

CITY OF NASHWAUK
City Council Regular Agenda

City of Nashwauk
301 Central Avenue
Nashwauk, MN 55769
p: 218-885-1210

TUESDAY, JANUARY 28, 2020

City Council

Calvin Saari

Mayor

Brian Gangl

Councilor

Greg Heyblom

Councilor

David Holmbeck

Councilor

Kevin Bodin

Councilor

**Sellman, Borland, &
Simon**

City Attorney

Joe Dasovich

Police Chief

April Kurtock

City Administrator/Clerk

Amber Goss

Deputy Clerk

Tiffany Bodin

EMS Coordinator

Tom Martire

Street Lead

Mark Marinaro

Fire Chief

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA

4. NOTABLE ITEMS

5. APPROVAL OF MINUTES

- a. Minutes of the January 14, 2020 City Council meeting.
- b. Minutes of the December 17, 2019 Work Session.

6. CONSENT AGENDA. The consent agenda gives the Nashwauk City Council a means of handling routine items in one action. However, any one councilor, city staff, or public may request that an item be removed and placed on the regular agenda for discussion and consideration.

- a. Approve claims register #12820 Claim1 in the amount of \$180,574.35.
- b. Approve one-day liquor permit for Wizard's Bar & Grill on February 22, 2020 in the Memorial Building.
- c. Affirm the 2020 federal mileage rate of \$.575.
- d. Approve ride-alongs on the Nashwauk Ambulance Service with Desiree Jensen, Cody Kasper, and Amber Jackson.
- e. Approve Jaime Williams, Shannon Fremling, and Tiffany Bodin to attend Long Hot Summer in Brooklyn Park, MN on March 5-7; course fee \$235.

7. UNFINISHED BUSINESS

- a. Recreation Center Renovations

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- b. Building Inspection Update
 - i. Follow-up regarding 315 Central Avenue. (pg. 18)
- c. East Itasca Joint Sewer Board Update
 - i. Review Proposed Ordinance revisions drafted by Fryberger, Buchannan, and Smith related to sewer. (pg. 20)
 - ii. Review draft letter to the MPCA regarding accepting proposed preliminary effluent limits.

8. NEW BUSINESS

- a. Consider Resolution 2020-02 Accepting Donation of Equipment from Michael Broker.
- b. Consider approval of proposed revision to the Personnel Policy regarding Military Leave. (pg. 65)

9. DEPARTMENT & COMMITTEE REPORTS & REQUESTS

- a. Police Department
 - i. Anishinaabe Worldview Training signup.
 - ii. SurveyMonkey Update regarding internet services.

10. COMMISSION UPDATES

- a. Police Commission
 - i. Consider recommendation to terminate employment with the following part-time officers due to inactivity: (pg. 67)
 - 1. Karl Morrison
 - 2. Wilbert Geise
 - 3. Nicholas O'Toole

- 11. PUBLIC COMMENT.** Members of the public are welcome to address the Nashwauk City Council. Please provide your name, brief

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description of the subject matter, and keep comments to 5 minutes.
Rules for public comment are available at the podium.

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12. MAYOR AND COUNCIL UPDATES

13. ADJOURN

14. SPECIAL MEETING TO FOLLOW

- a. None

**City of Nashwauk
City Council Meeting
January 14, 2020**

Mayor Saari called the meeting to order at 5:30 p.m. in the Council Chambers of City Hall.
Mayor Saari led the Pledge of Allegiance.

Members present: Councilor Holmbeck, Councilor Heyblom, Mayor Saari, Councilor Bodin, Councilor Gangl.

Also present: Attorney Simon, Police Chief Dasovich, Assistant Police Chief Savolainen, Administrator Kurtock, EMS Coordinator Bodin, Tom Martire, Lance Hopke, Commissioner DeNucci, Mark Marinaro.

Adoption of Agenda

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to adopt the agenda of the January 14, 2020 City Council meeting.

Ayes: all present. Motion carried.

Notable Items

Roger Clark, Itasca County Park System Manager, discussed the use of the Mesabi Bike Trail as a snowmobile trail. Because the City has some responsibility for maintenance of the trail, Mr. Clark asked the City for a letter that would support the use of snowmobiles on the portion of trail that Nashwauk maintains. The letters would be addressed to the Itasca County Rail Authority.

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to affirm support of a letter advocating for snowmobile use on the Mesabi Bike Trail.

Ayes: all present. Motion carried.

Reorganizational Meeting

City Attorney for Civil Matters

*Motion by Councilor Holmbeck, seconded by Councilor Gangl to appoint Sellman, Borland & Simon as City Attorney for Civil Matters.

Ayes: all present. Motion carried.

City Attorney for Criminal Prosecution Matters

A proposal was received from Attorney John P. Dimich and Itasca County Attorney Matti Adam. It was noted that Attorney Adam was unwilling to provide prosecution of ordinance violations.

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to appoint John P. Dimich as the City Attorney for criminal prosecution.

Ayes: all present. Motion carried.

Fire Department Officers

Mayor Saari recommended approval of the Fire Department appointments with the caveat that a committee be formed to address the Fire Department Constitution revisions, as there were concerns about language within the constitution that may lead to liability issues. Councilor Holmbeck asked for a recommendation by the Administrator and asked if the presented candidates were qualified for the positions. Administrator Kurtock recommended affirming the Fire Department's appointees, creating a

committee to discuss the constitution and its liability concerns, then having the committee recommend revisions for Council approval.

*Motion by Councilor Heyblom, seconded by Councilor Bodin to affirm the recommendations of the Fire Department with the caveat that a committee be created to address Fire Department Constitution revisions. Affirming the following roles:

Fire Chief: Mark Marinaro

1st Assistant Chief: Joseph Martire

2nd Assistant Chief: Kevin Bodin

Secretary: Brenden Johnson

Training Officers: Lance Hopke, Brian Ekholm, Rob Coughlin.

Ayes: all present. Motion carried.

Mayor Saari volunteered to be on the committee, which would also include Administrator Kurtcock and the three appointed chiefs.

Official Newspaper

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to designate the Scenic Range NewsForm as the official newspaper.

Ayes: all present. Motion carried.

Official Depository

*Motion by Councilor Gangl, seconded by Councilor Bodin to designate the American Bank as the official depository.

Ayes: all present. Motion carried.

Council Meetings

*Motion by Councilor Heyblom, seconded by Councilor Gangl to set Council meetings for the 2nd and 4th Tuesdays of the month at 5:30 p.m.

Ayes: all present. Motion carried.

Zoning Commission Appointment

There were no applicants for the vacant position. Advertising for the vacancy will continue.

Nashwauk Public Utilities Commission Representative

*Motion by Councilor Holmbeck, seconded by Councilor Gangl to appoint Councilor Kevin Bodin to the Nashwauk Public Utilities Commission as the Council representative.

Ayes: all present. Motion carried.

City Insurance Agent

*Motion by Councilor Holmbeck, seconded by Councilor Gangl to appoint Dynamic Insurance as the City Insurance Agent.

Ayes: all present. Motion carried.

Acting Mayor

*Motion by Councilor Gangl, seconded by Councilor Holmbeck to appoint Councilor Greg Heyblom as Acting Mayor to act in the absence of the Mayor when he is not able to be present to perform his official duties.

Ayes: Councilor Holmbeck, Councilor Bodin, Councilor Gangl, Mayor Saari.
Abstain: Councilor Heyblom. Motion carried.

Weed Inspector

*Motion by Councilor Heyblom, seconded by Councilor Bodin to appoint Councilor David Holmbeck as the City Weed Inspector.

Ayes: all present. Motion carried.

City Engineering Firm

*Motion by Councilor Bodin, seconded by Councilor Holmbeck to appoint JPJ Engineering as the City engineering firm.

Ayes: all present. Motion carried.

ARDC Committee

*Motion by Councilor Heyblom, seconded by Councilor Gangl to appoint Mayor Calvin Saari to the ARDC Committee.

Ayes: all present. Motion carried.

Western Mesabi Mine Planning Board

*Motion by Councilor Gangl, seconded by Councilor Bodin to appoint Mayor Calvin Saari as the City representative for the Western Mesabi Mine Planning Board, and Councilor Greg Heyblom as the alternate representative.

Ayes: Councilor Holmbeck, Councilor Bodin, Councilor Gangl, Mayor Saari.

Abstain: Councilor Heyblom. Motion carried.

Library Board

Mayor Saari stated that he had been appointed to the Library Board the previous year, but had not been contacted regarding a meeting and was curious about how often the Board met. Commissioner DeNucci said that he had been appointed by the County Board and would assist with meeting notification.

*Motion by Councilor Heyblom, seconded by Councilor Bodin to appoint Mayor Calvin Saari to serve on the Library Board.

Ayes: all present. Motion carried.

RAMS Alternate Representative

*Motion by Councilor Heyblom, seconded by Councilor Gangl to appoint Councilor David Holmbeck as a RAMS alternate representative.

Ayes: all present. Motion carried.

Personnel Committee

*Motion by Councilor Heyblom, seconded by Councilor Gangl to appoint Mayor Calvin Saari and Councilor David Holmbeck to serve on the Personnel Committee.

Ayes: all present. Motion carried.

Fire Relief Association

*Motion by Councilor Gangl, seconded by Councilor Bodin to appoint Mayor Calvin Saari and April Kurtock serve on the Nashwauk Volunteer Fire Relief Association Board of Trustees.

Ayes: all present. Motion carried.

Approval of Minutes

*Motion by Councilor Holmbeck, seconded by Councilor Heyblom to approve the minutes of the December 23, 2019 City Council meeting, and minutes of the December 23, 2019 Truth in Taxation meeting.

Ayes: all present. Motion carried.

Approval of Consent Agenda

*Motion by Councilor Gangl, seconded by Councilor Bodin to approve the consent agenda as follows:

- a. Approve claims register #11420 Claim1 in the amount of \$72,252.41.
- b. Approve claims register #11420 Claim2 in the amount of \$4,655.24.
- c. Approve Riley Savolainen, Matthew Grossell, and Hunter Brooks to attend the Reid Interviewing Technique training Grand Rapids on September 9-11, 2020; course fee \$425.

Ayes: all present. Motion carried.

Unfinished Business

Recreation Center Renovations

Richard Grabko and Gary Lamma, Community Resource Development, were present to discuss their proposal for the Nashwauk Community Center Project Financing. Grabko summarized the tasks that would need to be completed, sources of funds, and timelines. Additionally, he said that they would survey the community to gain additional information on household data. The questionnaire could be designed to gather any additional information the city may want to ask its citizens. If approved, the firm could start working on the project as early as February. Council asked if their services could be reimbursable. Grabko said it could be reimbursed through a resolution for the tax-exempt bond. Mayor Saari said that the recently completed housing study and the report that Mr. Ed Zabinski had created would also be useful to CRD.

*Motion by Mayor Saari, seconded by Councilor Heyblom to approve the proposal for professional services from Community Resource Development for the Community/Recreation Center Renovations project.

Ayes: all present. Motion carried.

Mayor Saari stated that he would organize a meeting with Max Gray Construction.

East Itasca Joint Sewer Board Update

Resolution 2020-01

A resolution for funding through the Minnesota Public Facilities Authority's Clean Water Revolving Fund was within the packet that listed a loan application in the amount of \$6,093,000. Council asked for explanation for why the amount Nashwauk was applying for was so high when the bulk of the project belonged to the City of Keewatin. Richard Grabko said he had sought counsel from MNPFA representatives for what the dollar figure on the resolution should be. He was told to use the dollar figure that was listed on the Intended Use Plan for the whole project. After the grants from the Special Legislative Appropriation and Department of Iron Range Resources were applied to the project, the dollar commitment will decrease. Also, the Point Source Implementation Grant will pay up to 90% of the

project costs in which over \$5,000,000 of eligible costs were listed under that grant. The final amount for the loan won't be known until after May.

Gary Lamppa informed Council that because the East Itasca Joint Sewer Project is a regional project, the argument for funding has been very good. Councilor Heyblom expressed concerns that the property that was purchased was not in the City of Nashwauk's name, but rather the Joint Board's. He voiced support of the project being owned by the City. Details related to the Board were being addressed by the Fryberger firm and a revised Joint Powers Agreement would be available for review soon.

*Motion by Councilor Holmbeck, seconded by Councilor Gangl to approve Resolution No. 2020-01 Authorizing Application to the MN Public Facilities Authority Clean Water Revolving Fund.

Roll Call: Ayes—Councilor Holmbeck, Councilor Heyblom, Councilor Bodin, Councilor Gangl, Mayor Saari. Resolution approved.

Certification and Compliance Documents

*Motion by Councilor Holmbeck, seconded by Councilor Heyblom to approve the MN Public Facilities Authority Certification of Compliance documents and allow the Administrator/Clerk to sign.

Ayes: all present. Motion carried.

Building Inspection Update

Building Inspector Lance Hopke provided an update regarding scheduling rental inspections.

New Business

Contract for Criminal Legal Services

*Motion by Councilor Heyblom, seconded by Councilor Bodin to approve the contract with John P. Dimich for Criminal Legal Services in the amount of \$150.00/hour for the year 2020.

Ayes: all present. Motion carried.

EMS Resignations

*Motion by Councilor Holmbeck, seconded by Councilor Bodin to accept the resignation of Robert Coughlin from the Nashwauk Ambulance Service effective February 1, 2020.

Ayes: all present. Motion carried.

*Motion by Councilor Gangl, seconded by Councilor Heyblom to accept the resignation of Trevor Guyer from the Nashwauk Ambulance Service effective December 31, 2019.

Ayes: all present. Motion carried.

Rink Attendant Hire

*Motion by Councilor Heyblom, seconded by Councilor Gangl to approve the hire of Caden Westphal as a rink attendant for the 2019-2020 season. Rate of pay \$10.00/hour.

Ayes: all present. Motion carried.

Transfer of Funds

*Motion by Councilor Heyblom, seconded by Councilor Bodin to approve the transfer of \$42,491 from Fire Truck Fund 206 to General Fund 100 to cover the purchase of the 2019 Brush Truck Chassis.

Ayes: all present. Motion carried.

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to approve the transfer of \$1,302 from Fund 650 to General Fund 100 to cover the cost of Nashwauk Fire providing assistance to the Nashwauk Ambulance Service; transfer effective December 2019.

Ayes: all present. Motion carried.

Department & Committee Reports & Requests

Police Department

Removal of Accessible Parking

Chief Dasovich requested that accessible parking at three locations be removed, as they hadn't been used in a year.

*Motion by Councilor Holmbeck, seconded by Councilor Gangl to remove unused accessible parking at the following addresses: 325 2nd Street, 415 2nd Street, and 420 3rd Street.

Ayes: all present. Motion carried.

Precious Paws Agreement

*Motion by Councilor Heyblom, seconded by Councilor Gangl to approve the 2020 Animal Shelter Contract with Precious Paws Humane Society of Chisholm.

Ayes: all present. Motion carried.

Chief Dasovich updated that the yellow curb in front of the school was a no parking zone, but there were numerous, daily violations. Signs would be ordered to better identify the location in the winter.

Chief Dasovich also shared that he'd created a survey regarding internet service within the City. The survey was via SurveyMonkey and a link could be located on the Nashwauk Police Department Facebook page. He encouraged local residents to complete the survey.

Nashwauk Ambulance

Letter of Commitment

EMS Coordinator Bodin shared that she'd had a meeting with Itasca County Health and Human Services Director Eric Villeneuve and Executive Secretary Brenda Oberg to discuss the new ambulance that the County had allotted for in their budget. Bodin was asked to be at the County work session on the 21st and 28th. Because it would be the County committing to purchasing the ambulance and they had only allotted \$120,000 towards its purchase, they asked for a letter of commitment from the City that would assure the City would fund the portion of the rig over \$120,000.

Councilor Heyblom asked about the existing County contract in relation to the motor replacement that was recently completed on the existing ambulance, as he was certain that wording had changed within the contract to accommodate the City's investment.

*Motion by Councilor Heyblom, seconded by Councilor Holmbeck to authorize a letter of commitment to Itasca County committing to funding the portion of the new ambulance over the \$120,000 that the County had committed; additionally, including an Add Alternate option in the bid for trade-in of the existing vehicle.

Ayes: all present. Motion carried.

EMS Coordinator Bodin also updated Council that the approved staff would be starting the EMT class soon.

Administrative Update

Statement of Tax Collections

By Statute, the City Clerk was to provide a statement of tax collections to the Council as soon as possible at the beginning of the year. Administrator Kurtcock shared a statement of tax collections with Council that covered the years 2019, 2018, and 2017. Uncollected tax for the years 2018 and 2017 was at 1.41% and .42% respectively. For 2019, however, the uncollected rate was at 21.49% and largely related to Essar Steel failing to pay the second half of their 2019 property taxes.

Public Comment

John Bourman, 129 3rd Street, expressed concern about the City appointing John P. Dimich as its attorney for criminal services, as he believes that Mr. Dimich “chronically neglected to prosecute charges” in the past. Council discussed the services provided between Attorney Dimich and Attorney Adam and because Attorney Adam did not want to provide prosecution for ordinance enforcement, Council was moved to choose an attorney that would enforce all offenses.

Adjourn

*Motion by Councilor Holmbeck, seconded by Councilor Bodin to adjourn at 7:20 p.m.

Ayes: all present. Motion carried.

Frank Chimento, 140 7th Street, asked to address Council after adjournment. He wanted to know if a depreciation schedule would be setup for the Recreation Center after repairs were complete because if it was not setup then the City wouldn't be preparing for its repair in the future. He asked that the project be depreciated and tracked.

City Clerk

**City of Nashwauk
Work Session
December 17, 2019**

Mayor Saari called the work session to order at 5:30 p.m. in the Council Chambers of City Hall. Mayor Saari reminded the public that this meeting is a work session and no decisions will be made.

Members present: Councilor Holmbeck, Mayor Saari, Councilor Heyblom, Councilor Bodin, Councilor Gangl

Also present: Deputy Clerk Goss; John Jamnick, JPJ Engineering; Ed Bolf, NPUC;

Recreation Center Renovations and Cost Estimate as Provided by Max Gray Construction

John Jamnick from JPJ Engineering reviewed the cost estimate from Max Gray Construction for the Renovations to the Recreation Center based on the preliminary drawings by DSGW Architects. The estimate is based on discussion of some changes that Mr. Jamnick and the council were interested in seeing for the project including increasing the size of the addition, exterior façade upgrades and revisions to the layout. The removal and replacement of the existing roof over the arena has also be included.

The total project cost is \$2,605,387.00. The roof replacement would be an additional \$250,000. The addition would be approximately 6,800 square feet and would equate to approximately \$300.00 a square foot. The work includes 77 parking spots. The cost estimate does not include anything inside the arena area.

Councilor Holmbeck asked for clarification on what the grant money is for. It was excess money on a bonding bill that can be used for anything related to a new community center. Councilor Holmbeck felt the money would be well spent on a grantwriter/lobbyist for the project. The council agreed will have a request to call for quotes on the next board meeting agenda. Mayor Saari told the council that the East Itasca Joint Sewer Board is currently working with Community Resource Development (CRD) on the sewer board. Mayor Saari mention to Dick Grabko from CRD that there may be an interest in securing the same services for the Community Center Project. Grabko would like to pursue this further and is willing to submit a quote for grant writing/lobbying services. Ed Zabinski, who completed the survey in regards to needs and interest in the Community Center for the City and the School District also does grant writing services and is familiar with the project.

Councilor Gangl had a conversation with individuals from the City of Virginia and they discussed that Virginia is replacing their artificial ice system in their arena. The City of Virginia is willing to sell the current system for \$25,000 to the City of Nashwauk. This total is for the ice system itself. The estimated cost for installation would be approximately \$140,000 to \$150,000. The system should last the City 15 years. Councilor Gangl understands that this project would need to come with a business plan to sell ice time to other programs in the area such as GAHA and Emerald Ice. Councilor Gangl engaged the council to see what their interest was in the system. It was decided that Councilor Gangl would move forward with getting more information.

Councilor Holmbeck would like to see the City get a joint public safety task force together to work together and discuss a regional public safety complex to address our needs for our Emergency Services Departments. The City should pursue some of the same funding for Emergency Services as is being pursued for the Community Center/Rec Renovation project. Our City provides services regionally for our area.

Discussion on Financial Planning Recommendations from Mike Bubany and 2020 Budget

Councilor Holmbeck was asking about raising public utilities fees to offset costs. He feels that will be spread more equally across the City whereas taxes are not. There has been discussion about raising rates in the public utilities, it has not been decided to do so at this point. All of the public utility rates are very low in our City and Bubany has made the recommendation to increase rates.

Mike Bubany recommends a 10% levy increase. Administrator Kurtock echoed this recommendation and feels strongly that this is the best way to work on our low general fund balance. Councilor Heyblom supports the recommendation of Mike Bubany and Administrator Kurtock.

The City of Nashwauk is no longer receiving money for the Essar project and they have not paid their taxes for 2019.

Mayor Saari has a question about the recommendation from Bubany to unassign the funds. He would like to know what those funds were being unassigned from.

Councilor Bodin is wondering how the new ambulance will be paid for. \$100,000 has been earmarked with Itasca County but Bodin is wondering how the rest is paid for. It is typical to utilize the transfer fund money to pay the remainder.

It will be important to use Bubany's calculations for future projects.

Meeting adjourned at 6:53 PM

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*Claim Register©

12220claim1

January 2020

Claim Type	Direct			
Claim#	35285 AIRGAS NORTH CENTRAL			
Cash Payment	E 650-48000-210 Operating Supplies (GENE oxygen			\$132.26
	Invoice 1086621075			
Cash Payment	E 660-48660-210 Operating Supplies (GENE oxygen			\$132.27
	Invoice 1086621075			
Transaction Date	1/22/2020	Checking Account	10100	Total \$264.53
Claim#	35286 AT&T			
Cash Payment	E 100-41100-321 Phone/Internet	12/07/19-1/6/2020 council ipads		\$79.45
	Invoice 350290X01142020			
Cash Payment	E 650-48000-321 Phone/Internet	12/07/19-1/6/2020 ipads, fleet trackers, trans phone		\$146.29
	Invoice 350290X01142020			
Cash Payment	E 660-48660-321 Phone/Internet	12/07/19-1/6/2020 ipads, fleet trackers, trans phone		\$146.30
	Invoice 350290X01142020			
Cash Payment	E 100-43100-321 Phone/Internet	12/07/19-1/6/2020 bldg inspector		\$69.41
	Invoice 350290X01142020			
Cash Payment	E 100-42200-321 Phone/Internet	12/07/19-1/6/2020 ipad		\$38.95
	Invoice 350290X01142020			
Cash Payment	E 100-42100-321 Phone/Internet	12/07/19-1/6/2020 squad phone		\$54.40
	Invoice 350290X01142020			
Transaction Date	1/22/2020	Checking Account	10100	Total \$534.80
Claim#	35287 BLUE CROSS BLUE SHIELD Ck# 005629E 1/22/2020			
Cash Payment	E 660-48660-130 Employer Paid Health Ins/ Dental & vision prems Feb 2020			\$23.21
	Invoice 200102129272			
Cash Payment	E 100-43100-130 Employer Paid Health Ins/ Dental & vision prems Feb 2020			\$195.84
	Invoice 200102129272			
Cash Payment	E 100-42100-130 Employer Paid Health Ins/ Dental & vision prems Feb 2020			\$291.66
	Invoice 200102129272			
Cash Payment	E 650-48000-130 Employer Paid Health Ins/ Dental & vision prems Feb 2020			\$23.20
	Invoice 200102129272			
Cash Payment	E 100-41400-130 Employer Paid Health Ins/ Dental & vision prems Feb 2020			\$141.52
	Invoice 200102129272			
Transaction Date	1/22/2020	Checking Account	10100	Total \$675.43
Claim#	35288 BOUND TREE MEDICAL			
Cash Payment	E 650-48000-210 Operating Supplies (GENE medical supplies			\$118.49
	Invoice 83480375			
Cash Payment	E 660-48660-210 Operating Supplies (GENE medical supplies			\$118.50
	Invoice 83480375			
Transaction Date	1/22/2020	Checking Account	10100	Total \$236.99
Claim#	35290 EDWARDS OIL INC			
Cash Payment	E 100-42100-313 2016 Chevy Tahoe	Gas Dec 2019		\$115.62
	Invoice			
Cash Payment	E 100-42100-314 2019 TAHOE	Gas Dec 2019		\$82.00
	Invoice			
Cash Payment	E 100-43100-267 2019 Chevy 3500HD	Gas Dec 2019		\$95.25
	Invoice			
Cash Payment	E 100-45100-347 Halloween Party	Halloween Candy 2019		\$517.48
	Invoice			

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*Claim Register©

12220claim1

January 2020

Transaction Date	1/23/2020	Checking Account	10100	Total	\$810.35
Claim#	35291 GALLS INCORPORATED				
Cash Payment	E 650-48000-215 Clothing purchases	Amb clothing purchases			\$151.65
	Invoice 014794731				
Cash Payment	E 660-48660-215 Clothing purchases	Amb clothing purchases			\$151.65
	Invoice 014794731				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$303.30
Claim#	35292 INTOXIMETERS				
Cash Payment	E 100-42100-220 Repair/Maint Supply (GEN	Handheld PBT repair			\$98.50
	Invoice 647812				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$98.50
Claim#	35294 GUYERS STORE				
Cash Payment	E 100-42200-287 2011 Wynn Fire Tanker	gas dec 2019			\$24.66
	Invoice .				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$24.66
Claim#	35295 L&M SUPPLY				
Cash Payment	E 100-43100-210 Operating Supplies (GENE	Misc garage supplies			\$75.07
	Invoice				
Cash Payment	E 650-48000-216 BODIN CLOTHING ALLO	TBodin boots			\$94.99
	Invoice				
Cash Payment	E 660-48660-216 BODIN CLOTHING ALLO	TBodin boots			\$94.99
	Invoice				
Cash Payment	E 650-48000-215 Clothing purchases	KBodin boots			\$47.49
	Invoice				
Cash Payment	E 660-48660-215 Clothing purchases	K bodin Boots			\$47.50
	Invoice				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$360.04
Claim#	35296 MN BUREAU OF CRIMINAL APPREH				
Cash Payment	E 100-42100-325 Dues & Maintenance Plans	CJDN Access fee BCA			\$150.00
	Invoice				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$150.00
Claim#	35297 MN DEPT OF REVENUE/TREASURE Ck# 005630E 1/23/2020				
Cash Payment	E 100-45100-336 Sales Tax	oct-dec 2019 rec taxes			\$509.00
	Invoice				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$509.00
Claim#	35298 NATIONS MEDICAL CONSULTING L				
Cash Payment	E 650-48000-300 Professional Srvs (GENER	Med Dir Svcs Nov 2019			\$352.71
	Invoice 4a				
Cash Payment	E 660-48660-300 Professional Srvs (GENER	Med Dir Svcs Nov 2019			\$352.71
	Invoice 4a				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$705.42
Claim#	35299 ODC				
Cash Payment	E 100-43100-277 2019 JohnDeere Skidster	licenses and tabs 2020			\$154.25
	Invoice				
Transaction Date	1/23/2020	Checking Account	10100	Total	\$154.25
Claim#	35300 ODC				

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*Claim Register©

12220claim1

January 2020

Cash Payment	E 100-43100-267	2019 Chevy 3500HD	licenses and taxes 2020		\$19.25
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$19.25
Claim#	35301 ODC				
Cash Payment	E 100-43100-269	96 Ford Dump Trk 168-113	licenses and taxes 2020		\$19.25
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$19.25
Claim#	35302 ODC				
Cash Payment	E 100-43100-273	2005 Ford Pickup	licenses and taxes 2020		\$19.25
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$19.25
Claim#	35303 ODC				
Cash Payment	E 100-43100-274	90 GMC Bucket Trk 900-5	license and taxes 2020		\$19.25
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$19.25
Claim#	35304 SAARI, CALVIN				
Cash Payment	E 100-41100-334	Meetings, Mileage & Lodgi	Dec 2019 mileage for meetings		\$57.50
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$57.50
Claim#	35305 SUN LIFE FINANCIAL				
Cash Payment	E 100-42100-131	Employer Paid Life/LTD	LTD feb 2020		\$76.69
Invoice					
Cash Payment	E 100-43100-131	Employer Paid Life/LTD	LTD feb 2020		\$338.15
Invoice					
Cash Payment	E 100-41400-131	Employer Paid Life/LTD	LTD feb 2020		\$39.90
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$454.74
Claim#	35306 TJS AUTO REPAIR INC				
Cash Payment	E 650-48000-450	2008 Ambulance fuels -15	oil change and inspection, air filter		\$198.85
Invoice 9916					
Cash Payment	E 650-48000-452	2012-2013 Ambulance 150	oil change and inspection, radiator drain plug		\$206.85
Invoice 9906					
Cash Payment	E 100-42200-296	1996 Chevrolet Brush Truc	replace fuel pump		\$497.47
Invoice 9928					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$903.17
Claim#	35307 WELLS FARGO BANK Ck# 005631E 1/23/2020				
Cash Payment	E 155-47000-600	Principal	Go Bond pymt 2020 principal		\$75,000.00
Invoice					
Cash Payment	E 155-47000-610	Interest	Go Bond pymt 2020 interest		\$5,275.00
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$80,275.00
Claim#	35308 WESTERN MESABI MINE BOARD				
Cash Payment	E 100-41100-325	Dues & Maintenance Plans	annual 2020 membership		\$400.00
Invoice					
Transaction Date	1/23/2020	Checking Account	10100	Total	\$400.00
Claim#	35309 AMERICAN BANK				

CITY OF NASHWAUK

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*Claim Register©

12220claim1

January 2020

Cash Payment	E 100-43100-600 Principal	Loan # 0626 Principal on loan 2020 John Deere Track loader pymt	\$14,506.46
Invoice			
Cash Payment	E 100-43100-610 Interest	Loan # 0626 Interest on Loan 2020 John Deere Track loader pymt	\$426.39
Invoice			
Cash Payment	E 100-43100-600 Principal	Loan #0627 Principal on Loan 2020 Chevy Silverado pymt	\$14,256.41
Invoice			
Cash Payment	E 100-43100-610 Interest	Loan #0627 Interest on Loan 2020 Chevy Silverado pymt	\$397.50
Invoice			
Transaction Date	1/24/2020	Checking Account 10100	Total \$29,586.76
Claim#	35310 <i>MEDIACOM</i>	Ck# 005632E 1/24/2020	
Cash Payment	E 100-42100-321 Phone/Internet	1/27-2/26/20 phone/internet	\$94.32
Invoice			
Cash Payment	E 650-48000-321 Phone/Internet	1/27-2/26/20 phone/internet	\$47.16
Invoice			
Cash Payment	E 660-48660-321 Phone/Internet	1/27-2/26/20 phone/internet	\$47.16
Invoice			
Cash Payment	E 100-42200-321 Phone/Internet	1/27-2/26/20 phone/internet	\$134.27
Invoice			
Transaction Date	1/24/2020	Checking Account 10100	Total \$322.91
Claim#	35311 <i>FURTHER</i>	Ck# 005633E 1/24/2020	
Cash Payment	E 100-43100-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$19,600.00
Invoice			
Cash Payment	E 100-42100-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$19,600.00
Invoice			
Cash Payment	E 100-41400-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$5,600.00
Invoice			
Cash Payment	E 650-48000-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$1,400.00
Invoice			
Cash Payment	E 660-48660-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$1,400.00
Invoice			
Cash Payment	E 100-49240-130 Employer Paid Health Ins/	HSA/VEBA contributions 2020	\$14,000.00
Invoice			
Transaction Date	1/24/2020	Checking Account 10100	Total \$61,600.00
Claim#	35312 <i>MEDICAREBLUE RX</i>		
Cash Payment	E 100-49240-130 Employer Paid Health Ins/	Retiree prescription plan jan & Feb 2020	\$2,070.00
Invoice			
Transaction Date	1/24/2020	Checking Account 10100	Total \$2,070.00
			Total \$180,574.35

CITY OF NASHWAUK

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*Claim Register©

12220claim1

January 2020



Pre-Written Check	\$143,382.34
Checks to be Generated by the Compute	\$37,192.01
Total	\$180,574.35

NAME	YES	NO	ABSTAIN
1) _____			
2) _____			
3) _____			
4) _____			
5) _____			

RESOLUTION NO. 2019-19

A RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 315 CENTRAL AVENUE, NASHWAUK, MN 55769

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of Nashwauk finds the building located at 315 Central Avenue, Nashwauk, MN 55769 to be a hazardous building for the following reasons:

1. The entire building suffers from inadequate maintenance.
2. The front wall to the building has been removed and covered with Tyvek house wrap.
3. There are no windows in the building.
4. The building is not secured.
5. No utilities are connected to the building, which is a violation of City of Nashwauk Ordinance 51.02: Use of Public Sewers Required.
6. Holes in the building are allowing for animal infestation.
7. No portion of the building is suitable for occupancy.
8. The building has been gutted.
9. The rear deck is rotted.

WHEREAS, the conditions listed above are more fully documented in the inspection report prepared by Lance Hopke, Nashwauk Building Inspector on November 7, 2019, a copy of which is attached to this resolution as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NASHWAUK, MINNESOTA AS FOLLOWS:

1. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the council orders the record owners of the above hazardous building or their representatives to make the following corrections on the property at 315 CENTRAL AVENUE, NASHWAUK, MN 55769:
 - a. **Because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, and abandonment, the building constitutes a fire hazard or a hazard to public safety and/or health and the building must be razed.**
2. That the corrective action listed above must all be made within 30 days after the order is served upon the property owner. The corrective action must be completed in compliance with all applicable codes and regulations and done pursuant to proper permits from the city.

3. That a motion for summary enforcement of the order will be made to the District Court of Itasca County in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.
4. That in accordance with Minn. Stat. § 463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 30 days. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
5. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.21, and 463.161.
6. That the city attorney is authorized to serve this order upon the owner of the premises at 315 Central Avenue, Nashwauk, MN 55769 and all lien-holders of record.
7. That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Passed by the City Council of Nashwauk, Minnesota this 12 day of November, 2019.

Calvin Saari, Mayor

Attested:

April Kurtock, City Administrator/Clerk

January 28, 2020

Ms. Aida Mendez, Ph.D., P.E.
Environmental Analysis and Outcomes Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155

**Re: East Itasca Joint Sewer Board WWTF
City of Keewatin, MN
City of Nashwauk, MN
Mass Limits**

Dear Ms. Mendez:

In reviewing the proposed preliminary effluent limits from the MPCA following the letter dated February 17, 2017, the cities proposed to construct a continuous discharge pond and tertiary treatment as shown in the submitted plans and specifications during 2019.

The proposed preliminary limits are as follows:

- cBOD
 - Mass limit of 33.5 kg/d
 - Concentration limit of 25 mg/l
- TSS
 - Mass limit of 60.2 kg/d
 - Concentration limit of 45 mg/l
- Total Phosphorus
 - Mass limit of 488 kg/year
 - Concentration limit of 1 mg/l

After review the cities accept the proposed preliminary effluent limits as proposed contingent upon the approval of the provided plans and specification for this project and the submitted facility plans. It is our understanding that the Cities of Keewatin and Nashwauk accepted the mass limits for total suspended solids (TSS), 5-day carbonaceous biochemical oxygen demand (CBOD5) and total phosphorus (TP) in lieu of going through an antidegradation process.

Ms. Aida Mendez
January 28, 2020
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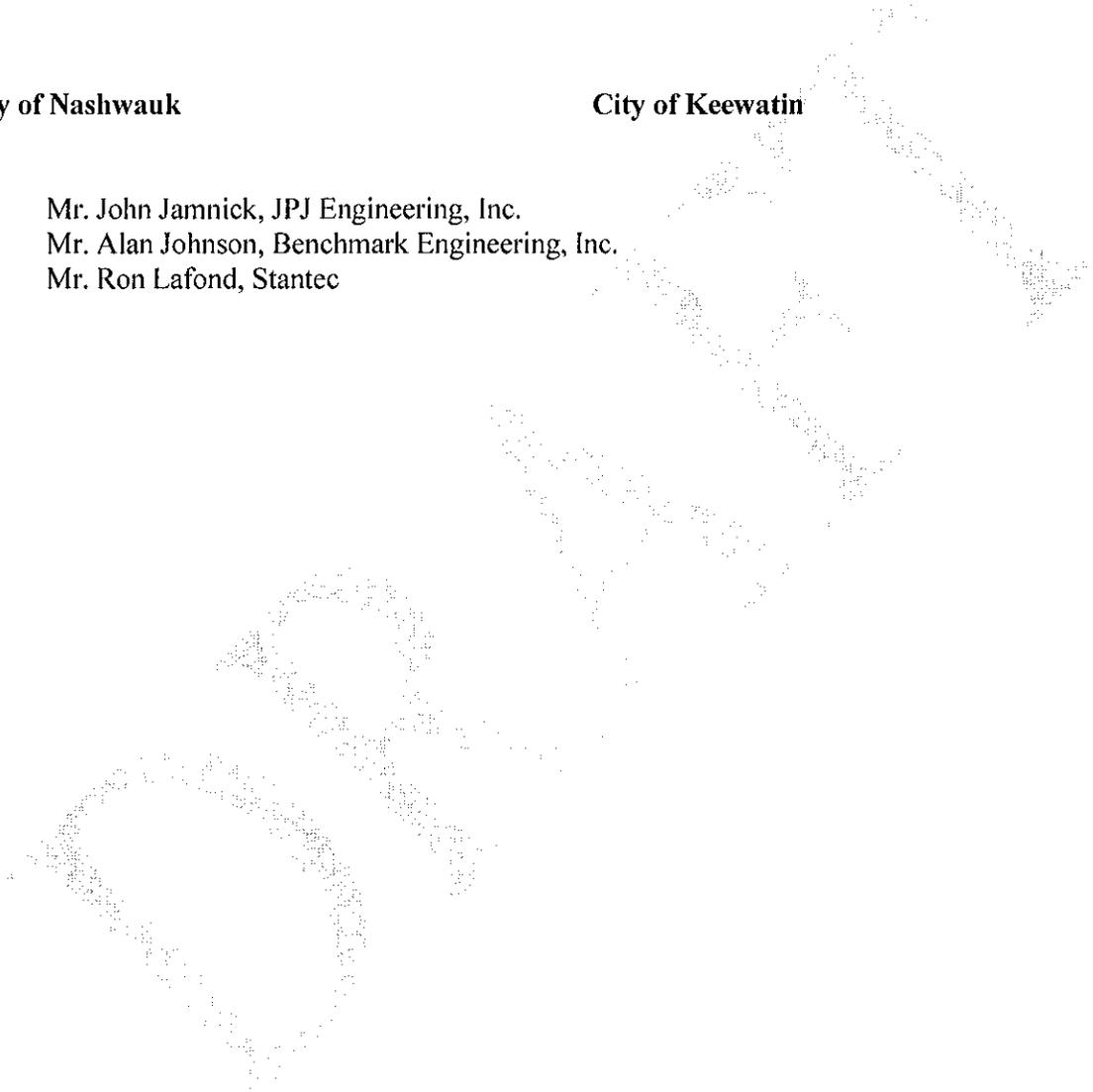
If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,

City of Nashwauk

City of Keewatin

cc: Mr. John Jamnick, JPJ Engineering, Inc.
Mr. Alan Johnson, Benchmark Engineering, Inc.
Mr. Ron Lafond, Stantec





Community Resource Development

Date: January 21, 2019
To: East Itasca Joint Sewer Board
From: Community Resource Development
Subject: January 2020 Project Updates

The following serves to update East Itasca Joint Sewer Board members on the status of project financing and administrative related project tasks:

Updates:

1. Notifications Received from Governor's Office re: inclusion of Nashwauk/Keewatin in the Governors 2020 Bonding Bill
2. Discuss Fryberger, Buchanan, Smith draft Ordinance revisions. Revised Organizational Documents to be provided at February Board meeting.
3. Meetings with Nashwauk and Keewatin City Council's Securing Resolution and Compliance requirements for CWRLF application.
4. Contact with Mary Jane Schulz - PFA Senior Regional Representative. CWRLF application to be submitted following February 2020 EIJSB meeting.
5. Discuss updating Bond Reimbursement Resolutions
6. Meeting with Senator Tomassoni re: EIJSB and Lone Pine Township Bonding Bill request. CRD will meet with legislative staff to draft the bill for consideration. Following receipt of the draft CRD will provide copies to regional legislators and have follow-up discussions.

Pending

1. USDA Rural Development Water and Wastewater Grant/Loan Program - Lone Pine Township/Nashwauk
2. 2020 Special Legislative Appropriation – Lone Pine Township
3. DIRR Community Infrastructure Grant – Request #2

**CITY OF NASHWAUK
ORDINANCE NO. 1**

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**CITY OF NASHWAUK
ORDINANCE NO. 1**

**AN ORDINANCE REGULATING THE USE OF PUBLIC AND PRIVATE
SEWERS; ESTABLISHING METHODS FOR A SEWER SERVICE
CHARGE SYSTEM AND A SEPTAGE SERVICE CHARGE SYSTEM;
AND PROVIDING PENALTIES FOR VIOLATIONS OF THE
REGULATIONS HEREIN DEFINED**

The City Council of the City of Nashwauk (the "City") ordains as follows:

ARTICLE I - DEFINITIONS

Unless the context specifically indicates otherwise, the terms used in this Ordinance have the meanings designated:

- Section 1.1 Allocation Agreement: The Connection and Limited Wastewater Capacity Allocation Agreement between the East Itasca Joint Sewer Board and the City.
- Section 1.2 Allocation System: The Wastewater Treatment Capacity Allocation System adopted by the East Itasca Joint Sewer Board that provides for a system of allocating wastewater treatment plant capacity among Users to allow compliance with the provisions of the NPDES Permit and other provisions of applicable state and federal requirements, as the same may be amended from time to time.
- Section 1.3 Assigned ERU: The determination by the Superintendent of ERU to be assigned to each User pursuant to this Ordinance or other City Ordinance.
- Section 1.4 Authorized Inspector: An inspector authorized by the City to prepare the reports required by Section 6.1a.ii. of this Ordinance.
- Section 1.5 Base User Charges: The quarterly basic user charge and metered user charge calculated pursuant to Section 11.4 of this Ordinance.
- Section 1.6 Biochemical Oxygen Demand or BOD: The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees Centigrade and as expressed in terms of milligrams per liter (mg/l). It represents the breakdown of carbonaceous materials as distinct from nitrogenous materials.
- Section 1.7 Building Drain: That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of a building and conveys Wastewater to the Building Sewer, beginning 5 feet outside the inner face of the building wall.

- Section 1.8 Building Sewer: The extension from the Building Drain to the Public Sewer, Private Sewer, On-site Wastewater Disposal System or other place of disposal.
- Section 1.9 City Council: The City Council of the City. The City Council is the governing body of the City.
- Section 1.10 Keewatin: The City of Keewatin, a public corporation and political subdivision in Itasca County, Minnesota and its successors and assigns.
- Section 1.11 City: The City of Nashwauk, a municipal corporation and political subdivision in Itasca County, Minnesota and its successors and assigns.
- Section 1.12 Clean Water Act: The Federal Water Pollution Control Act, also referred to as the Clean Water Act, as amended, 33. U.S.C. 1251 et seq.
- Section 1.13 Combined Sewer: A sewer receiving both surface runoff and Sewage.
- Section 1.14 Commercial User: See User, Commercial.
- Section 1.15 Commercial Wastewater: Wastewater emanating from a place of business of a Commercial User which is singly, or by interaction with other wastes:
- a. NDSW; or
 - b. exceeds NDSW limitations; or
 - c. exceeds normal residential unit volumes of Wastewater as established by the State.
- Section 1.16 County: Itasca County, a body politic and corporate and political subdivision of the State and its successors and assigns.
- Section 1.17 Debt Service Charge: A charge to Users for the purpose of repaying the cost of construction of and capital improvements to the Wastewater Treatment Facilities, which is derived from a proportional share of annual debt service payments on the City's outstanding indebtedness, and any proportionate share of indebtedness of the EIJSB or a member thereof owed pursuant to the Joint Powers Agreement.
- Section 1.18 EIJSB or Joint Powers Board. The joint powers board for the East Itasca Joint Sewer Board, a joint powers entity created under Minnesota Statutes, Section 471.59 in Itasca County, Minnesota and its successors and assigns.
- Section 1.19 EIJSB Charges: The proportionate share of costs charged to the City by the EIJSB for operation of the EIJSB Treatment Works.
- Section 1.20 EIJSB Treatment Works: The interceptor pipes or sewer lines and the wastewater treatment plant and appurtenant storage facilities owned or operated by the EIJSB pursuant to the Joint Powers Agreement.

- Section 1.21 Engineer: The Person designated by the **City Council** as the City's engineer(s) or his/her authorized deputy, agent, or representative.
- Section 1.22 Equivalent Residential Unit or ERU: A unit of measurement of Flow and Load that is or may be used for both engineering design purposes and establishing User Charges, and Sewer Access Charges which takes into account the costs of treatment processes attributable to Flow, BOD, TSS and other significant Loads expressed in fractional increments of NDSW. One ERU is equivalent to 241 gallons per day at a strength not greater than 200 mg/L BOD and 200 mg/L of TSS, as determined from time to time by the **City Council**.
- Section 1.23 Extra Strength Charge: Flows in excess of 200 mg/L of BOD shall be subject to an Extra Strength Charge per pound of BOD. Flows in excess of 200 mg/L of TSS shall be subject to an Extra Strength Charge per pound of TSS. These figures are subject to further modification as may be established by the East Itasca Joint from time to time.**
- Section 1.24 Extra Strength Waste: Wastewater having Load in excess of 200 milligrams per liter (mg/L) of biochemical oxygen demand (BOD) and 200 mg/L of total suspended solids (TSS), and not otherwise classified as an Incompatible Waste, or such other characteristics as may be established by East Itasca Joint Sewer Board from time to time.**
- Section 1.25 Fats Oils and Grease (FOG): Material, either liquid or solid, composed primarily of fat, oil and grease from animal, vegetable or mineral sources.
- Section 1.26 Flow: The quantity of Wastewater.
- Section 1.27 Food Service Facility: The following types of establishments: Full service restaurants, fast food establishments, delicatessens, cafeterias, school cafeterias, church kitchens, hospitals and medical facilities, boarding houses, clubhouses, adult daycare facilities, assisted living facilities, convalescent homes, meat distributors and processing facilities, food processing facilities, grocery stores with food preparation/service areas, bakeries, caterers and or other similar types of operations with commercial kitchen equipment.
- Section 1.28 Garbage: Solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce and animal products, including the packaging of such products.
- Section 1.29 Governmental Unit: Any one or all of the County, the City, Keewatin and/or the Town.

- Section 1.30 Grease Interceptor or Grease Trap: A device designed to capture fats, oils and grease prior to discharge to a sanitary sewer. Also termed grease traps or grease recovery devices.
- Section 1.31 Incompatible Waste: Waste that either singly or by interaction with other wastes interferes with any Sewage treatment process, constitutes a hazard to humans or animals in spite of the treatment method used by the City, create a public nuisance or create any hazards in the receiving waters of the Wastewater Treatment Facilities.
- Section 1.32 Industrial User: See User, Industrial.
- Section 1.33 Industrial Waste: The liquid, gaseous and solid wastes from industrial manufacturing processes, trade, or business.
- Section 1.34 Industrial Wastewater: The liquid, gaseous, and solid processing wastes from an industrial manufacturing process, trade, business or Industrial User.
- Section 1.35 Infiltration/Inflow or I/I: Water other than Wastewater that enters the Sewer from the ground or from surface runoff, as defined in Minnesota Rules.
- Section 1.36 Joint Powers Agreement: The Amended and Restated Joint Powers Agreement between the City, Keewatin and the Town dated _____, 2020.
- Section 1.37 Load: Quantities of Wastewater characteristics such as BOD, TSS, or other constituents.
- Section 1.38 Metered User: See User, Metered.**
- Section 1.39 MPCA: The Minnesota Pollution Control Agency.
- Section 1.40 National Categorical Pretreatment Standards: Federal regulations establishing Pretreatment standards for introduction of pollutants in publicly-owned wastewater treatment facilities, found at Section 307(b) of the Clean Water Act.
- Section 1.41 National Pollutant Discharge Elimination System Permit or NPDES Permit: A permit issued by the United States Environmental Protection Agency/MPCA setting limits on pollutant strength that a permittee may legally discharge into the waters of the United States pursuant to Sections 402 and 405 of the Clean Water Act.
- Section 1.42 Natural Outlet: Any outlet, including Storm Sewers and combined Sewers, which flows into a water course, pond, ditch, lake or other body of surface water or ground water.

- Section 1.43 Normal Domestic Strength Waste or NDSW: Wastewater that is introduced primarily by Residential Users with the following characteristics:
- a. Flows are not to exceed 241 gallons per average day in the month of maximum annual discharge;
 - b. Flows exhibit Loads not to exceed 200 milligrams per liter (mg/L) of biochemical oxygen demand (BOD) and 200 mg/L of total suspended solids (TSS) (equivalent to 0.25 lbs. of BOD per day and 0.22 lbs. of TSS per day, or such other characteristics as may be established by EIJSB from time to time.
- Section 1.44 Non-Residential User. All Users other than Residential Users.
- Section 1.45 On-site Wastewater Disposal System: Individual Sewage Treatment System or ISTS: An arrangement of devices or structures for treating domestic or non-domestic Wastewater approved for use by applicable regulations of the State or County.
- Section 1.46 Operation, Maintenance and Replacement Costs or OM&R: Expenditures necessary to provide for the dependable, economical and efficient functioning of the Wastewater Treatment Facilities throughout their design life, including operator training and permit fees and the establishment of reasonable funds to offset depreciation of the Wastewater Treatment Facilities. Replacement refers to acquiring and installing of equipment, accessories, or appurtenances which are necessary during the design life or useful life, whichever is longer, of the Treatment Facilities to maintain the capacity and performance for which such system was designed and constructed, not the cost of future replacement of the entire facility.
- Section 1.47 OM&R Charge: a component of the Sewer Service Charge System consisting of a User's proportionate share of the OM&R.
- Section 1.48 Other User: See User, Other.
- Section 1.49 Permit: Written authorization from the City to perform acts allowed or required by this Ordinance.
- Section 1.50 Person: Any individual, firm, company, association, society, corporation (municipal or otherwise) or other group.
- Section 1.51 pH: The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- Section 1.52 Plumbing Waste Fixture Unit Values: Values assigned to plumbing waste fixtures as defined in Appendix B of the ERU Manual, as amended from time to time.

Pursuant to the ERU Manual, Plumbing Waste Fixture Units are typically installed in residential or commercial buildings including toilets, drinking fountains, sinks and floor drains.

- Section 1.53 Pretreatment: The treatment of Wastewater prior to introduction thereof into the Public Sewer.
- Section 1.54 Private Sewer or Private Wastewater Disposal System: A privately-owned Wastewater disposal system, including but not limited to a privately-owned On-site Wastewater Disposal System.
- Section 1.55 Properly Shredded Garbage: Garbage and/or the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the Flow conditions normally prevailing in the Sanitary Sewer, with no particle greater than 2 inch (1.27 centimeters) in any dimension.
- Section 1.56 Public Sewer(s): Any Sewer or pumping facility owned or operated by the City or the EJSB.
- Section 1.57 PUC: The Nashwauk Public Utilities Commission established under the provisions of Minnesota Statutes, Section 412.331-412.391.
- Section 1.58. Residential User: See User, Residential.
- Section 1.59 Sanitary Sewer: A Sewer designed to carry only liquid and water carried wastes.
- Section 1.60 Service Connection: The point at which the Building Sewer meets and is connected to the Public Sewer.
- Section 1.61 Septage: Wastewater generated by an On-site Wastewater Disposal System. The term “Septage” also includes the wastewater derived from holding tanks, recreational vehicles; campers; portable toilets; boats, ships and other marine vehicles, and the like.
- Section 1.62 Septage Service Charge: In the event the City Council undertakes the regulation of On-site Wastewater Disposal Systems, the fees and charges established from time to time for operation and maintenance of an On-site Wastewater Disposal System or Private Sewer by the City or for discharging Septage in to the Public Sewer.
- Section 1.63 Septage Service Charge System: The Septage Service Charge system established pursuant to Article XI of this Ordinance.
- Section 1.64 Sewer: A pipe or conduit that carries Wastewater or drainage water.

- Section 1.65 Sewer Access Charge or SAC or Connection Fee: The fees and charges established from time to time for access or connection to the Public Sewer.
- Section 1.66 Sewer Service Charge: The total of the User Charge which may include the Base User Charges, the Extra Strength Charge, or any other charges to Users established by the **City Council**.
- Section 1.67 Sewer Service Charge System or SSCS: The Sewer Service Charge system established pursuant to Article XI of this Ordinance.
- Section 1.68 Sewer Service Fund: The fund of the City created pursuant to Article XI of this Ordinance.
- Section 1.69 Slug: A discharge of water or Wastewater which in Load or Flow exceeds for any period of duration longer than 15 minutes, more than 5 times the average 24 hour concentration of Flow or Load during normal operation.
- Section 1.70 State: The State of Minnesota, its successors and assigns.
- Section 1.71 State Disposal System Permit or SDS Permit: A permit issued by the MPCA pursuant to Minnesota Statutes Section 115.07 for a disposal system as defined by Minnesota Statutes Section 115.01, subdivision 5.
- Section 1.72 Standard Methods: The latest edition of Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, the American Waterworks Association and the Water Environment Federation.
- Section 1.73 Storm Sewer: A Sewer intended to carry unpolluted surface and subsurface water from any source.
- Section 1.74 Superintendent: The Utilities Superintendent of the City who is authorized to enforce this Ordinance, or their authorized deputy, agent or representative. If the City has not designated a Superintendent, the functions of the Superintendent will be performed by the **City Council** or a member of the **City Council** designated by the City or the **City Council**'s authorized agent or representative, including the EIJSB.
- Section 1.75 Suspended Solids (SS) or Total Suspended Solids or TSS: The total suspended matter that either floats on the surface of, or is in suspension in water, Wastewater or other liquids, and is removable by laboratory filtering as prescribed in Standard Methods.
- Section 1.76 System: The City's portion of the Treatment Facilities.

- Section 1.77 Town: The Town of Lone Pine, a public corporation and political subdivision in Itasca County, Minnesota and its successors and assigns.
- Section 1.78 Toxic Pollutant(s): The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse affects as defined in standards issued pursuant to Section 307(a) of the Clean Water Act or Section 115.01, Subdivision 20 of Minnesota Statutes.
- Section 1.79 Unpolluted Water: Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards. An example could be non contact cooling water.
- Section 1.80 User or Users: Collectively, the Residential Users, Commercial Users, Industrial Users, Other Users and Metered Users.
- Section 1.81 User, Commercial: Any User that consists of stand alone structures providing a place of business and discharging either up to NDSW or in excess of NDSW.
- Section 1.82 User, Industrial: Any User who produces Industrial Waste and/or whose discharges, singly or by interaction with other wastes:
- a. contaminate the sludge of the Wastewater Treatment Facilities;
 - b. injure or interfere with the treatment process;
 - c. create a public nuisance or hazard;
 - d. have an adverse effect on the waters receiving Wastewater Treatment Facilities discharges;
 - e. exceed NDSW limitations; or
 - f. exceed normal residential unit volumes of Wastewater as established by the State.
- Section 1.83 User, Metered: A User class consisting of any User that has metered wastewater.
- Section 1.84 User, Other: Any Person for whom the System is available or could become available.
- Section 1.85 User, Residential: A User of the Wastewater Treatment Facilities whose building is used primarily as a private residence and discharges NDSW. A Residential User's property consists of a stand alone structure providing temporary, seasonal, or permanent housing to a single household.
- Section 1.86 User Charge: A charge to Users or to owners of On-site Wastewater Disposal Systems for the use and availability of facilities and services provided by the City as further described in Article XI.
- Section 1.87 Wastewater: A combination of the liquid and water carried wastes from the Users, including water-carried wastes from residences, business buildings,

institutions, and industrial establishments. The term "Wastewater" also includes Septage.

Section 1.88 Wastewater Treatment Facilities or Treatment Facilities: The land, devices, facilities, structures, equipment and processes owned or used by the City, Keewatin, the Town, and the EIJSB for the purpose of the transmission, storage, treatment, recycling and reclamation of municipal Wastewater, or structures necessary to recycle or reuse water including interceptor Sewers and the disposal of residues resulting from such treatment, or the devices necessary to determine the underground location of any of the foregoing. Outfall Sewers, collection Sewers, including force mains, pumping, power, and other equipment and their appurtenances; extension, improvements, remodeling, additions, and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities, and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

Section 1.89 Watercourse: A channel in which a flow of water occurs, either continuously or intermittently.

ARTICLE II - GENERAL PROVISIONS

Section 2.1 Purpose. The purpose of this ordinance ("Ordinance") is to require and regulate the use of Private Sewers and Public Sewers within the City.

Section 2.2 Construction. It is the intent of the City that this Ordinance be consistent with the policies, procedures and ordinances of the EIJSB to the extent possible. If, at any time, any conflict should arise between any provision of this Ordinance and the policies, procedures and ordinances of the EIJSB, the policies, procedures and ordinances of the EIJSB will in all cases be controlling.

Section 2.3 Standard Methods. All measurements, tests and analyses of the characteristics of waters and waste to which reference is made in this Ordinance must be determined in accordance with the provisions set out in latest edition of Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, the American Waterworks Association and the Water Environment Federation ("Standard Methods"). Sampling methods, location, times, duration and frequencies are to be determined on an individual basis subject to approval by the Superintendent and Engineer.

Section 2.4 Severability. The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence paragraph or section of this Ordinance is declared unconstitutional or otherwise invalid by the judgment or decree of a court of competent jurisdiction, such unconstitutionality

or invalidity will not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

Section 2.5 Amendments. This Ordinance cannot be amended except by further ordinance of the City.

ARTICLE III - CREATION; MANAGEMENT

Section 3.1 Creation. There is hereby established a sewer utility within the City.

Section 3.2 Management. The Sewer utility created herein will be managed by the **City Council**. The **City Council** has control and general supervision of all Public Sewers and Service Connections within the City and is responsible for administering the provisions of this Ordinance to ensure that a proper and efficient Public Sewer is maintained. The **City Council** reserves the right to undertake control and supervision of On-site Wastewater Disposal Systems within the City pursuant to this Ordinance.

ARTICLE IV - USE OF PUBLIC SEWERS REQUIRED

Section 4.1 Service Connection Required.

- a. Within 90 days of receiving written notification from the City, a property owner must install a suitable Service Connection, in accordance with the provisions of this Ordinance.
- b. When and whenever the Public Sewer becomes available to a property served by an On-site Wastewater Disposal System, use of the On-site Wastewater Disposal System must be discontinued, and a Service Connection must be made to the Public Sewer within 90 days of receiving written notification of Public Sewer availability from the City and any septic tanks, cesspools, and similar On-site Wastewater Disposal Systems must be abandoned and removed, or cleaned and filled with clean bank run gravel and otherwise in accord with current requirements of the County, the MPCA and all other regulatory agencies at the property owner's sole expense, unless such On-site Wastewater Disposal System is legally incorporated into the design of the Treatment Facilities.

Section 4.2 Service Connection Required.

- a. When and whenever the Public Sewer becomes available to a property served by an On-site Wastewater Disposal System, use of the On-site Wastewater Disposal System must be discontinued, and a Service Connection must be made to the Sanitary Sewer on or before the date set forth in a written notification of Public Sewer availability from the **City Council** and any septic tanks, cesspools, and similar On-site Wastewater

Disposal Systems must be abandoned and removed, or cleaned and filled with clean bank run gravel.

- b. The abandonment of an On-site Wastewater Disposal System must be in accord with current requirements of the County, the MPCA and all other regulatory agencies at the property owner's sole expense, unless such On-site Wastewater Disposal System is legally incorporated into the design of the Treatment System.
- c. For purposes of this Ordinance, a Public Sewer will be considered available or adjacent to a property if the Public Sewer is located within three hundred (300) feet of any property line of the property to be served. Notwithstanding the foregoing, the **City Council** in its sole discretion may determine that due to unusual physical characteristics, a Public Sewer is not available or adjacent to a property to which Public Sewer is otherwise available or adjacent under the terms of this Ordinance.
- d. Each parcel or building not connected to a gravity sewer must be served by a single grinder pump or lift station. In the event the ownership of a parcel changes whether by conveyance, transfer, subdivision or other change in ownership form, including but not limited to conversion under Minnesota Statutes 515, 515A and 515B or successor statute, a grinder pump or lift station must be installed to serve each building or parcel not served by a gravity sewer.

Section 4.3 Failure to Connect.

- a. In the event an owner fails to connect to the Public Sewer and to terminate an On-site Wastewater Disposal System in compliance with a notice given under this Ordinance, the City may have said work done and may charge the User/owner the cost of the Service Connection and may collect such amounts in the manner set forth in Article XII.
- b. Costs for such Service Connection made by the City upon a User's/owner's failure to connect will include the actual cost of connection, the cost of abandonment of the On-site Wastewater Disposal System and a **Sewer Access Charge**, or similar fees and charges, as defined in the Sewer Service Charge System.

ARTICLE V - ON-SITE WASTEWATER DISPOSAL SYSTEMS USE AND ABANDONMENT

Section 5.1 Private Facilities Unlawful. Except as provided herein, it is unlawful to construct or maintain any Private Wastewater Disposal System or other private facility intended or used for the disposal of Wastewater.

- Section 5.2 Unavailability of Public Sewers. Where a Public Sewer is not available, as determined by the **City Council**, the Building Drain must be connected to an On-site Wastewater Disposal System complying with the requirements of the County, the MPCA and all other regulatory agencies.
- Section 5.3 Construction of On-site Wastewater Disposal Systems. Before commencement of construction of an On-site Wastewater Disposal System the owner must first obtain a written Permit from the County.
- Section 5.4 Compliance with County Requirements. The type, capacities, location and layout of an On-site Wastewater Disposal System must comply with all requirements of the ordinances and regulations of the County. No On-site Wastewater Disposal System is permitted to discharge into any Natural Outlet.
- Section 5.5 Operation and Maintenance of On-site Wastewater Disposal Systems. The owner of an On-site Wastewater Disposal System must operate and maintain the On-site Wastewater Disposal System in a manner which complies with applicable State and County regulation at all times and at no expense to the City, other than expenses payable by the City pursuant to a contract with the owner of the On-site Wastewater Disposal System or this Ordinance.
- Section 5.6 Additional Legal Requirements. No statement contained in this Article may be construed to interfere with any additional requirements that may be imposed by the MPCA, the County, the State Department of Health, the EIJSB or other responsible federal, State, or local agencies.
- Section 5.7 Reservation of Powers. The City reserves the right to maintain and operate On-site Wastewater Disposal Systems pursuant to a contract with the owner or owners of such systems pursuant to this Ordinance or otherwise in accordance with law.

ARTICLE VI - PERMITS; LICENSES; APPLICATIONS; INSPECTIONS

- Section 6.1 Permit(s) Required.
- a. Except for City employees or agents acting in the course of employment, no Person(s) may connect to, disconnect from, abandon, or make any alterations to the Public Sewer or any appurtenances thereof or any connection thereto without first:
 - i obtaining a written Permit from the City in accordance with any rules and regulations promulgated by the City pursuant to the provisions of this Ordinance; and
 - ii with respect to Service Connections only, submission to the City of a report, in form and substance satisfactory to the City and

prepared by an Authorized Inspector which indicates that no I/I or Unpolluted Water will be discharged into the Public Sewer or Wastewater Treatment Facilities as a result of the Service Connection for which the Permit is sought.

- b. There will be two classes of Service Connection Permits:
 - i. for Users discharging Normal Domestic Strength Wastewater to Sanitary Sewers; and
 - ii. for Users discharging non-Normal Domestic Strength Wastewater to Sanitary Sewers.
- c. No Person(s) may make, construct or install any On-site Wastewater Disposal System or any appurtenances thereof or any connection thereto without first obtaining written Permits from the City and County.
- d. The owner or their agent must make application for a Permit on a special form furnished by the City. The application must be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Superintendent or necessary to comply with any rules or regulations of the **City Council**.
- e. A Permit and inspection fee will be established by the City to defray inspection, administrative and other costs. The fee must be paid to the City at the time the application is filed.
- f. All costs and expenses incidental to the installation of the Service Connection or the On-site Wastewater Disposal System must be borne by the owner. The owner must indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the Building Sewer or the On-site Wastewater Disposal System.
- g. No Service Connection Permit will be issued unless the **City Council**, upon the recommendation of the Superintendent, first determines that:
 - i. all City and EIJSB Treatment Works have sufficient capacity to accommodate the Flow and Load to be discharged as a result of the Service Connection;
 - ii. the design specifications for the Service Connection, including any pumps, are compatible with the Treatment Facilities;
 - iii. the report required by Subsection a. of this Section has been submitted to the City; and

- iv. the design and construction of the Service Connection complies in all respects with the provisions of this Ordinance and any rules and regulations promulgated by the **City Council**.
- h. No Permit will be issued with respect to any property, the use of which is not in compliance with the requirements of any applicable land use and zoning regulations, to the extent applicable.
- i. The applicant for the Permit must notify the Superintendent when the Building Sewer is ready for final inspection and installation of the Service Connection or ISTS is ready for inspection. The area to be inspected must be open for inspection and backfilling must not have commenced. All connections to the Public Sewer must be made under the supervision of the Superintendent or the Engineer.
- j. The **City Council** may promulgate rules and regulations as to the manner in which permits will be issued. The rules and regulations must be placed on file in the general office of the City and will be effective upon such filing.

Section 6.2 License Required.

- a. An appropriate construction license is required to install a Service Connection. Any Person desiring a license must apply in writing to the City, providing satisfactory evidence of the applicant's qualifications. If approved by the **City Council**, the license will be issued by the City upon the filing of a bond as hereinafter provided.
- b. In order to assure proper installation and performance, a license to install a Service Connection will not be issued until a performance bond in favor of the City is filed and approved by the City. Said performance bond shall be in the amount required by City ordinance or policy. The licensee will be required to indemnify the City and the property owner from all suits, accidents and damage that may arise by reason of any opening in any street, road, private road, alley or public ground, made by the licensee, by those in the licensee's employment, or those contracted by the licensee. The licensee will also be required to show proof of insurance coverage in form and substance satisfactory to the City with liability coverage in an amount equal to the limits set forth in Minnesota Statutes, Chapter 466, as amended from time to time.
- c. **The cost of a license for making Service Connections will be established by the City by separate ordinance.**

- d. All licenses automatically renew on December 31 of each calendar year unless the license is suspended or revoked by the City for any reasonable cause.
- e. The **City Council** may promulgate rules and regulations as to the manner in which licenses will be granted. The rules and regulations must be placed on file in City Hall and will be effective upon such filing.

Section 6.3 License Revocation. The City may suspend or revoke any license issued under this Article for any of the following causes:

- a. Giving false information in connection with the application for a license.
- b. Incompetence of the licensee as determined by the **City Council**.
- c. Willful violation of any provisions of this Ordinance or any rule or regulation pertaining to the making of Service Connections or installation of On-site Wastewater Disposal Systems.
- d. Failure to adequately protect and indemnify the City and the property owner.
- e. Failure to complete work promptly.
- f. Construction or performance of work that fails to pass inspection.

Section 6.4 Additional Information. The Superintendent and the EIJSB may require a User of Sewer services and a Person applying for Sewer service to provide information needed to determine compliance with this Ordinance. These requirements include, but are not limited to:

- a. Wastewater peak Flow and volume over a specified period of time;
- b. chemical analysis of Wastewater;
- c. information on raw materials, processes and products affecting Wastewater Flow and Load;
- d. quantity and disposition of specific liquid, sludge, oil, solvent or other materials important to Sewer use control;
- e. a plot plan of the User's property showing Sewer and Pretreatment facility or Flow equalizing facility location;
- f. details of Wastewater Pretreatment or Flow equalizing facilities;

- g. details of systems to prevent and control the losses of materials through spills to the Public Sewer;
- h. copy of any related building permit;
- i. zoning compliance letter;
- j. project description;
- k. plat; and
- l. access to User's premises so that the City and EIJSB personnel carry out sampling, monitoring and measurement of User's discharges.

Section 6.5 Inspection Prior to Sale or Transfer. Prior to the sale or transfer of a property with an existing Service Connection, or prior to the transfer of service to a different User, the property will be inspected by an Authorized Inspector to ensure that no I/I or Unpolluted Water will be discharged into the Public Sewer or Wastewater Treatment Facilities.

Section 6.6 Disclosure of Information. Industrial Users are required to provide information concerning industrial processes that have a direct bearing on the type and source of discharge to the Wastewater Treatment Facilities. An industry may withhold information considered confidential. Nonetheless, the industry must establish that the information in question might result in an advantage to competitors and that the industrial process does not have deleterious impacts on the treatment process.

Section 6.7 Rules and Regulations. The **City Council** may promulgate rules and regulations as to the manner in which Service Connections must be made. The rules and regulations must be placed on file in the City Hall and will be effective upon such filing.

Section 6.8 Fees. The **City Council** will establish a schedule of license and permit fees to defray inspection, administrative and other costs incurred in performance of its obligations and duties under this Article. Any license, permit or inspection fee must be paid to the **City Council** at the time the application is filed with the City.

ARTICLE VII - BUILDING SEWERS AND SERVICE CONNECTIONS; DESIGN

Section 7.1 Location. All Sewer extensions must be located in public streets, alleys or easements, and, when completed and approved, must become the property of the City.

Section 7.2 Building Sewers.

- a. A separate and independent Building Sewer must be provided for each building with running water; provided that the **City Council** may waive strict compliance with the foregoing requirement pursuant to Article 13 and in accordance with the Minnesota Plumbing Code. Any such waiver shall expire upon conveyance, transfer, division or other change in ownership form of the property, including but not limited to conversion under Minnesota Statutes 515, 515A, and 515B or successor statute. Upon expiration of such waiver, or upon conveyance, transfer, division or other change in ownership form of the property, the owner(s) of each parcel or building with running water must apply for a Service Connection Permit under Section 6.1 of this ordinance.
- b. Existing Building Sewers may be used to serve new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this Ordinance.
- c. The size, slope, alignment, and materials of construction of a Building Sewer; the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench; and each Service Connection must conform to the requirements of the State Building and Plumbing Code, applicable rules and regulations of the City and the materials and procedural specifications set forth in the American Society of Testing Materials (ASTM) and the Water Environment Federation (WEF) Manual of Practice No. 9. All Service Connections must be made gas and watertight and must be verified by proper testing to prevent Infiltration/Inflow. Any deviation from these prescribed procedures and materials must be approved by the City before installation.
- d. Whenever possible, the Building Sewer must be brought to the building at an elevation below the basement floor. In all buildings in which any Building Drain is too low to permit gravity flow to the Public Sewer, Wastewater must be lifted by an approved means (which may not be inside the building) and discharged to the Building Sewer or Sanitary Sewer.
- e. No Person shall make connection of roof downspouts, areaway drains, or other sources of Unpolluted Waters such as storm water, ground water, roof runoff, subsurface drainage, unpolluted industrial water or cooling water to a Building Sewer or Building Drain which is connected directly or indirectly to a public Sanitary Sewer.
- f. No private Building Drain may extend beyond the limits of the building or property for which the Permit has been given.

- g. Any new connection to the Public Sewer is prohibited unless sufficient capacity is available in all downstream facilities including, but not limited to, capacity for Flow, BOD and TSS as determined by the Superintendent.
- h. The installation and operation of any Garbage grinder equipped with a motor of three fourths (3/4) horsepower or greater is subject to the review and approval of the Superintendent, or his/her authorized representative.
- i. All Building Sewers, Service Connections, pumps and other equipment must conform to specifications established by the City from time to time. Installation of a Building Sewer, Service Connection, pump or other equipment which does not comply with the requirements of the City will be a violation of this Ordinance. The City reserves the right to discontinue service to a property served by a Building Sewer, Service Connection, pump or other equipment which does not comply with the requirements of the City.

Section 7.3 Excavations must be Guarded. All excavations must be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work must be restored to as good or better condition than before work commenced and in a manner satisfactory to the Superintendent.

Section 7.4 Rules and Regulations. The City may, by resolution, adopt reasonable rules and regulations relating to Sewer construction, use, maintenance, discharges, and deposit or disposal of all Wastewater, both directly or indirectly, within the City. Such resolution may adopt rules and regulations by reference.

Section 7.5 Sewer Access Charge. There must be paid to the City a Sewer Access Charge prior to any connection made to the Public Sewer. The amount of the Sewer Access Charge will be set by ordinance of the City Council at the annual rate review hearing established by this Ordinance.

ARTICLE VIII - USE OF THE PUBLIC SEWER; WASTEWATER TREATMENT FACILITIES; METERING

Section 8.1 Unpolluted Water. No Unpolluted Water such as storm water, ground water, roof runoff, surface drainage, cooling water, etc. may be discharged to the Sanitary Sewer. Such water must be discharged only to Storm Sewers or to Natural Outlets approved by the City and other regulatory agencies. Industrial cooling water may be discharged, on approval of the Engineer, to a Storm Sewer or Natural Outlet, subject to approval and the issuance of a NPDES Permit.

Section 8.2 Septage. Septage may only be discharged or deposited into the Sanitary Sewer at locations specifically designated by the City.

Section 8.3 Prohibited Substances. No Person(s) may discharge or cause to be discharged any of the following substances in or to the Public Sewer:

- a. Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient, either alone or by interaction with other substances, to cause fire or explosion or be injurious in any other way to the Wastewater Treatment Facilities or to the operation of the Wastewater Treatment Facilities. Prohibited materials include, but are not limited to, gasoline, kerosene, benzene, naphtha, fuel oil, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.
- b. Any substance which either singly or by interaction with other waste will injure or interfere with any waste treatment process or Wastewater Treatment Facilities, constitute a hazard to humans or animals in spite of treatment, create a public nuisance or create a hazard in the receiving waters of the Wastewater Treatment Facilities, including but not limited to cyanides in excess of Federal and State requirements.
- c. Solid or viscous substances of such type or amount which may, either singly or by interaction with other wastes, cause obstruction to the Flow in a Sewer, or other interference with the proper operation of the Wastewater Treatment Facilities such as, but not limited to, bone, fish heads, fish scales, fish entrails, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, sanitary napkins, feathers, tar, plastics, wood, Garbage which is not Properly Shredded Garbage, whole blood, paunch manure, hair and fletching, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by Garbage grinders.
- d. Wastewater or other substance having a pH of less than 5.5 or greater than 9.5 or having any other corrosive or caustic property capable of causing damage or hazard.
- e. Wastewater containing Toxic Pollutants.

Section 8.4 Other Discharges. No Person may discharge or cause to be discharged the following described substance, materials, waters or wastes if it appears likely in the opinion of the Engineer and/or Superintendent that such wastes can harm either the Sewers, Sewage treatment process, or Wastewater Treatment Facilities, have an adverse effect on the receiving waters, streams, soils, vegetation and ground water, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his/her opinion as to the acceptability of these wastes, the Engineer and/or Superintendent will give consideration to such factors as the quantities of subject wastes in relation to the Flow and velocities in the Sewers, materials and construction of the Sewers, nature of the treatment process, capacity of the Treatment Facilities or the EIJSB Treatment Works, degree of treatability

of the Wastewater, and other factors deemed pertinent. The substances prohibited are:

- a. Any Wastewater that would directly or indirectly result in a violation of the City's NPDES Permit.
- b. Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F (65 degrees C), or causing, individually or in combination with other Wastewater, the influent at the Wastewater Treatment Facilities to have a temperature exceeding 104°F (40°C), or having heat in amounts which will be detrimental to biological activity in the Wastewater Treatment Facilities.
- c. Any water or waste containing fats, wax, grease, oils, whether emulsified or not, in excess of 100 milligrams per liter or containing substances which may solidify or become viscous at temperatures between 32 and 150 degrees F (0 and 65 degrees C).
- d. Any Garbage that is not Properly Shredded Garbage.
- e. Any waters or wastes containing iron, chromium, copper, zinc, nickel, lead, cadmium, mercury, cyanide, PCBs, and similar toxic or objectionable substances to such degree that any such material received in the composite Sewage at the Wastewater Treatment Facilities exceeds the limits established by the MPCA for such materials.
- f. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the **City Council** as necessary, after treatment of the composite Sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.
- g. Any radioactive wastes or isotopes of such half life or concentration as may exceed limits established by the **City Council**, in compliance with applicable State and Federal regulations.
- h. Materials which contain or cause, whether alone or by interaction with other substances, release of noxious gasses or form Suspended Solids (such as, but not limited to, Fullers earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) that would interfere with the Treatment Facilities or create a condition deleterious to or cause disruption to the Wastewater Treatment Facilities and processes.

- i. Materials which contain or cause excessive discoloration which cannot be removed in the treatment process (such as, but not limited to, dye wastes and vegetable tanning solution).
- j. Unusual BOD, chemical oxygen demand, or disinfection requirements in such quantities as to constitute a significant Load on the Wastewater Treatment Facilities, except by Permit or agreement.
- k. Unusual volume of Flow or concentration of wastes which constitutes a Slug.
- l. Waters or wastes containing substances which are not amenable to treatment or reduction by the treatment process employed, or are amenable to treatment only to such degree that the Wastewater Treatment Facilities effluent cannot meet the requirements or cause a violation of the regulations of the agencies having jurisdiction over discharge to the receiving waters or are amenable to treatment only by the application of extraordinary processes.
- m. Wastewater with BOD or suspended solids levels greater than that defined as Normal Domestic Strength Waste, except as may be permitted by specific written agreement with the City subject to Section 8.12.
- n. Wastewater having a concentration of more than 25 milligrams per liter of petroleum oil, non-biodegradable cutting oils or products of mineral oil origin.
- o. Wastewater containing substances which cannot be treated to produce effluent quality required by any applicable local, State, or federal regulation.
- p. Noxious or malodorous liquids, gases, or solids.
- q. Water or waste containing substances which are not amenable to treatment or reduction by the Wastewater treatment processes employed or are amenable to treatment only to such degree that the Wastewater Treatment Facilities effluent cannot meet the requirements of the NPDES Permit issued to the City or are amenable to treatment only by the application of extraordinary processes.
- r. Wastewater contaminated by petroleum oil, fuel, organic solvents, or other toxic organic compound which contains more than 1 milligram per liter (mg/L) of anyone of the following compounds; benzene, ethylbenzene, toluene, and xylene (BETX). The sum of these four compounds must not be over 3 mg/L. Diesel range organics (DRO) and gasoline range organics (GRO) must each be less than 100 mg/l each. Lead must be under 1 mg/L.

and mercury less than 0.3 ug/L. For hauled Wastewater the concentrations must be less than 3 mg/l each for BETX with the combined total less than 10 mg/l. DRO and GRO must be less than 100 mg/L, lead less than 1 mg/L, and mercury less than 0.3 ug/L.

Section 8.5 Lower Limitations. The **City Council** may set limitations lower than the prohibition limits outlined in Section 8.4 above. Consideration will be given to such factors as the quantity of waste in relation to Flows and velocities, materials of construction, City's NPDES Permit, capacity of the treatment plant, degree of treatability of wastes and other pertinent factors.

Section 8.6 Fats, Oil and Grease.

- a. Requirements. The installation or upgrade, and maintenance, of grease control equipment at both new and existing FOG generating facilities must meet the following requirements:
 - i. Grease Interceptors must be installed at all new FOG generating facilities.
 - ii. Existing FOG generating facilities must install an approved, properly operated and maintained Grease Interceptor when any of the following conditions exist:
 - A. If the **City Council** determines the discharge of grease from the facility to the sewer has or is creating restrictions in the public sewer or is causing additional sewer maintenance costs.
 - B. Construction which requires issuance of a building permit occurs at a Food Service Facility.
 - iii. Grease Interceptors must be of adequate size and efficiency and at a minimum shall be sized and installed in accordance with the State of Minnesota Administrative Rules, Chapter 4715, Plumbing Code and all applicable municipal plumbing codes.
 - iv. Grease Interceptors shall be installed in the waste line leading from the sinks, drains or other fixtures where grease may be introduced, and must be readily accessible for cleaning and inspection.
 - v. FOG generating facilities must maintain records for all Grease Interceptor cleaning and maintenance activities in a format approved by the **City Council** and have such records available for inspection.

- vi. FOG generating facilities must regularly (as determined in the sole discretion of the **City Council**) clean and maintain the Grease Interceptor and properly dispose of captured material.
- b. Variance. The **City Council** may grant a variance or conditional waiver from the minimum requirements in Section 8.6 if the FOG generating facility demonstrates to the satisfaction of the **City Council** that any FOG discharge is negligible and will have an insignificant impact on the sewer system. At a minimum, the following conditions apply:
 - i. The FOG generating facility must demonstrate that the discharge from its activities contains less than 100 mg/l of FOG.
 - ii. The sampling and testing to demonstrate the concentration of grease in the discharge must be conducted, at the facility's expense, by an independent testing organization acceptable to the **City Council** in accordance with acceptable industry standards.

Any User seeking a variance shall make such request pursuant to the procedures set out in Section 13; provided that at a minimum, the conditions listed above must be met for a variance to be granted under Section 13.

- c. The **City Council**, Superintendent or a representative thereof will perform periodic and random FOG equipment inspections, including scheduled inspections of known problem areas. Records of the inspections shall be maintained by the **City Council**. An authorized agent of the **City Council** may at all reasonable hours, enter any private premises for the purpose of inspecting sewer system connections, plumbing, Grease Interceptors and appurtenances to assure compliance with this or other applicable laws, regulations and ordinances.
- d. Records required to be maintained under Section 8.6 shall be retained for a minimum of seven years from the date of creation of the record. Records include written, photographic, recorded, electronic, or stored data of any kind.
- e. Any material removal and hauling must be performed by the property owner's personnel or a currently licensed waste disposal firm and in compliance with all applicable laws and regulations.

Section 8.7 Sand Interceptors.

- a. Sand interceptors (sometimes called traps) must be provided at the owners expense when in the opinion of the Superintendent, they are necessary for the proper handling of liquid wastes containing sand or other harmful ingredients. All interceptors must be of a type and capacity approved by the

City Council and the EIJSB and must be readily and easily accessible for cleaning and inspection. The owner will be responsible for the maintenance of interceptors, including proper removal and disposal of the captured materials by appropriate means and must maintain a record of dates and means of disposal which are subject to review by the **City Council**.

- b. Any material removal or hauling must be performed by the property owners personnel or a currently licensed waste disposal firm and in compliance with all applicable laws and regulations.

Section 8.8 Pretreatment. Where Pretreatment or Flow equalizing facilities are provided or required for any water or waste, plans, specifications and any other pertinent information relating thereto must be submitted for approval of the City and the EIJSB. No construction of such facilities may be commenced until approval in writing is granted by the City and the EIJSB in accordance with the applicable ordinances. Where such facilities are provided, they must be maintained continuously in satisfactory and effective operating order by the owner at their expense and will be subject to periodic inspection by the City and the EIJSB to determine that such facilities are being operated in conformance with the applicable federal, State and local laws, regulations and permits. The owner must maintain operating records and must submit to the City and the EIJSB a monthly summary report of the character of the influent and effluent to show the performance of the Pretreatment facilities and for comparison against EIJSB and City monitoring records.

Section 8.9 Metering and Testing of Waste.

- a. Metering. Where required by the City, any User must meter their Wastewater to be discharged to the Public Sewer. **The City may require the User to own, maintain and install the required meter.** The City may set a fee by ordinance to cover the costs of installation, maintenance, meter readings, etc.
- b. Testing, Sampling and Laboratory Analysis.
 - i. Testing Structure and Equipment. Where required by the City, a User must install and maintain, at their own expense, a suitable structure or control manhole with such necessary meters and other testing equipment needed to facilitate observation, sampling and measurement of Wastewater. The manhole will be safe and accessible at all times and must be constructed in accordance with the plans and specifications approved by the Superintendent and the EIJSB. The manhole must be installed by the owner at the owner's expense, and must be maintained by the owner so as to be safe for use at all times.

- ii. Sampling and Laboratory Analysis. The City may require a User to sample their Wastewater and submit laboratory analyses to illustrate compliance with this Ordinance and any special conditions for discharge established by the City or responsible regulatory agency. All measurements, sampling tests and analyses to which reference is made in this Ordinance must be completed in accordance with the latest edition of Standard Methods. Sampling methods, location, times, duration and frequencies are to be determined on an individual basis by the City. The User must bear the expense of all measurements, analyses, and reporting required by the City.

An Industrial User must supply a complete analysis of the constituents of Wastewater discharge to assure that compliance with Federal, State and local standards are being met. An Industrial User must report the results of measurements and laboratory analyses to the City as such times and in such manner as prescribed by the City. An Industrial User must bear the expense of all measurements, analyses, and reporting required by the City.

At such times as deemed necessary, the City reserves the right to take its own measurements and samples for analysis by an independent laboratory.

Section 8.10 Dilution of Discharges. No User may increase the use of process water or in any manner attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this Article, the National Categorical Pretreatment Standards and any State or local requirement.

Section 8.11 Accidental Discharges.

- a. Where required by the City, Users must provide protection from an accidental discharge of substances regulated by this Ordinance. Where necessary, facilities to prevent accidental discharges of prohibited materials must be provided and maintained at the owners expense. Detailed plans and operating procedures of said facilities must be submitted to the Superintendent for review and approval prior to construction of the facility. Approval of such plans and operating procedures will not relieve User from the responsibility of modifying the facility as necessary to meet the requirements of this Ordinance.
- b. Users must notify the City immediately if a Slug or accidental discharge of Wastewater occurs in violation of this Ordinance. Notification will allow measures to be taken to minimize damage to the Wastewater Treatment Facilities. Notification will not relieve Users of liability for any expense.

loss or damage to the Wastewater Treatment Facilities, or for fines imposed on the community by any State or federal agency as a result of their actions.

- c. A notice must be permanently posted on the Industrial User's bulletin board or other prominent place, advising employees of the emergency notification procedure in the event of a Slug or accidental discharge.

Section 8.12 Contracts with Users. Subject to any provisions of the Joint Powers Agreement, no statement contained in this Article will prevent any special agreement or arrangement between the City and any User. Industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payment therefor and further subject to adequate pretreatment by the Industrial User, providing that National Categorical Pretreatment Standards and NPDES Permit and SDS Permit limitations are not violated, and that payment for the OM&R is in proportion to the Industrial User's contribution of Load to the Wastewater Treatment Facilities, in accordance with the provisions of this Ordinance.

ARTICLE IX - DAMAGE TO THE FACILITIES; REMEDIES

Section 9.1 General.

- a. No Person may maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of the Wastewater Treatment Facilities.
- b. It is unlawful for any Person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the City or in any area under jurisdiction of the City, any human or animal excrement, Garbage, or other objectionable waste.
- c. It is unlawful to discharge to any Natural Outlet or Watercourse within the City or in any area within the jurisdiction of the City, any Sewage or other polluted waters except where suitable treatment as defined by State and Federal Regulation and/or in accordance with the City's NPDES Permit has been provided in accordance with the provisions of this Ordinance.
- d. Any Person violating a provision of this Section is subject to immediate arrest and will be prosecuted to the full extent of the law.

Section 9.2 Deposits or Obstructions.

- a. No Person may permit any substance or matter that may form a deposit or obstruction of Flow to be discharged into the Public Sewer. Whenever any Service Connection becomes clogged, obstructed, detrimental to the

use of the Public Sewer, or unfit for the purpose of drainage, the owner must make repairs as directed by the City.

- b. If 48 hours after receiving written notice from the City the property owner has not commenced repairs, the City may have said work done and may collect such amounts in the manner set forth in Article XII.

Section 9.3 Unauthorized Discharges.

- a. In the event of discharges or proposed discharges to the Public Sewers that contain substances or possess characteristics prohibited in this Ordinance or which in the judgment of the Superintendent and/or Engineer may have a deleterious effect on the Wastewater Treatment Facilities, processes, equipment, receiving waters, soils, vegetation, or which create a hazard or nuisance, the Engineer and/or Superintendent may:
 - i. Refuse to accept the wastes.
 - ii. Require Pretreatment to an acceptable condition for discharge to the Public Sewers, pursuant to Section 307(b) of the Clean Water Act and all addenda thereof.
 - iii. Require control over the quantities and rates of discharge.
 - iv. Require payment to cover all the added costs of handling, treating and disposing of wastes not covered by existing taxes or Sewer Access Charges or Sewer Service Charges.
- b. If the Engineer and/or Superintendent permits the Pretreatment or equalization of Flow, the design and installation of the plant and equipment are subject to review and approval by the City and subject to the requirements of all applicable Federal and State codes, ordinances, and the National Categorical Pretreatment Standards.

Section 9.4 Emergency Repairs. Notwithstanding anything in this Ordinance to the contrary, in the event of damage to Sewers or the Wastewater Treatment Facilities which disrupts other Users, the City may without notice repair such damage.

Section 9.5 Charge for City Expenses. In addition to penalties that may be imposed for violation of any provision of this Ordinance, the City may charge the User/owner the cost of repairing or restoring Sewers and associated facilities damaged as a result of the discharge of prohibited wastes and may collect such amounts in the manner set forth in Article XII.

ARTICLE X - POWER AND AUTHORITY OF INSPECTORS

Section 10.1 Right of Entry. The Engineer and/or Superintendent and other duly authorized employees or agents or other authorized representative(s) of the City bearing proper credentials and identification must be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, testing, repair and maintenance in accordance with the provisions of this Ordinance. Notwithstanding the foregoing, the Superintendent or his/her representatives has no authority to inquire into any processes including metallurgical, chemical, oil refining, ceramic, paper, or other industrial processes considered the property of an Industrial User beyond that point having a direct bearing on the kind and source of discharge to the Sewers or waterways or the Wastewater Treatment Facilities.

Section 10.2 Indemnification. While performing work on private property as authorized by this Ordinance, the Engineer, Superintendent, or duly authorized employees of the City must observe all safety rules applicable to the premises and the owner will be held harmless for injury or death to such employee. The City will indemnify the owner against loss or damage claims and demands for personal injury or property damage asserted against the owner and growing out of the gauging and sampling operation, except as such may be caused by negligence of the owner or the failure of the owner to maintain safe conditions as required under this Ordinance.

Section 10.3 Easements. The Superintendent and other duly authorized employee(s) or agent(s) or other authorized representative(s) of the City, bearing proper credentials and identification, must be permitted to enter all properties through which the City holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, testing, repair and maintenance of any portion of the Wastewater Treatment Facilities lying within said easement. All entry and subsequent work, if any, on said easement will be done in full accordance with the terms of the easement pertaining to the private property involved.

ARTICLE XI - SEWER SERVICE CHARGE SYSTEM; SEPTAGE SERVICE CHARGE SYSTEM; SEWER SERVICE FUND

Section 11.1 Systems Established.

- a. The **City Council** establishes a Sewer Service Charge System.
 - i. All revenue collected from Users located within the City will be used for payment of the cost of annual operation, maintenance, replacement reserves, capital costs, debt service and EIJSB Charges.

- ii. Unless otherwise provided in a written agreement with the City, each User must pay the User Charge which represents a proportionate share of operation, maintenance and replacement costs; provided that the City may establish a flat fee applicable to Residential Users.
 - iii. Each User may also be required to pay a Debt Service Charge that represents a proportional share of annual debt service payments on the City's outstanding indebtedness or debt service on obligations payable pursuant to the Joint Powers Agreement for the EIJSB Treatment Works; provided that the City may establish the Debt Service Charge as a flat fee, payable annually or otherwise.
- b. In conjunction with the exercise of contractual obligations incurred pursuant to Section 5.7 of this Ordinance, the **City Council** establishes a Septage Service Charge System.
 - i. In the event the **City Council** undertakes the regulation of On-site Wastewater Disposal Systems, all revenue collected from owners of On-site Wastewater Disposal Systems located within the City will be used to offset the costs of the City incurred with respect to its operation and maintenance of such systems.
 - ii. The capital cost of an On-site Wastewater Disposal System must be borne by the owner thereof.
 - iii. Unless otherwise provided in a written agreement with the City, each owner must pay a proportionate share of operation, maintenance, replacement, and debt service costs based on the owner's proportionate contribution to the operation and maintenance of the On-site Wastewater Disposal Systems by the City; provided that the City may establish a flat rate or system of rates applicable to its services provided to or with respect to On-site Wastewater Disposal Systems.
 - iv. The **City Council**, in its sole discretion, may establish a separate system of rates and charges for extraordinary maintenance costs of an On-site Wastewater Disposal System.

Section 11.2 Charges.

- a. Unless otherwise provided in a written agreement with the City, charges to Users will be determined and fixed in a Sewer Service Charge System (SSCS) and a Septage Service Charge System developed by the **City Council** according to the provisions of Section 11.4 of this Ordinance and

Minnesota law. Subsequent changes in the Sewer and Septage service rates and charges will be adopted by the City by ordinance.

- b. The Sewer Service Charges established in City ordinances will not prevent either the assessment of additional charges to Users who discharge wastes with concentrations greater than NDSW or wastes of unusual character, or contractual agreements with such Users, as long as the following conditions are met:
 - i. No User is charged at a rate less than that of NDSW.
 - ii. The User pays a Base Charge and a Volume Charge in proportion to the User's contribution of Flow and Load to the Wastewater Treatment Facilities.
 - iii. The measurements of such wastes are conducted according to the latest edition of Standard Methods in a manner acceptable to the **City Council**, subject to the terms and conditions of this Ordinance; provided that Flow measurement may be accomplished using time of use meters attached to grinder pump stations.
 - iv. The City's NPDES Permit and Sewer use regulations and regulations of the EIJSB are not violated.
 - v. The unit costs of treatment processes attributable to Flow, BOD, TSS and other significant loadings will be developed by the **City Council** for determining the proportionate allocation of costs to Users discharging wastes of greater than NDSW or wastes of unusual character, subject to any additional requirements of the EIJSB.
 - vi. Any additional costs caused by discharges to the Treatment Facilities of Toxic Pollutants or other Incompatible Wastes, including the cost of restoring the Wastewater Treatment Facilities and/or related services, clean up and restoration of the receiving waters and environs, fines or penalties levied by regulatory agencies, and sludge disposal, must be borne by the discharger(s) of said wastes, at no expense to the City or EIJSB.

Section 11.3 User Classes.

- a. Users may be identified as belonging to one of the following User classes, in the sole discretion of the **City Council**:
 - i. Residential
 - ii. Commercial

- iii. Industrial
 - iv. Other
 - v. Metered Users
- b. The allocation of Users to these categories will be the responsibility of the **City Clerk/Treasurer**.
 - c. Allocation of Users to User classes will be based on the substantive intent of the definitions of these classes contained herein. One or more User classes may be combined.
 - d. The following charges are identified and may be imposed for the use and/or availability of the Public Sewers:
 - i. Base User Charges;
 - ii. Debt Service Charge;
 - iii. **Extra Strength Charge**; and
 - iv. Sewer Access Charge or Connection Fee.

Section 11.4 Establishment of Rates. The User Charges for the System shall include the following:

- a. The rates assessed Residential Users and those Users of other classes who discharge NDSW shall be determined on the basis of Wastewater volume only. An Industrial User who discharge NDSW only can be classified as a Commercial User for the purpose of rate determination.
- b. The metered user charges assessed Residential Users and those Users of other classes discharging NDSW as described in paragraph (a) above, shall be established proportionately according to “billable wastewater volume.” Billable wastewater volume shall be calculated as follows:
 - i. Residential users.
 - 1. Billable wastewater volume for Residential Users shall be calculated on the basis of metered water usage. The per quarter billable Wastewater volume shall be equal to the average quarterly metered water usage during the fourth and first quarter of the calendar year.
 - 2. The City may require Residential Users to install water meters for the purpose of determining billable Wastewater volume.
 - ii. Non-Residential users.

1. The billable wastewater volume of Non-Residential Users may be determined in the same manner as for Residential Users with the following exception. If the **City Council** determines, through means established by ordinance, that there are significant seasonal variations in the metered water usage of Non-Residential Users; that is, variations resulting in a proportionate increase or decrease in Wastewater volume; billable wastewater volume shall be:
 - a. Calculated on the basis of quarterly metered water usage as recorded throughout the year; and
 - b. Calculated on the basis of wastewater flow meters.
 2. The City may require Non-Residential Users to install the additional water meters or Wastewater flow meters as may be necessary to determine billable wastewater volume.
- c. The Base User Charges assessed all users shall be established equally per Service Connection. Base User Charges shall be calculated as follows: The total sewage flow will be measured **and recorded at the wastewater treatment facility. The total/metered usage (described in division (b) above) from all Users will then be subtracted from the total sewage flow, the result being extraneous flows (infiltration & inflow).** The proportion of extraneous flows to the total sewage flow will then be applied to the OM&R costs. The resultant OM&R portion will then be added to the total administration costs and divided equally among all users (per Service Connection basis).
- d. The Base User Charges will be determined as follows:
- i. Base User Charges per User.
 1. Generally. The Base User Charge per user will be computed in 2 parts, 1 part being a basic user charge and the other part a metered user charge. The total of these 2 charges will comprise the Base User Charge.

$$Uc = Ucb + Ucm$$

Where: Uc = quarterly user charge;

Ucb = quarterly basic user charge; and

Ucm = quarterly metered user charge.

2. Basic user charge. The basic user charge will be an amount equal to the proportion of flow attributable to the infiltration and inflow of the total sewage flow as applied to the OM&R costs plus the total costs of administration duties applicable to the wastewater treatment facility. The basic user charge will then be distributed equally among all users of the wastewater treatment facility.

[MISSING MATERIAL]

Where: U_{cb} = quarterly basic user charge;

$Comr$ = total quarterly OM&R costs;

Nu = total number of users;

Ca = total quarterly administration costs;

$I \& I$ = infiltration & inflow flow; and

Tf = total flow to the treatment facility.

3. Metered user charge. The metered user charge will be an amount equal to the proportion of flow attributable to the metered use (as described in division (C) above) of the total sewage flow as applied to the OM&R costs.

$$U_{cm} = Mu/Tf \times Comr$$

Where: U_{cm} = quarterly metered user charge;

Mu = metered use described in division (C) above;

$Comr$ = total quarterly OM&R costs; and

Tf = total flow to the treatment facility.

ii. Debt Service Charge per User.

1. [Insert Assessment Plan]

2. The method of development for the sewer service charge is attached as Appendix A. Appendix A shall be reviewed annually as provided for in § 51.29.

Section 11.5 Sewer Service Fund Established. The City establishes a Sewer Service Fund as an income fund to receive all revenues generated by the SSCS and the Septage Service Charge System and all other income dedicated to the Wastewater Treatment Facilities.

Section 11.6 Administration of the Sewer Service Fund.

- a. The SSF will be held and administered by the City and must be separate and apart from all other accounts of the City. Revenue received in the SSF may be transferred to the following accounts established as income and expenditure accounts:
 - i. Operation and Maintenance;
 - ii. Equipment Replacement; and
 - iii. Debt Retirement for the Treatment Facilities.
- b. The City will maintain a proper system of accounts and records suitable for determining the operation, maintenance, replacement and debt retirement costs of the Treatment Facilities.
- c. The **City Council** will determine annually whether sufficient revenue is being generated for the effective management of the Treatment Facilities and debt retirement. The **City Council** will also determine whether the Sewer Service Charges and Septage Service Charges, if any, are distributed proportionately. If necessary, the City will revise the SSCS and the Septage Service Charge System to insure proportionality of Sewer Service Charges and sufficient funds for operation and maintenance of the Treatment Facilities and the On-site Wastewater Disposal Systems by the City and to retire any City indebtedness, or the City's proportionate share of indebtedness owned pursuant to the Joint Powers Agreement for the EIJSB.
- d. **Sewer Service Charges and Septage Service Charges will be billed by the City on a quarterly basis and shall be due 30 days from the date of rendering. Any bill not paid in full after the due date will be considered delinquent. At that time the User will be notified regarding the delinquent bill and subsequent penalty. Collection action will be taken and the penalty for delinquent payment will be 5% of the original bill and shall be increased the same 5% for every quarter the bill is outstanding.**
- e. The **City Clerk/Treasurer** shall maintain a proper system of accounts suitable for determining the operation and maintenance, equipment, replacement, and debt retirement costs of the treatment facility, and shall furnish the **City Council** with a report of the costs annually in February.

- f. The City Council shall annually determine whether or not sufficient revenue is being generated for the effective operation, maintenance, replacement, and management of the treatment works, and whether sufficient revenue is being generated for debt retirement.
- g. The **City Council** will also determine whether the user charges are distributed proportionality to each user in accordance with § 51.26(B) and § 204(b)(2)(a) of the Federal Water Pollution Control Act, being 33 USC 1284, as it may be amended from time to time.
- h. The City shall thereafter, but not later than the end of the year, reassess, and as necessary revise the sewer service charge system then in use to insure the proportionality of the user charges and to insure the sufficiency of funds to maintain the capacity and performance to which the facilities were constructed, and to retire the construction debt.

ARTICLE XII - PENALTIES FOR ORDINANCE VIOLATION

Section 12.1 Violation Unlawful. It is unlawful for any Person to violate any provision or to fail to comply with any of the requirements of this Ordinance.

Section 12.2 Notice. Any Person violating or found to have violated any provision of this Ordinance, except as set forth in this Article, is guilty of a misdemeanor and will be served by the City with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The written notice also must state that the offender may request a hearing on the issue pursuant to Section 12.3. The offender must permanently cease all violations within the period of time stated in such notice, or the offender will be charged with a misdemeanor.

Section 12.3 Hearing.

- a. Any Person violating or found to have violated any provision of this Ordinance may, within 30 days of issuance of written notice from the **City Council** of the violation, request a hearing on the issue, in which case no penalty will be imposed until after the hearing is held. If, as a result of the hearing, there is no legal reason why a Person should not be penalized under this Article, the **City Council** may immediately impose the penalty.
- b. **A hearing shall be arranged through the City’s Clerk/Treasurer. The Clerk/Treasurer will notify the City Council that a hearing needs to be held to review the claim. It is within the City Council’s discretion to schedule a date and time for the hearing. The hearing may occur before the City Council or before an officer thereby designated by the City Council.**

Section 12.4 Fines and Penalties.

- a. Any Person who continues any violation beyond the time limit provided for in Section 12.2 will be, subject to Section 12.3, fined an amount not exceeding the maximum amount allowed under State law, for each violation and/or charged with a misdemeanor and must upon conviction be subjected to a fine and/or imprisonment in an amount and/or for a term not to exceed the maximums allowed by State law. In either case, the costs of prosecution as permitted by Minnesota Statutes, Rule of Court for the City Courts of Minnesota, and the Minnesota Rules of Criminal Procedure will also be imposed.
- b. Each act of violation and every day on which any such violation continues beyond the time limit provided for in Section 12.2 is a separate offense.

Section 12.5 Collection.

- a. To collect delinquent Sewer Service Charge or Septage Service Charge accounts or in the event the City charges a User/owner for the cost of any work permitted under this Ordinance, and such amounts are not immediately paid by the User/owner, the City may:
 - i. file a civil action suit;
 - ii. levy a lien against the violator's property, including related attorney fees; or
 - iii. certify unpaid penalties and charges and related expenses including attorney fees, to the County Auditor with taxes against the property served, for collection as other taxes are collected.
- b. A violator will be liable for interest on all unpaid balances at a rate of 6.00 percent annually.

Section 12.6 City Costs Incurred Under Section 4.2. In the event the City incurs costs under the provisions of Section 4.2 of this Ordinance, the City will assess the cost thereof against the benefitted property. Such assessment, when levied, will bear interest to the rate determined by the **City Council** and will be certified to the Auditor of the County and collected and remitted to the City in the same manner as assessments for local improvements. The rights of the City are in addition to any penalties or remedial or enforcement provisions of this Ordinance.

Section 12.7 Liability. Any Person violating any of the provisions of this Ordinance will become liable to the City for any expense, loss or damage occasioned by the City by reason of such violation.

Section 12.8 Enforcement Alternatives. Notwithstanding any provision in this Ordinance to the contrary, the City may use any remedy or alternative available in law or statute in the enforcement of this Ordinance, including exercise of the City's power of eminent domain, criminal or civil actions and the enforcement of the Hazardous and Substandard Buildings Act, Minnesota Statutes, Sections 463.15 through 463.261, which is incorporated by reference as though fully set forth herein.

Section 12.9 Remedies Cumulative. Any remedies or penalties provided in this Ordinance are cumulative and in addition to any other remedies, either in law or equity, that may be available to the City.

ARTICLE XIII – VARIANCES

Section 13.1 Request and Hearing.

- a. Any request for a variance from the provisions of this Ordinance shall be considered by the **City Council** and may be heard at any regular meeting or at any special meeting called for that purpose. Any Person seeking a variance shall submit the request for variance in writing and shall set forth the specific provision of the Ordinance from which a variance is sought and the factual basis for the request for such variance. Any request for variance must be submitted at least 20 days in advance of any meeting at which such a request is to be heard.
- b. The **City Council** may call a special meeting for the purpose of considering a variance upon notice of such meeting as required by the Minnesota Open Meeting Law. Notice of the setting of a meeting for consideration of such variance shall be sent to the party(s) seeking such variance by U.S. mail, postage pre-paid, at least 7 days prior to the date set for said meeting.

Section 13.2 Required Findings. The **City Council** may grant a variance only where the failure to grant such variance would result in extreme hardship to the Person seeking such variance. The **City Council** may impose conditions in the granting of a variance which must be met during the term of the variance. In considering such request for variance, the **City Council** shall consider all relevant evidence including, but not limited to, the following:

- a. The specific nature of the hardship that would result from a strict enforcement of the specific Ordinance provision from which the variance is requested.
- b. The purposes of the Ordinance provision.

- c. The desire to maintain uniformity of treatment among the residents of the City.
- d. The effect that the granting of such variance would have upon future affairs of the **City Council**, including its potential nature as a precedent.
- e. The general objectives and policies of the **City Council**.
- f. The economic hardship that would result if a variance were not granted, provided, however, that potential economic hardship to the Person seeking a variance shall not be the sole or determining criteria.
- g. The adverse effect that the granting of such variance would have upon the operations of the City.

Section 13.3 Inspection and Investigation. The **City Council** may make or cause to be made such inspection or investigation as it may deem necessary or appropriate in considering any such request for variance. All evidence received by the **City Council** and relied upon by it in making its determination shall be available for reasonable inspection by the public and shall be maintained within the **City Council**'s files in accordance with its document retention policy.

Section 13.4 Required Response Time. The **City Council** shall render its final decision upon the request for variance within 60 days after the hearing provided for in Section 13.1 above. The **City Council** shall make its final report and determination in writing and such final determination shall include specific factual findings supporting the **City Council**'s decision and any conditions imposed under Section 13.2. Such written decision shall be provided to the Person requesting such variance and copies shall be maintained within the City's files in accordance with its document retention policy and shall be available for public inspection.

Section 13.5 Expiration of Variance. Any variance granted hereunder may expire and be of no further force or effect upon a change in the nature and purpose of the use for which the variance was originally granted or at such other time specified on the **City Council**'s final decision described in Section 13.4.

Section 13.6 Additional Procedures. The **City Council** may, by resolution, adopt such additional procedures as may be necessary and expedient in connection with this Article.

ARTICLE XIV - VALIDITY

Section 14.1 Effect. This Ordinance will be in full force and take effect from and after its passage and publication as provided by law.

Section 14.2 Inconsistency. All other ordinances and parts of other ordinances inconsistent or in conflict with any part of this Ordinance are repealed to the extent of such inconsistency or conflict.

Originally adopted by the **City Council** of the City of Nashwauk, Itasca County, Minnesota on January ____, 2020.

Chair

ATTEST:

Secretary

Section 1. User Charges. The City's Sewer Service Charge will be composed of the following:

A. *Base Charge*. The City Council will set a flat fee per ERU payable by each User each month. The amount of the Base Charge will be set each year at the time the budget is approved by the City Council and will represent each User's share of the cost of operating and maintaining the System, and of EISB Charges. The Base Charge to be imposed during calendar year 2020 shall be \$_____. Base Charges are payable year-round, for all customers.

B. *Volume Charge*.

(i) An excess volume charge will be payable monthly by any User with metered wastewater in excess of the volume allotted to that User based on the User's ERU assignment. (One (1) ERU is equal to 260 gallons per day multiplied by 365 days, divided by 12 months for a total of 7909 gallons.) The excess volume charge will be equal to the Base Charge divided by 7909 gallons. For calendar year 2020, the excess volume charge will be .00xx per gallon for each gallon in excess of a User's allocation based on the User's ERU assignment.

C. *Extra Strength Charge*. An Extra Strength Charge will be payable as follows:

(i) Flow in excess of 200 mg/L of BOD is subject to an Extra Strength Charge of \$0.2953 per pound of BOD.

(ii) Flow in excess of 200 mg/L of TSS is subject to an Extra Strength Charge of \$0.2861 per pound of TSS.

Such charges will be payable by the Users exceeding the Units for BOD and TSS described above.

D. *Meter Reading Charge*. Each metered User shall pay a meter reading charge of \$5.00 per month.

Section 2. Annual Debt Service Charge. An annual Debt Service Charge will be imposed on each User representing each User's share of the annual debt service payments due on the City's outstanding indebtedness and any proportionate share of indebtedness of the EISB or a member thereof owed pursuant to the Joint Powers Agreement. The Debt Service Charge shall be allocated in its entirety to pay such long-term debt. The City Council shall set the annual debt service amount each year at the time the budget is adopted. The City Council shall send a separate billing once a year for the Debt Service Charge, which will be due by October 15th of each year.

Section 3. Other Fees.

3.01 License Fee. The license fee is a one-time fee payable upon application by a

qualified contractor to install service laterals, or other components of the Wastewater Treatment Facilities. Such fee is \$_____.

3.02 Application Fee. The application fee is a fee payable upon application for connection to the Wastewater Treatment Facilities. Such fee is \$_____.

3.03 I & I Fees.

A. *I/I Inspection Fee.* The I/I Inspection Fee is a fee payable upon completion of the inspection required of each property owner prior to connection to the Wastewater Treatment Facilities. Such fee is \$_____ per Service Connection.

B. *I/I Surcharge Fee.* The I/I Surcharge Fee is a fee payable to the City from property owners who refuse to allow for an I/I Inspection conducted by an Authorized Inspector, as provided for by City ordinance. Such fee is \$_____ per month plus a meter reading fee of \$_____ per month until an I/I inspection is completed.

EXISTING POLICY

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

PROPOSED REVISION

Military Leave

State and Federal law provide protections and benefits to city employees who are called to military service whether it is the reserves or on active duty. Such employees are entitled to leaves of absence not to exceed five (5) years cumulatively.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee. Where possible, notice is to be provided to the city within (3) calendar days of the employee's knowledge of the need for leave for service in the military.

Employees will be allowed insurance continuation for up to ninety (90) days with no change to premium fees. Employees who will be taking a leave for active military duty shall contact the clerk's office to make arrangements on payment of premiums and continuation of coverage. Failure to do so could cause insurance benefits to be discontinued.

At an employee's request, an employee on unpaid military leave shall be allowed to supplement the leave with accrued vacation hours. The hours of vacation used will have been accrued prior to the leave for active duty.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Nashwauk Police Commission Minutes

January 22, 2020 @10am

Present: Joe Martire, Jim Woodman, Chief Dasovich

Not Present: Joanne Cianni

Call to Order: 1001 hours by Martire

Organizational: Chair- Martire, Secretary- Jim Woodman, Member- Joanne Cianni:

-Motion- Martire, 2nd Woodman- All yes, motion passes

Termination of P.T. Employees (non-active employees) housekeeping (Giese, Morrison, O'Toole)

-Motion- Martire, 2nd Woodman- all yes, motion passes

Part Time Hiring- Process is still the same- Both members agreed, no further action required

Community Concerns- We go over this at the end of every meeting, Calendar Parking questions on enforcement- moving to 7 days a week enforcement (street crew request)

Adjournment- 1035 hours

Motion- Martire, 2nd Woodman, all yes, motion passes

Western Mesabi Mine Planning Board



P.O. Box 166
Bovey, MN 55709



January 8, 2020

City of Nashwauk
Attn: April Kurtock, Clerk
301 Central Avenue
Nashwauk, MN 55769

Re: Annual Membership Letter

Dear Clerk Kurtock:

In 2019, the Western Mesabi Mine Planning Board met monthly and continued advancing priority objectives defined by the membership. Several goal-focused working committees also met as needed. Some activities and results during the year included:

- The Board had presentations from and is working with MN DOT regarding short term safety improvements to the two lane portion of Highway 169, currently expected for construction in 2021, and for major improvement of the remaining eight miles of two-lane cross-range expressway to four lanes. In addition to MN DOT, this also included pursuing the major improvement in the state legislature.
- Work continues through local legislators and with DNR senior staff to extend the life of the Hill Annex Mine State Park and the form that the extended life will take. DNR Commissioner Strommen met with a Board committee in Calumet in December and there were positive indications.
- Water continues to rise in two major open pit mine complexes, from which DNR is predicting uncontrolled overflow. The Board is working with legislators and DNR to resolve the related concerns. This included guiding an informational site tour for legislators and staff during the legislative break.
- Members observed and shared information as two major projects in the Western Mesabi Corridor, the former Magnetation/ERP properties and the project that had been pursued by Essar Steel Minnesota and Mesabi Metallics and in which Cleveland Cliffs now also controls some surface and mineral interests, worked their ways through bankruptcy, ownership, schedule, and permit issues.
- Presentations or discussions at Board meetings, in addition to those about Hill Annex, Highway 169, and rising pit water, included broadband service, the presence of critical and strategic minerals in the area and support for development of those critical minerals, and a resolution expressing interest in having a more significant role and earlier stage input in major mining decisions made by the state in mineral development in the western Mesabi corridor. Minnesota's Iron Mining Association and Itasca Economic Development Corporation also presented to and informed the Board.

A Joint Powers Board			Officers:	Staff:
Arbo Township	City of Grand Rapids	Lone Pine Township	Leo Trunt, Chair	R.D. Learmont, Coordinator
City of Bovey	Greenway Township	City of Marble	Greg Tuttle, Vice Chair	Deb Rantala, Recording
City of Calumet	Itasca County	City of Nashwauk	Joe Abeyta,	Secretary/Treasurer
City of Cohasset	City of Keewatin	Trout Lake Township	Secretary/Treasurer	e-mail to: dlearmon@2z.net
City of Coleraine	City of LaPrairie			

- The Board maintained contact with state and federal officials on issues of local interest and importance. Several legislators or staff members attended Board meetings during the year to provide updates and discuss local interests and concerns.
- WMMPB was regularly represented in the Laurentian Vision Partnership, which has regional planning objectives including developing information and planning tools related to the iron mining corridor. There was also coordination with Range Association of Municipalities and School Districts on some items of mutual interest.
- WMMPB's Advisory Committee actively supported the Board in developing information, suggesting ideas, recommending actions, and pursuing and supporting Board priorities and objectives related to the Western Mesabi corridor.

Member participation is important to assure that member interests are known, discussed, and pursued. It is important for each member to be represented at every Board meeting. Every Board member benefits from WMMPB activities and accomplishments. As stated in the joint powers agreement, each member government unit may designate up to two people to represent it at Board meetings and must indicate to the Board the names of its designated representative(s) if they are to be included in the meeting quorum and be allowed to vote. The joint powers agreement specifies that at least one of the local representatives for each member must be an elected government official (mayor, council member, town board member, clerk, or treasurer; or county board member); the second representative may be either an elected or a non-elected person from that jurisdiction. There are periodic changes in elected officials as a result of elections, and local government units may also choose to change who represents them. Please provide to the Board, in writing and as soon as possible, a list of the name(s) of your designated WMMPB representative(s) for 2020 and whether they are an elected official, a non-elected official, or an alternate for one of the main representatives, and any time there is a change.

Some Board activities are implemented with support funds from outside sources. However, local government members are responsible for sharing costs for which other funding sources are not available. Board members determine the annual contribution to fund Board activities and to leverage other funding sources. For 2020 members agreed upon a \$400.00 contribution from each member. Please issue and mail your check to the Board by the end of March 2020. An invoice is attached.

2020 is expected to again include activities that benefit and impact Board members, including priorities already identified and others that members identify. Success in accomplishing objectives depends upon member involvement through meeting attendance, working committees, legislative testimony, and sharing of ideas, information, needs, problems, and solutions. The Board meeting schedule for 2020 (on the second Thursday of each month at 6:00 PM at the Bovey City Hall) was established to minimize conflict with city council, county board, or town board meeting schedules. Your membership, participation, and attention to the items mentioned are appreciated.

Respectfully,

/s/ Leo Trunt

Leo Trunt,
2019 Chair

A Joint Powers Board			Officers:	Staff:
Arbo Township City of Bovey City of Calumet City of Cohasset City of Coleraine	City of Grand Rapids Greenway Township Itasca County City of Keewatin City of LaPrairie	Lone Pine Township City of Marble City of Nashwauk Trout Lake Township	Leo Trunt, Chair Greg Tuttle, Vice Chair Joc Abeyta, Secretary/Treasurer	R.D. Learmont, Coordinator Deb Rantala, Recording Secretary/Treasurer e-mail to: dlearmon@2z.net



City of
NASHWAUK
FROM TIMBER TO TACONITE

301 Central Avenue, Nashwauk, MN 55769

Phone: (218) 885-1210
Fax: (218) 885-1305

www.cityofnashwauk.com

January 15, 2020

Itasca County Health & Human Services
Attn: Eric Villeneuve/Brenda Oberg

Re: Nashwauk's Ambulance Commitment

Greetings Eric and Brenda,

At the January 14, 2020 City Council meeting, the Nashwauk Council discussed the anticipated new ambulance purchase. EMS Coordinator Tiffany Bodin told the Council that Itasca County Health & Human Services would be looking for assurances that Nashwauk was committed and prepared to fund the remaining costs above the \$120,000 that the County has budgeted.

The City of Nashwauk is prepared and has funds ready for the purchase of the new ambulance that will go above the cost of the \$120,000 that the County has committed.

Also, the City is interested in trading in the old ambulance and would like to request its trade-in be included in the bid package for the new rig. EMS Coordinator Bodin can provide specific specs on the trade-in when needed.

Thank you kindly for your continued commitment to this new ambulance for the Nashwauk Ambulance Service. Nashwauk genuinely appreciates Itasca County's investment and interest in seeing the Ambulance Service continue to thrive.

Kind Regards,

April Kurtock
City Administrator/Clerk



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January 22, 2020

Keewatin City Council
Keewatin Police Department

Re: Training Opportunity

Greetings, Council and Officers.

As you may know, in 2019 the City of Nashwauk created the position within its police department of School Resource Officer. The Blandin Foundation was a key supporter of this project and awarded the City granting over the next three years. In addition to funding of the SRO, the Blandin Foundation encouraged the City to apply for a grant to complete Anishinaabe Worldview Training. Nashwauk applied for this additional granting and was awarded \$9,175 for up to 20 people to attend a three-day training session.

All of the Nashwauk Police Department and some Council and Admin staff will be attending. The training will be held in Nashwauk, but the City likely will not have 20 people to fill the seats. Therefore, we would like to open this opportunity up to the Keewatin PD, Council, and Administrative Staff that may be interested in attending. The grant will fully fund registration (\$350/person) and lunch, snacks, and beverages for the three-day period.

The training will be held March 3-5, 2020. Attached with this letter is a narrative describing the training. If you would like to join us, please let me know by the end of February. You can contact me at the number above, or send me an email at akurtock@cityofnashwauk.com. We'll be opening this opportunity up to other local community leaders as well so the first 20 people that respond will be enrolled.

We look forward to sharing this unique opportunity with you.

Kind regards,

April Kurtock
City Administrator/Clerk