILT FENCE, TYPE PREASSEMBLED & MAINTAINED	LIN. FT.	825.0	\$2.25		825.00	\$1,856.25
2573.512	TEMPORARY DITCH CHECK TYPE 3	LIN. FT.	200.0	\$0.01		0.00	\$0.00
2573.512	TEMPORARY DITCH CHECK TYPE 7	CU. YD.	100.0	\$0.01		0.00	\$0.00
2573.602	STABILIZED CONSTRUCTION ENTRANCE	EACH	2.0	\$500.00		1.00	\$500.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 3	SQ. YD.	1,995.0	\$0.01		0.00	\$0.00
2575.523	EROSION CONTROL BLANKET, CATEGORY 6	SQ. YD.	2,125.0	\$0.01		0.00	\$0.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$6,950.00		1.50	\$10,425.00
Extra	Air Relief Structure	Lump Sum	1.0	\$8,668.00		1.00	\$8,668.00

CONTRACT AMOUNT: \$625,000.00

COMPLETED TO DATE: \$623,817.80

LESS RETAINAGE: \$0.00

MATERIALS ON HAND: \$134,989.65

LESS MATERIALS INSTALLED: (\$134,989.65)

SUBTOTAL PAY REQUEST #9: \$623,817.80

LESS PREVIOUS PAYMENTS: (\$608,222.36)

TOTAL PAY REQUEST #9: **\$15,595.44**

Ala J. Johnson

BENCHMARK ENGINEERING, INC.

COUNCIL LETTER 110215-IVG1

PARKS AND RECREATION

WINTER WORKERS

DATE: October 29, 2015
FROM: Parks and Recreation Board
Craig J. Wainio
City Administrator

The Parks and Recreation Board recommends that the City Council advertise for Rink Workers for the upcoming season. Secondly, the Board also recommends increasing the wage for rink attendants to \$10.00 per hour.

TO: Home Town Focus
FROM: Craig J. Wainio, City Administrator
Date: October 29th, 2015
RE: CLASSIFIED AD

DRAFT

Please run the following classified ad as a box ad (1 x 3 approximately) in the HELP WANTED SECTION:

Please run this ad on: November 6th, 13th & 20th & 27th, 2015

HELP WANTED:

The City of Mountain Iron is accepting applications for seasonal/part-time rink attendants in the Recreation Department.

You must be 16 years of age or older to apply.

Starting wage is \$9.50 per hour.

Applications are available at the Mountain Iron City Hall,
8586 Enterprise Drive South, Mountain Iron MN 55768
or online at www.mtniron.com. EOE.

Deadline for applications is 3:00 p.m.
on Friday, December 4th, 2015.

COUNCIL LETTER 110215-IVH

PERSONNEL COMMITTEE

POSITION AND POSTING

DATE: October 29, 2015
FROM: Personnel Committee
Craig J. Wainio
City Administrator

The Personnel Committee recommends City Council approval for the update Position Analysis for the Position of Municipal Services Secretary as presented.

Secondly, with the January retirement of Mrs. Clark, the procedure for obtaining a replacement needs to begin. The first step in the process is to post the position internally for all members of AFSCME Local 453 for a minimum of seven days. Enclosed is a copy of the required posting. It is recommended that the City Council post for the Municipal Services Secretary position as presented.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Municipal Services Secretary

SUPERVISOR: City Administrator

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is, under the supervision of the City Administrator, for the financial, clerical and related City operations.

RESPONSIBILITIES:

- ◆ Processes City purchasing including safety equipment purchases, accounts payable, fixed asset accounts, financials, use tax and assessment functions.
- ◆ Maintains insurance files, including property and processes all insurance claims, etc.
- ◆ Serves as Election Administrator, oversee elections, keeps current on election laws, canvasses and trains judges, processes absentee voting, purchases election supplies and registers voters.
- ◆ Assists in the preparation of the annual budget and audit and consults with supervisor on investment of idle funds.
- ◆ Compiles and prepares financial information summaries and reports as required by the Administrator and State including individual monthly statements for all City and EDA funds.
- ◆ Makes out and prepares for signature various permits, building permits, liquor and cigarette licenses, collects money and prepares receipts.
- ◆ Answers phone, receive and transmit messages and gives general information.
- ◆ Attends Council meetings to prepare and type minutes, assists in the preparation of Council packets, advertisements for meeting agendas, bids, legal notices, hearing notices, etc.
- ◆ Maintains City records, files, public documents, special assessment roles, certifying special assessments, grant files, contract files, general personnel files and records retention program.
- ◆ Prepares packets, public hearing notices and related information for the P&Z Commission.
- ◆ Assists with the updating of the City web site and the use of social media.
- ◆ Maintains 911 numbering system in the City.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS, ABILITIES:

- ◆ Knowledgeable in the use of office machines and equipment, including computers.
- ◆ Knowledge of web site editing and social media.
- ◆ Ability to deal effectively with elected officials, department heads, clerical staff and public.
- ◆ Ability to perform responsibilities with general direction.
- ◆ Ability to perform light physical activity.

TRAINING AND EXPERIENCE:

- ◆ BS/BA, with emphasis on business, public administration or related subjects.
- ◆ Five years experience in public administration, office management or related field.

CITY OF MOUNTAIN IRON

INTERNAL JOB POSTING

MUNICIPAL SERVICES SECRETARY

The City of Mountain Iron has an immediate opening for the full-time position of Municipal Services Secretary. This position reports to the City Administrator.

Responsibilities of this position are described in the Municipal Services Secretary position analysis.

The position is Job Class 20 at \$26.09 per hour.

Applications will be accepted until 4:00 p.m., November 13, 2015. Submit letter of application to Craig J. Wainio, City Administrator.

This notification is to be posted on the employee bulletin board at the Community Center, Library, Wastewater Plant and City Garage.

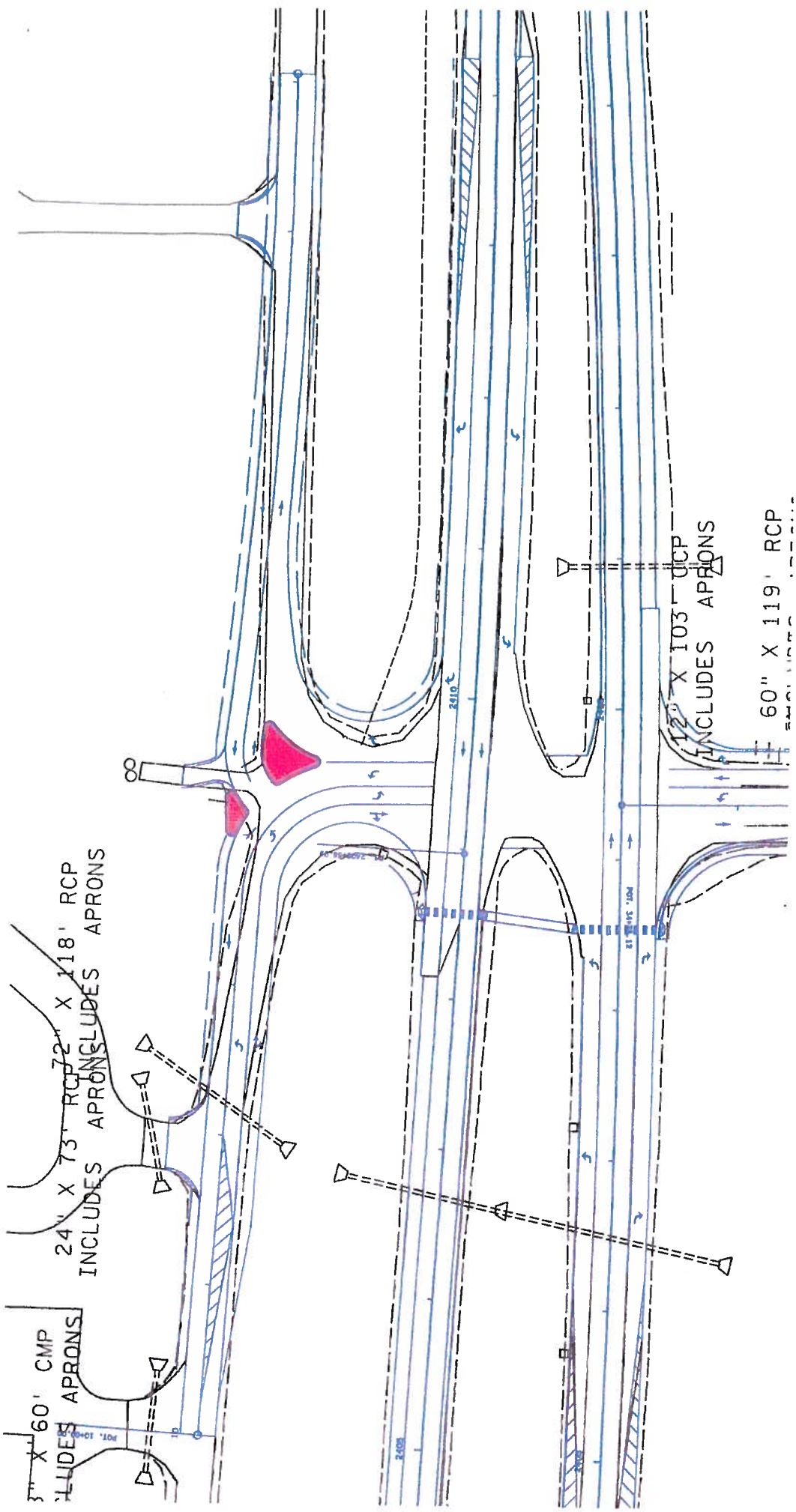
COUNCIL LETTER 110215-IVI1

STREET COMMITTEE

INTERSECTION

DATE: October 29, 2015
FROM: Street and Alley Committee
Craig J. Wainio
City Administrator

On October 22nd the Street and Alley Committee met with representatives from MNDoT and St Louis County regarding the upgrading of Highway 169 between Highway 53 and County Road 109 and more specifically the Highway 169/County Road 7/Enterprise Drive North intersection. Enclosed is a preliminary drawing of what that intersection may include, a larger more up to date drawing will be available at the meeting, also enclosed is an estimate for the City's portion of the project. MNDoT is requesting the City of Mountain Iron to make to make some type of commitment in order to move forward with plans and specifications. The project is scheduled for 2017.



3' X 60' CMP
INCLUDES APRONS

24' X 73' RCP 72' X 118' RCP
INCLUDES APRONS

12' X 103' RCP
INCLUDES APRONS

60' X 119' RCP

SP 6935-89 - ENTERPRISE DR. OPTION C (CITY OF MOUNTAIN IRON)

PAYITEM	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	COST PER TOTAL QUANTITY
2104505/00120	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$4.50	3456	\$15,552.00
2104509/00011	REMOVE CONCRETE APRON	EACH	\$250.00	1	\$250.00
2104513/00011	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	151	\$453.00
2105601/00045	TEMPORARY STREAM DIVERSION SYSTEM	LUMP SUM	\$5,000.00	1	\$5,000.00
2105522/00030	SELECT GRANULAR BORROW (CV)	CU YD	\$15.00	4815	\$72,225.00
2105604/00034	GEOTEXTILE FABRIC TYPE V	SQ YD	\$2.00	5684	\$11,368.00
2106607/00010	EXCAVATION - COMMON	CU YD	\$9.00	6862	\$61,758.00
2106607/00060	COMMON EMBANKMENT (CV)	CU YD	\$5.00	498	\$2,490.00
2118607/00150	AGGREGATE SURFACING (CV) CLASS 5	CU YD	\$32.52	162	\$5,267.59
2211503/00050	AGGREGATE BASE (CV) CLASS 5	CU YD	\$30.00	1269	\$38,070.00
2360501/13300	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$75.00	1018	\$76,350.00
2451509/00030	AGGREGATE BEDDING (CV)	CU YD	\$30.00	48	\$1,440.00
2501511/90722	72" RC PIPE CULVERT CLASS II	LIN FT	\$250.00	22	\$5,500.00
2501515/90120	12" RC PIPE APRON	EACH	\$475.00	1	\$475.00
2501515/90720	72" RC PIPE APRON	EACH	\$2,800.00	1	\$2,800.00
2503511/90122	12" RC PIPE SEWER	LIN FT	\$50.00	50	\$2,500.00
2506501/00070	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN FT	\$350.00	4.0	\$1,400.00
2521501/00040	4" CONCRETE WALK	SQ FT	\$5.00	2832	\$14,160.00
2521501/00080	8" CONCRETE WALK	SQ FT	\$8.00	705	\$5,640.00
2531501/02320	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	\$27.00	478	\$12,906.00
2531501/04120	CONCRETE CURB & GUTTER DESIGN D424	LIN FT	\$22.00	176	\$3,872.00
2550600/00001	SIGNAL SYSTEM (1 LEG)	EACH	\$62,500.00	1	\$62,500.00
2573502/00010	SILT FENCE, TYPE HI	LIN FT	\$3.00	1782	\$5,346.00
2573530/00010	STORM DRAIN INLET PROTECTION	EACH	\$200.00	1	\$200.00
2573533/00015	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	\$5.00	1483	\$7,415.00
2573560/00010	CULVERT END CONTROLS	EACH	\$200.00	2	\$400.00
2574508/00013	FERTILIZER TYPE 3	POUND	\$0.70	559	\$391.30
2575501/00010	SEEDING	ACRE	\$300.00	0.8	\$240.00
2575502/25141	SEED MIXTURE 25-141	POUND	\$5.00	95	\$475.00
2575511/00030	MULCH MATERIAL TYPE 3	TON	\$300.00	1.6	\$480.00
2575519/00010	DISK ANCHORING	ACRE	\$100.00	0.8	\$80.00
2575523/00013	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	\$1.75	3869	\$6,770.75
				SUB TOTAL	\$423,774.64
				6% MOBILIZATION AND TRAFFIC CONTROL	\$25,426.48
				20% PE AND CE	\$89,840.22
				TOTAL	\$539,041.34

COUNCIL LETTER 110215-VIA1

EDA

RESOLUTION 27-15

DATE: October 29, 2015
FROM: Economic Development Authority
Craig J. Wainio
City Administrator

Iron Range Investments LLC has purchased the former Greta's Gym property and secured a tenant to lease the property. In order to secure the tenant the IRI had to make a significant investment to upgrade the property. IRI requested tax abatement assistance from the City in order to make the investment in the property. After calculating the current property tax along with the estimated future property tax, an investment by the City of \$7500 a year for ten years would be an appropriate commitment. In order proceed with the abatement, a public hearing is required. Resolution Number 27-15 set the public hearing. The EDA has recommended that the City Council move ahead with the tax abatement and therefore adopt Resolution Number 27-15.



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 27-15

CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY TAX ABATEMENT FOR THE IRON RANGE INVESTMENT LLC PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, as follows:

1. **Recitals.**
 - (a) Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, both inclusive, authorize the City, upon satisfaction of certain conditions, to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries.
 - (b) It is a legal requirement that the City hold a public hearing prior to adoption of a resolution granting any property tax abatements.
2. **Hearing.** A public hearing on the consideration of the property tax abatement will be held at the time and place set forth in the Notice of Hearing attached hereto as Exhibit A and hereby made a part hereof.
3. **Notice.** The City Administrator is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be published in a newspaper of general circulation in the City at least 10 days but not more than 30 days before the hearing. The newspaper must be one of general interest and readership in the City, and the notice must be published at least once.

DULY ADOPTED BY THE CITY COUNCIL THIS 2nd DAY OF NOVEMBER, 2015.

Mayor Gary Skalko

ATTEST:

City Administrator

EXHIBIT A

CITY OF MOUNTAIN IRON

NOTICE OF PUBLIC HEARING

**REGARDING PROPOSED PROPERTY TAX ABATEMENT FOR THE IRON RANGE
INVESTMENT LLC PROJECT**

NOTICE IS HEREBY GIVEN that the City Council of the City of Mountain Iron, Minnesota, will hold a public hearing at a meeting of the Council beginning at 6:30 p.m., on Monday, December 7, 2015, to be held at the Mountain Iron Community Center, 8586, Mountain Iron, Minnesota, on the proposal that the City abate property taxes levied by the City on the properties identified as tax parcel numbers 175-0071-00895 and 175-0071-00881 (the "Properties").

The total amount of the taxes proposed to be abated by the City on the Properties for up to a 10 year period is estimated to be not more than \$75,000. The City Council will consider the property tax abatement to assist Iron Range Investment LLC with development costs located in the City.

All interested persons may appear at the December 7, 2015 public hearing and present their views orally or in writing.

Craig Wainio

From: Jeremy Jesch <jjjesch@hotmail.com>
Sent: Friday, October 23, 2015 11:43 AM
To: Craig Wainio
Subject: YMCA

Mtn. Iron City Council

Mac's Bar is requesting permission to serve beer and wine at the upcoming YMCA fundraiser "Paint and Pinot". Proceeds to benefit the Mtn. Iron YMCA. Thank you for your consideration.

Jeremy Jesch

Sent from my iPhone

Craig Wainio

From: Sally Peterangelo <salpeterangelo@yahoo.com>
Sent: Wednesday, October 28, 2015 1:20 PM
To: Craig Wainio
Subject: One Agenda Item

Do I still have time to get a request to serve alcohol for a non profit (Friends of the Library) on Dec 3 at the Community Center for a Paint Class. I'll have form filled out tomorrow.

COUNCIL LETTER 110215-VIC

ADMINISTRATION

COW MEETING

DATE: October 29, 2013
FROM: Craig J. Wainio
City Administrator

This agenda item provided the opportunity for the City Council to schedule a Committee-of-the-Whole meeting to review the proposed 2016 budget prior to its required adoption in December.

COUNCIL LETTER 110215-IX

PERSONNEL COMMITTEE

CLOSED MEETING

DATE: October 29, 2015
FROM: Personnel Committee
Craig J. Wainio
City Administrator

The Personnel Committee is requesting a closed meeting under MN Statute 13.05D, subdivision 3(a) for performance evaluations concerning individuals subject to the public body's authority.

The following procedure must be used to close a meeting under this exception:

The public body must identify the individual to be evaluated prior to closing the meeting.

The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make a decision.

Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary.



*Craig -
Please put under
Communicator
for agenda next
! Thanks,
Craig*

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

October 19, 2015

Gary Skalko
City of Mountain Iron
8586 South Enterprise Drive
Mt. Iron, MN 55768

Dear Gary,

I am sending you this letter of request for a donation from the City of Mountain Iron for our first Mother Son Dance. This event will be taking place at the Mountain Iron Community Center on Saturday, November 14, 2015.

The Mother Son Dance is a low cost event for all youth who wish to participate. This event allows young boys to have a special night with an important individual in his life. We provide each child with an opportunity for formal pictures, a keepsake, and memories that last a lifetime. Our Daddy Daughter Dance will feature an evening of music, dancing, games and light refreshments. Your donation will help defray the costs involved with hosting these events.

The Mother Son Dance provides opportunity for the Y and the City of Mountain Iron to celebrate youth development and family bonds in our community, encourage families to connect and be active together and foster a sense of community by connecting people of all ages.

Sincerely,

Casey Hagadorn
chagadorn@mesabiyymca.org
Mesabi Family YMCA
8367 Unity Drive
Virginia, MN 55792
P 218.749.8020
F 218.749.0921
www.mesabiyymca.org



of Northern Iron Minnesota