



HAPPY ST. PATRICK'S DAY!

**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, MARCH 18, 2019

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, MARCH 18, 2019 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the March 4, 2019, Regular Meeting (#1-8)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- III. Public Forum

- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Director of Public Works Report
 - D. Library Director/Special Events Coordinator's Report (#9)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. City Attorney's Report
 - H. Planning and Zoning Commission
 - 1. Conditional Use Permit – ATT Mobility (#10-11)
 - I. Liaison Reports
- V. Unfinished Business
 - A. Appointments Fire Department (#12)
 - B. Cap Merritt Days Spending (#13-22)
- VI. New Business
 - A. Acceptance of Resignation (#23)
 - B. Authorize Posting and Advertisement (#24-26)
 - C. Liaison Appointment (#27)
- VII. Communications (#30-34)
- VIII. Announcements
 - A. LBAE Meeting – April 16th 5-6 (#28)
 - B. Easter Egg Hunt – April 20th Noon (#29)
- IX. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
March 4, 2019

Mayor Skalko called the City Council meeting to order at 6:31p.m. with the following members present: Councilor Joe Prebeg Jr., Alan Stanaway, Steve Skogman, Julie Buria, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Anna Amundson, Library Director/Special Events Coordinator; Rod Flannigan, City Engineer and SGT John Backman, Sheriff's Department.

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

1. Approve the minutes of the February 19, 2019 regular meeting as submitted.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period February 16-28, totaling \$539,438.16 (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period February 16-28, totaling \$440,610.26 (a list is attached and made a part of these minutes).

The motion carried unanimously.

Public Forum:

- Jason Gellerdstedt spoke regarding Merritt Days
 - Spoke about Merritt Days regarding cap, will attend next meeting, March 18th, discuss more with the Merritt Days Committee before the next meeting
 - Majority of money received/generated at end of Merritt Days by raffle ticket sales, half of money for Head-liner band is due up-front, with cap on music and stage, there would be no possible way to have a Head-liner band this year
 - Mayor Skalko stated that at next meeting a cap on music/band and stage will be brought forth again, if it does pass then they would discuss accordingly repayment or possible line of credit, as mentioned by Councilor Prebeg. Mayor Skalko stated that he requested several times at the Committee of the Whole meeting with the Merritt Days Committee the amount of money which was within their accounts, with no amount ever given.

The Mayor reported on the following:

- Sexual Assault Awareness month is intended to bring awareness to the fact that sexual violence is widespread and is a public health concern for individuals, families, community members and communities as a whole.
 - Child sexual abuse/exploitation, rape and sexual harassment impact all communities as seen by the national statistics
 - Within the past year, our local Sexual Assault Program has worked with more than 1,000 crime victims of sexual violence who reside in our communities. The Program has provided more than 32,200 trauma and victim-focused advocacy services with these crime victims.
 - The Sexual Assault Program of Northern St. Louis County encourages every person to speak out when witnessing acts of violence, however small; and to help survivors connect with community allies.

It was moved by Skogman and seconded by Buria to proclaim April 2019 as Sexual Assault Awareness Month and publish proclamation in the Hometown Focus and post on social media. The motion carried.

City Administrator:

- West II Rivers Campground reservations opened Friday, March 1st online and at City Hall
- West II Rivers Campground is advertising for a new Caretaker for the summer, mid-May to mid-September
- Development lots available at Unity II Addition, South Forest Grove and Woodland Estates

Director of Public Works:

- Residents who service lines coming from water-mains that are not properly insulated/adequate amount of dirt/earth or are not properly covered, can take the precaution/have the decision to trickle water, will not receive credit from City
 - The City is not in jeopardy of freezing its water-line mains
 - The City has not issued a trickle-order at this time
- Power outage in West Virginia area – crew was working in area
- Repairing water line break near Spring Creek Outfitters and old Anderson Chevrolet building
- City Crews out hauling and moving snow, please pay attention to parking ordinances
- Receiving Wastewater Operator Award for 2nd year in a row from the Minnesota Pollution Control Agency (MPCA)

Library Director/Special Events Coordinator:

- Winter reading program started in January
- Tuesday, March 12th at 3:30pm, “Colors of Minnesota” Ryan J. Schroeder
- Easter Egg Hunt, Saturday, April 20th at noon at Merritt Elementary

Sheriff’s Department:

- No formal report

City Engineer:

- No formal report

It was moved by Skogman and seconded by Stanaway to table the hiring/appointment of Fire Department Officers, until after meeting with Fire Department on Tuesday, March 5th, due to information received last minute from Fire Chief.

It was moved by Skogman and seconded by Buria to approve Resolution #03-19; Authorizing the City of Mountain Iron to Finance \$322,237 for the purchase of a Fire Truck. The motion carried.

Councilor Prebeg requested that all Councilor receive a copy of the agenda/packet prior to the meetings from the Merritt Days Committee.

Merritt Elementary PTA requests donation for 6th Annual “KID Fit” Carnival. It was moved by Prebeg and seconded by Stanaway to donate \$250 to the Merritt Elementary PTA’s 6th Annual “KID Fit” Carnival, monies to come out of the Charitable Gambling Fund. The motion carried unanimously on a roll call vote.

It was moved by Skogman and seconded by Buria to donate \$200 to the Mesabi Family YMCA “Father-Daughter Dance,” Fundraiser, which was held Saturday, February 23rd at the Mountain Iron Community Center, monies to come from the Charitable Gambling Fund. The motion carried on roll call vote.

At 7:02p.m., it was moved by Skalko and seconded by Skogman that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communications:

1. Committee of the Whole Meeting with City Council, Mountain Iron Fire Department and Public Health and Safety, Tuesday, March 5th at 6:30pm at the Mountain Iron Community Center
2. Salvation Army hosting “Chili Feed” on Saturday, March 9th from 12:00 – 3:00pm, at the Salvation Army in Virginia, looking to raise money to expand food shelf storage
3. “3rd Annual Broadband Day pm the Hill,” on Wednesday, April 3rd, \$25 fee per person, meet with Representatives to promote Broadband in the area
4. “Ranger Party,” by Local Representatives in honor of the late Tom Rukavina, Tuesday, April 9th at 6:30pm, at Mancini’s Char House, tickets available
5. 2019 Local Board of Appeal and Equalization is scheduled for April 16, 2019 from 5:00-6:00pm at the Mountain Iron Community Center.

Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	800.00
BUILDING RENTALS	COMMUNITY CENTER	375.00
BUILDING RENTALS	SENIOR CENTER	100.00
CD INTEREST	CD INTEREST 101	615.01
CD INTEREST	CD INTEREST 378	272.22
CD INTEREST	CD INTEREST 602	20.17
CD INTEREST	CD INTEREST 603	60.49
CD INTEREST	CD INTEREST601	40.33
FINES	PARKING VIOLATIONS	15.00
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	50,000.00
INTERGOVERNMENTAL REVENUE	TACONITE PRODUCTION TAX	336,735.00
LICENSES	ANIMAL	10.00
METER DEPOSITS	ELECTRIC	150.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	3,552.05
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	498.53
MISCELLANEOUS	DELTA DENTAL PAYABLE	106.85
MISCELLANEOUS	REIMBURSEMENTS	.50
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	32.96
SPECIAL ASSESSMENTS	INTEREST-SP.ASSESS.-BONDS ISSU	23.45
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	292.66
UTILITY	UTILITY	145,717.94
Grand Totals:		539,438.16

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/06/2019	152905	130017	AMERICAN BANK	602-20200	294.74
03/19	03/06/2019	152906	10075	AMERIPRIDE SERVICES	101-20200	64.76
03/19	03/06/2019	152907	10010	ARROW AUTO	603-20200	304.05
03/19	03/06/2019	152908	10031	AYERS DISTRIBUTING	101-20200	1,112.00
03/19	03/06/2019	152909	30055	BTAC ACQUISITION CORP.	101-20200	319.39
03/19	03/06/2019	152910	30017	CARQUEST (MOUNTAIN IRON)	101-20200	180.35
03/19	03/06/2019	152911	30072	COMPUTER WORLD	101-20200	1,934.40
03/19	03/06/2019	152912	140013	CORE & MAIN LP	601-20200	156.84
03/19	03/06/2019	152913	60029	FERGUSON ENTERPRISES INC	101-20200	244.33
03/19	03/06/2019	152914	70016	GOPHER STATE ONE CALL INC	604-20200	2.70
03/19	03/06/2019	152915	60017	GREG JARVELA	604-20200	150.00
03/19	03/06/2019	152916	80001	HILLYARD/HUTCHINSON	101-20200	424.84
03/19	03/06/2019	152917	80037	HOMETOWN MEDIA PARTNERS	101-20200	266.50
03/19	03/06/2019	152918	700	JON EMERSON - KRAMER	101-20200	200.00
03/19	03/06/2019	152919	130030	MACQUEEN EQUIPMENT	301-20200	250,000.00
03/19	03/06/2019	152920	703	MARK PATRICK SEMINARS	101-20200	200.00
03/19	03/06/2019	152921	702	MARY SAMUELSON	101-20200	200.00
03/19	03/06/2019	152922	130004	MESABI DAILY NEWS	101-20200	944.20
03/19	03/06/2019	152923	137	MESABI FAMILY YMCA	230-20200	400.00
03/19	03/06/2019	152924	130111	MIB PTA	230-20200	250.00
03/19	03/06/2019	152925	110035	MIDWEST COMMUNICATIONS	101-20200	100.00
03/19	03/06/2019	152926	130044	MINNESOTA DEPT OF HEALTH	601-20200	1,485.00
03/19	03/06/2019	152927	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,500.78
03/19	03/06/2019	152928	130023	MN STATE FIRE CHIEFS ASSOCIATION	101-20200	1,425.00
03/19	03/06/2019	152929	140048	NORTH COUNTRY HEATING	101-20200	445.00
03/19	03/06/2019	152930	140005	NORTHERN FITNESS GROUP	101-20200	377.96
03/19	03/06/2019	152931	150022	OTIS-MAGIE INS, AGENCY INC	101-20200	204.00
03/19	03/06/2019	152932	160066	PACE ANALYTICAL SERVICES	602-20200	253.00
03/19	03/06/2019	152933	170007	QUILL CORPORATION	101-20200	234.65
03/19	03/06/2019	152934	190045	SERVICE SOLUTIONS	101-20200	23.00
03/19	03/06/2019	152935	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
03/19	03/06/2019	152936	190016	ST LOUIS COUNTY AUDITOR	301-20200	11,123.07
03/19	03/06/2019	152937	1900012	SUPERIOR CAPITAL HOLDINGS, INC	101-20200	600.00
03/19	03/06/2019	152938	200006	TRIMARK INDUSTRIAL	602-20200	544.08
03/19	03/06/2019	152939	210001	UNITED ELECTRIC COMPANY	604-20200	925.66
03/19	03/06/2019	152940	130011	UNITED STATES POSTAL SERVICE	101-20200	235.00
03/19	03/06/2019	152941	220025	VERIZON WIRELESS	602-20200	17.52
03/19	03/06/2019	152942	699	VIRGINIA FIRE DEPARTMENT	101-20200	200.00
03/19	03/06/2019	152943	230003	W.L. HALL CO	101-20200	1,485.00
03/19	03/06/2019	152944	230043	WISCONSIN CENTRAL	601-20200	250.00
03/19	03/06/2019	152945	240001	XEROX CORPORATION	101-20200	726.71

Grand Totals:

322,304.53

PP-Ending 02/22

118,305.73

TOTAL EXPENDITURES

\$440,610.26

2019 Sexual Assault Awareness Month

Mayor Proclamation

WHEREAS, Sexual Assault Awareness Month is intended to bring awareness to the fact that sexual violence is widespread and is a public health concern for individuals, families, community members and communities as a whole.

WHEREAS, Child sexual abuse /exploitation, rape and sexual harassment impact all communities as seen by the national statistics: One in three girls and one in six boys will be sexually violated by the age of 18. One in five children is solicited sexually while on the internet. One-third of all sexual violence cases in Northern St. Louis County happen to children 17 years and younger.

WHEREAS, In fiscal 2017 and 2018, our local Sexual Assault Program of Northern St. Louis County has worked with more than 1000 primary and secondary crime victims of sexual violence whom reside in our communities. The Program has provided more than 32,200 documented trauma and victim-focused advocacy services with these crime victims.

WHEREAS, Annually, more than 2,200 community members, ages preschool through college aged and area professionals are provided awareness and prevention education through the program.

WHEREAS, Staff, Board Members and Volunteers of our local anti-sexual violence program; The Sexual Assault Program of Northern St. Louis County, encourage every person to speak out when witnessing acts of violence, however small; and to help survivors connect with community allies.

WHEREAS, We must work together to educate and engage communities in sexual violence awareness and prevention and to believe, listen, learn and support its victims and family members.

WHEREAS, a growing number of Minnesota leaders are committed to sexual violence prevention; and

WHEREAS, All Minnesotans must be part of the solution to eliminate crimes of sexual violence.


THEREFORE, I, the Mayor of the City of Mt. Iron, Minnesota, do hereby proclaim the month of April in the year of 2019 as:

SEXUAL ASSAULT AWARENESS MONTH

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal

of the city of Mt. Iron located in St. Louis County in the state of Minnesota.

On this 5th day of March, 2019.



Mayor Signature



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768-8260

RESOLUTION NUMBER 03-19

AUTHORIZING THE CITY OF MOUNTAIN TO FINANCE \$328,754.00 FOR THE PURCHASE OF A FIRE TRUCK

WHEREAS, the Municipality is a political subdivision of the State in which Municipality is located (the "State") and is duly organized and existing pursuant to the Constitution and laws of the State; and,

WHEREAS, pursuant to applicable law, the governing body of the Municipality ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Municipality; and,

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Master Lease-Purchase Agreements ("Leases") in the principal amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Municipality; and,

WHEREAS, PNC Equipment Finance, LLC ("Lessor") shall act as Lessor under said Leases.

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

Section 1. Either one of the Mayor or City Administrator (each an "Authorized Representative") acting on behalf of the Municipality, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Municipality. Each Authorized Representative acting on behalf of the Municipality is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Municipality to execute and deliver agreements and documents relating to the Leases on behalf of the Municipality.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Municipality as set forth therein.

Section 4. The Municipality's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Municipality's obligations under the Leases shall not constitute general obligations of the Municipality or indebtedness under the Constitution or laws of the State.

Section 5. As to each Lease, the Municipality reasonably anticipates to issue not more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the current calendar year in which each such Lease is issued and hereby designates each Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 6. This resolution shall take effect immediately upon its adoption and approval.

DULY ADOPTED BY THE CITY COUNCIL THIS 4th DAY OF MARCH, 2019.

ATTEST:



City Administrator



Mayor Gary Skalko

Mountain Iron Public Library

Monthly Report

February 2019

Circulation:

Items checked out: 2201 Items checked in: 2070

Total Circulation of materials in February: **4,271 items**

Attendance:

Adults: 696 Youth: 123 **Total patrons in February: 819**

Closed 2/18/19 Presidents' Day

Events and Activities at the library in February:

February 4: City Employee Training – Julie & Anna

February 5: Family Reading Time

February 6, 14, 20, & 27: TOPS Group

February 11: I Love to Read Month – Anna reading at Merritt Elementary

February 12: Family Reading Time & Book to Movie: Eat, Pray, Love

February 13: Legacy Event – Pushing Chain: How to Duo

Library Board – Anna

February 20: Family Reading Time/ ALS Training – Julie

February 21: ALS Training - Anna

February 27: Family Reading Time – Rhonda (Sub)

**CITY OF MOUNTAIN IRON
CONDITIONAL USE PERMIT APPLICATION ***

Name of Applicant ATT MOBILITY/Hill Institute Signature of Applicant [Signature] Date of Applications 1/30/19
 Address: 8325 JASMINE ST VIRGINIA E-mail: ARES.MIDWEST@AOL.COM
 Legal Description: _____
 Sec/Lot 17 Twp/Block 58 Rge/Subd 18 Parcel Code # 175-0071-01215
175-0071-01226

Description of Proposed Use 130' CELL POLE AND RELATED Ground EQUIPMENT

Statement as to why proposed use will not cause injury to value of adjoining property. Small footprint, ADJOINING PROPERTIES INDUSTRIAL

Statement as to how proposed use is to be designed, arranged and operated in order to permit development and use of neighboring property. all proposed construction in EXISTING PROPERTY - NO CHANGE OR EFFECT ON NEIGHBORING USES

* Applicant is required to submit documentation required in Section 22.24, Subd 4 of the Zoning Ordinance along with this application for a Conditional Use Permit. Applicant is also required to submit a Vicinity Map, drawn to scale, showing applicant's and adjoining property including existing and proposed buildings or uses. Use reverse side of this form.

OFFICE USE ONLY

ITEM	ACTION	DATE	INITIAL
Zoning Administrator Review	<u>reviewed</u>	<u>02/15</u>	<u>[Signature]</u>
Public Hearing Set	<u>date set for 3/1</u>	<u>02/15</u>	<u>[Signature]</u>
Hearing Notice Published	<u>published</u>	<u>02/22</u>	<u>[Signature]</u>
Planning & Zoning Recommendation	<u>approved</u>	<u>03/11</u>	<u>[Signature]</u>
Council Action			
Filed with County Recorder			

Conditions Attached _____

*pd 02/15
rpt # 4008027*



COUNCIL LETTER 031819-VA

FIRE DEPARTMENT

OFFICER APPOINTMENT

DATE: March 14, 2019

FROM: Gerry Knapper
Fire Chief

Craig J. Wainio
City Administrator

It is recommended that the City Council make the following Fire Department Officer appointments for a three year term to expire on December 31, 2021.

James Hipple as Assistant EMS Director

Mark Madden as Assistant Fire Chief

It is recommended that the City Council make the following appointment as a First Responder.

Rebecca Meyer

COUNCIL LETTER 031819-VB

MAYOR SKALKO

MERRITT DAYS CAP

DATE: March 14, 2019

FROM: Gary Skalko
Mayor

Craig J. Wainio
City Administrator

Cap Merritt Days spending on live music and audio stage:

Motion: Of the \$20,000 of public monies allotted for Merritt Days, cap the public monies and \$3000 on music and \$4000 on an audio music stage.

Background information enclosed.

Business Record Details »

Minnesota Business Name

Mt. Iron Merritt Days Committee, Inc.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

3500508-2

Home Jurisdiction

Minnesota

Filing Date

09/22/2009

Status

Active / In Good Standing

Renewal Due Date

12/31/2018

**Registered Office Address**8586 Enterprise Drv S
Mountain Iron, MN 55768
USA**Registered Agent(s)**

(Optional) None provided

PresidentJeremy James Jesch
5696 Mineral Ave
Mountain Iron, MN 55768
USA**Filing History****Filing History**

Select the item(s) you would like to order: Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/22/2009	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Mt. Iron Merritt Days Committee, Inc.)	
<input type="checkbox"/>	4/22/2014	Involuntary Dissolution - Nonprofit Corporation (Domestic)	

Transparency and Accountability

Nonprofits have a legal and ethical obligation to their constituents and the public to conduct their activities with accountability and transparency. Nonprofits should regularly and openly convey information to the public about their mission, activities, finances, accomplishments and decision-making processes. Information from a nonprofit organization should be easily accessible to the public. It should establish external visibility and build public understanding and trust in the organization.



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Accountability

1. A nonprofit must comply with all legally required reporting procedures, including filing the IRS Form 990 and annual reports with the Office of the Minnesota Attorney General.
2. A nonprofit has an obligation to responsibly use its resources toward its mission and to benefit the community. The organization's board should approve its financial audits; the executive director and the principal financial manager should attest to the audit's findings.
3. A nonprofit has a responsibility to establish clear performance measurements, compare results with other organizations when possible and share these results and methodology with its constituents.
4. Each nonprofit has a responsibility to adhere to the established industry and regulatory standards that apply to its particular activity area.

Accessibility and Public Input

5. Boards of directors should make information available to the organization's constituents that describes the board's decisions and decision-making processes.
6. A nonprofit should provide its constituents with ongoing opportunities to interact with the organization's leadership about its activities and be responsive to raised concerns.

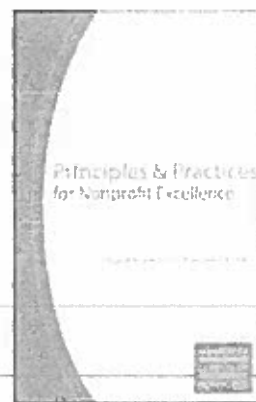
Public Information

7. A nonprofit should produce an annual report (either printed or electronic) that contains information on its activities and performance. The annual report should include:
 - an explanation of the organization's mission, activities, results and impact;
 - information on how individuals can access its programs and services;
 - financial information, including income and expense statement, balance sheet and functional expense allocation; and
 - a list of board members, management, staff and contributors.
8. Each nonprofit organization must make certain data available to the public, including:



Financial Management

Nonprofits have an obligation to act as responsible stewards in managing their financial resources. Nonprofits must comply with all legal and financial requirements and should adhere to sound accounting principles that produce reliable financial information, ensure fiscal responsibility and build public trust. Nonprofits should use their financial resources to accomplish their missions in effective and efficient ways and should establish clear policies and practices to regularly monitor how funds are used. Nonprofit organizations should seek to maintain or sustain a business model that will offer reliable, flexible and diverse resources to accomplish the organization's mission.



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Functions

1. The board should annually review and approve a detailed written budget of revenues and expenditures and gain a sufficient understanding of the assumptions behind the budget's development when doing so.
2. Individuals responsible for an organization's financial reporting should prepare and present to the board consistent, timely and accurate financial reports at least bimonthly, with comparisons to the organization's budget.
3. A nonprofit should ensure separation of financial duties to serve as a checks and balances system to prevent theft, fraud or inaccurate reporting to the greatest extent possible. This system of internal controls should be formally adopted by the board and appropriate to the size of the organization's financial and human resources.
4. Nonprofit organizations should adopt written financial procedures and have appropriate financial management software to record revenues and govern major expenses and use of assets, including:
 - cash and in-kind contributions,
 - payroll,
 - leases,
 - expense reimbursements,
 - travel,
 - contracts,
 - consultants,
 - investments, and
 - use of debt.
5. Nonprofit organizations accepting funds from government entities should be conscientious in negotiating contract terms to ensure that payment levels, conditions and reporting requirements are consistent with the mission of the organization and the interest of the people being served.
6. Nonprofits should periodically assess their risks, take appropriate actions to minimize these risks and purchase appropriate types and levels of insurance to wisely manage their liabilities.



- IRS Form 990 for the previous three years, including clear statements of program service accomplishments in Part III; and
- IRS Form 1023, Application for Recognition of Exemption.

9. A nonprofit should provide multiple ways for constituents to request information or provide input.

Fairness and Equity Practices

10. Nonprofits should ensure nondiscriminatory service to their constituents in accordance with state and federal law.

11. Nonprofits should disclose how constituent information will be used and ensure that the organization complies with an individual's expressed confidentiality and privacy preferences.

12. Information regarding fees and services should be made readily available to the public, including available discounts and scholarships. When charging for services, nonprofits have an obligation to set fair prices and seek ways to accommodate an individual's ability to pay, keeping in mind the need to balance the organization's revenue and expenses.

<< Governance

Financial Management >>

Note to Readers: Please be aware that certain words have particular meanings in this document.

- "Must" is used to describe practices required by state or federal law, and is noted with a gavel symbol; the online version of the Principles and Practices will soon include direct web links to relevant federal and state statutes and reporting forms.
- "Should" is used to describe highly recommended practices.
- "Constituents" describes people with a stake in the success of the organization and may include members, neighbors, clients, volunteers and contributors.

Kie Vang vs. Ely Chamber of Commerce
&
City of Ely.

2016 WL 7042086

Only the Westlaw citation is currently available.

NOTICE: THIS OPINION IS DESIGNATED AS
UNPUBLISHED AND MAY NOT BE CITED EXCEPT
AS PROVIDED BY MINN. ST. SEC. 480A.08(3).

Court of Appeals of Minnesota.

Kie VANG, Respondent,

v.

Joshua Paul FORSMAN, Defendant,

Ely Chamber of Commerce, Defendant,

City of Ely, Appellant,

Minnesota State Colleges and Universities
Board of Trustees, Defendant.

No. A16-0782.

Dec. 5, 2016.

Synopsis

Background: Volunteer at holiday-decorating event brought negligence action against city for injuries he sustained at the event. City moved for summary judgment. The District Court, St. Louis County, James B. Florey, J., 2016 WL 4039942, denied the motion. City appealed. Volunteer filed notice of related appeal, which the Court of Appeals, 883 N.W.2d 288, dismissed.

Holding: The Court of Appeals, Worke, J., held that city was not entitled to statutory discretionary immunity.

Affirmed.

St. Louis County District Court, File Nos. 69VI-CV-14-444, 62-CV-14-1428.

Attorneys and Law Firms

Arlo H. Vande Vegte, Neil G. Clemmer, Dovolav & Vande Vegte, PLLC, Plymouth, MN, for respondent.

Patrick L. Arneson, League of Minnesota Cities, St. Paul, MN, for appellant.

Considered and decided by CLEARY, Chief Judge; WORKE, Judge; and BRATVOLD, Judge.

UNPUBLISHED OPINION

WORKE, Judge.

*1 Appellant-city argues that the district court erred in denying its motion for summary judgment and concluding that the city was not entitled to statutory immunity under Minn.Stat. § 466.03 (2014). We affirm.

FACTS

For more than 20 years, defendant Ely Chamber of Commerce has been hanging holiday decorations in appellant City of Ely. The chamber hangs the decorations because it believes the decorations will attract tourists, and tourists benefit local merchants by patronizing their businesses. The chamber has to get approval from the city to hang the decorations because the city owns the streetlights from which the decorations hang. Volunteers hang the decorations.

In October 2012, the chamber requested the city's assistance in hanging the holiday decorations for the upcoming holiday season, as it had done in previous years. At a meeting on November 7, 2012, the city council voted unanimously to approve the chamber's request.

On November 15, 2012, during the chamber's holiday-decorating event, a volunteer, respondent Kie Vang, was injured. Vang filed a complaint against the city and others alleging that the city's negligence caused his injury. The city moved for summary judgment, claiming, among other things, that it had statutory discretionary immunity from liability. The district court denied the city's motion for summary judgment, concluding that the city was not entitled to statutory immunity because there was no evidence that the city's decision to engage in the holiday-decorating event was a planning-level decision to which statutory immunity extends. This appeal follows.

DECISION

This court "review[s] a district court's summary judgment decision de novo. In doing so, [this court] determine[s] whether the district court properly applied the law and whether there are genuine issues of material fact that preclude summary judgment." *Riverview Muir Doran, LLC v. JADT Dev. Grp., LLC*, 790 N.W.2d 167, 170 (Minn.2010) (citation omitted). Summary judgment must be granted "if the pleadings, depositions, answers to interrogatories, and admissions on file, together with [any] affidavits ... show that there is no genuine issue as to any material fact and that either party is entitled to a judgment as a matter of law." Minn. R. Civ. P. 56.03. The moving party has the burden of showing the absence of a genuine issue of material fact. *Anderson v. State Dep't of Nat. Res.*, 693 N.W.2d 181, 191 (Minn.2005). A genuine issue of fact exists when reasonable minds can draw different conclusions from the evidence presented. *DLH, Inc. v. Russ*, 566 N.W.2d 60, 69 (Minn.1997). "[A]ll doubts and factual inferences must be resolved against the movant and in favor of the party opposing the motion." *Juvland v. Plaisance*, 255 Minn. 262, 269, 96 N.W.2d 537, 542 (1959).

The city argues that it is entitled to statutory discretionary immunity as a matter of law because Vang's claims are "fundamentally based on a protected exercise of discretion." Whether a government entity is protected by immunity is a legal question that this court reviews de novo. *Johnson v. State*, 553 N.W.2d 40, 45 (Minn.1996). The city, as the party asserting immunity as a defense, has the burden of demonstrating facts that show its entitlement to immunity. See *Rehn v. Fischley*, 557 N.W.2d 328, 333 (Minn.1997).

*2 A city is immune from liability as to "[a]ny claim based upon the performance or the failure to exercise or perform a discretionary function or duty, whether or not the discretion is abused." Minn.Stat. § 466.03, subd. 6. The discretionary-function exception to governmental tort liability advances the separation-of-powers doctrine in that the "judicial branch ... should not, through the medium of tort actions, second-guess certain policy-making activities that are legislative or executive in nature." *Nusbaum v. County of Blue Earth*, 422 N.W.2d 713, 718 (Minn.1988). But while "almost every act involves some measure of discretion ... undoubtedly not every act of government is entitled to discretionary immunity." *Id.* at 719 (quotation omitted).

Government conduct is considered discretionary and thus protected by statutory immunity when the [city] produces evidence that the conduct was of a policy-making nature.... Statutory immunity is extended when there has been a planning-level decision; that is, social, political, or economic considerations have been evaluated and weighed as part of the decision-making process. Statutory immunity does not extend to operational-level decisions, those involving day-to-day operations of government, the application of scientific and technical skills, or the exercise of professional judgment.

Schroeder v. St. Louis Cty., 708 N.W.2d 497, 504 (Minn.2006) (citations omitted).

This court's analysis begins with identification of the precise government conduct being challenged. *Id.* The district court identified the city's conduct as "agreeing to assist" in the chamber's holiday-decorating event. Although the city identifies the conduct as "the [c]ity's policy of allowing the [c]hamber to run its streetlight decorating event without [c]ity training or supervision," the record shows that each year the chamber requested the city's assistance in hanging holiday decorations and the city approved the request for assistance. The record supports the district court's identification of the government conduct as the city agreeing to assist the chamber in its holiday-decorating event.

The district court concluded that the city is not entitled to discretionary immunity because it failed to demonstrate that it made a policy decision to assist the chamber in its holiday-decorating event. The city claims that it has been following this policy of allowing the chamber to run its holiday-decorating event for years and made the policy after considering several factors. The city asserts that its operations director's affidavits shows the factors that were considered before the policy decision was made. Combined, the city's operations director's affidavits stated:

The [c]ity had been following this policy for years, because the [c]ity had limited resources in terms of time, money, and personnel; no one had been injured decorating the streetlights and there was no reason to believe anyone would be injured with the [c]hamber in charge of decorating; the [c]hamber had an interest in decorating the streetlights to beautify the town in an effort to increase tourism and commerce; and the [c]ity decided, based on all of the circumstances, that the best policy at that time was to permit the [c]hamber to decorate the streetlights.

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When the [c]ity decided to once again give the [c]hamber permission to hang [decorations] in November 2012 ... that decision was based on the same factors as in previous years.

While the affidavits describe planning and weighing of factors, which would entitle the city to discretionary immunity, the affidavits are the only evidence in the record supporting this conclusion. The record contains no other evidence that economic, social, or regulatory issues were discussed and balanced by city representatives. While we agree with the city that no written policy was necessary to support a conclusion that the city's conduct was a planning-level decision, we disagree with the city's conclusion that the operations director's affidavits are sufficient to entitle the city to discretionary immunity. *See id.* at 504–05 (holding that county was protected by

statutory immunity when there was no written policy, but evidence of a long-standing practice that embodied a policy generated through a balancing process).

The record shows that the city has been approving requests from the chamber for assistance with its holiday-decorating event for many years. While we agree with the city's assertion that a planning-level decision does not have a "shelf life" and can be renewed, we see nothing in the record before us showing what factors were considered when the initial decision was made. The city provided meeting minutes for several years that indicate near identical notations regarding the city's response to the chamber's request for assistance with the holiday-decorating event, which is approval without discussion. There is nothing in the record showing that the city council ever discussed cost, expendable resources, potential injuries, or the desire to attract tourism. The city had the burden of demonstrating why it made the decision to assist the chamber, but it failed to do so. Without evidence showing that any planning-level factors were considered, we cannot conclude that the city's conduct was a planning-level decision entitling it to discretionary immunity. Therefore, the district court did not err in denying the city's motion for summary judgment.

Affirmed.

All Citations

Not Reported in N.W.2d, 2016 WL 7042086

Virginia, Minnesota

AMY TURNQUIST

COURT ADMINISTRATOR

By: <<signature>>

Deputy Administrator

MEMORANDUM

The present action arises from an injury suffered by Plaintiff while taking part in decorating the City of Ely during the holiday season. Defendants Chamber, City, and MnSCU each filed a motion for summary judgment seeking to dismiss the Plaintiff's claim.

The standard for summary judgment is stated in Rule 56.03 of the Minnesota Rules of Civil Procedure. This rule states that "[j]udgment shall be rendered forthwith if the pleadings, depositions, answers to interrogatories, and admissions on file, together with the affidavits, if any, show that there is no genuine issue as to any material fact and that either party is entitled to judgment as a matter of law." Minn. R. Civ. P. 56.03. "The court's function on a motion for summary judgment is not to decide issues of fact, but solely to determine whether genuine factual issues exist." *DHL, Inc. v. Russ*, 566 N.W.2d 60, 70 (Minn. 1997). If the evidence would "permit reasonable persons to draw different conclusions" a genuine issue of material fact exists. *Gradjelick v. Hance*, 646 N.W.2d 225, 231 (Minn. 2002). Though, the evidence presented cannot simply create a metaphysical doubt as to a factual issue and must be probative enough to permit reasonable persons to draw different conclusions. *DHL*, 566 N.W.2d at 71. In addition, "the court must not weigh the evidence on a motion for summary judgment." *Id.* at 70.

On a motion for summary judgment, the moving party bears the burden of proving the lack of a genuine issue of fact. *Greaton v. Enich*, 185 N.W.2d 876, 878 (Minn. 1971). "[A]ll doubts and factual inferences must be resolved against the movant and in favor of the party opposing the motion. *City of Shakopee v. Kopp & Associates, Inc.*, 159 N.W.2d 901, 903 (Minn. 1968). The party opposing a motion for summary judgment "must present specific facts showing genuine issues for trial." Minn. R. Civ. P. 56.05.

Plaintiff seeks this court's declaration that the Chamber, the City and MnSCU were members of a joint enterprise, and therefore if one of the defendants is found to be liable for Plaintiff's injuries, every member of the enterprise will also be liable. In order to establish a joint enterprise in Minnesota, two elements must be present: (1) a mutual understanding for a common purpose, and (2) a right to a voice in the direction and control of the means used to carry out the common purpose. *Delgado v. Lohmar*, 289 N.W.2d 479, 482 (Minn. 1979). If a joint enterprise is found and "one participant... negligently causes an injury while acting within the scope of such enterprise, every participant therein is liable to the injured party." *Spannaus v. Otolaryngology Clinic*, 242 N.W.2d 594, 597 (1976). Whether a joint enterprise exists is a question of law for the court to decide. *Weber by Sanft v. Goetz*, 371 N.W.2d 611, 616 (Minn. Ct. App. 1985).

*3 In the present case, the City and Chamber were engaged in a joint enterprise, but MnSCU was not a part of that joint enterprise. The first step in the inquiry is to determine whether there was mutual understanding for a common purpose with respect to the three defendants' participation in the holiday decorating activity. When parties "are acting together for their own separate reasons" they are not acting for a common purpose as necessary to establish a joint enterprise. *Pierson v. Edstrom*, 174 N.W.2d 712, 714 (Minn. 1970). In the case before the court, the City and Chamber were working toward a common goal for the same or similar reasons. The underlying purpose of the holiday decorating project was

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to decorate the city in order to grow business, foster tourism and beautify the city. While it is claimed that the City was acting in representation of its residents and the Chamber was acting in representation of businesses, the underlying reasons behind the project were fundamentally the same.

However, MnSCU did not share a common goal in this project. MnSCU's connection to the holiday decorating event was that members of the law enforcement club, a club whose membership is entirely voluntary, were provided an opportunity to help with the decorating project. The purpose of MnSCU and the law enforcement club was to promote volunteerism and to raise community awareness of the law enforcement club, and law enforcement in general. This is a separate and distinct purpose than that of the City and Chamber. Therefore, there was a common purpose as between the City and Chamber, but MnSCU did not share that common purpose.

The second step in the inquiry is to determine whether the element of control was satisfied as between any of the three defendants. The element of control requires that each participant must have an equal right to direct and control the movements and conduct of every other participant with respect to the mutual undertaking. *Spannaus*, 242 N.W.2d at 597. Actual physical control is not necessary, however, since only the legal right to control is required. *Delgado*, 289 N.W.2d at 482. In *Ruth v. Hutchinson Gas Co.*, 296 N.W. 136, 141 (Minn. 1941), the Minnesota Supreme Court held that there was sufficient evidence to find a joint enterprise between several deer hunters, all but one of whom were asphyxiated while sleeping in a borrowed brooder house attached to a truck. All of the hunters traveled and slept in the same truck and brooder house. *Id.* at 137-38. Each contributed his share of the expense, each had some task in connection with the trip assigned to him, and each man had an equal voice in the running of the trip. *Id.* In contrast, the court declined to find a joint enterprise between a group of hunters in *Delgado v. Lolmar*, 289 N.W.2d 479, 483 (Minn. 1979). In *Delgado*, each of the men traveled and slept separately, and no expenses were shared, and each controlled his own weapon during the hunt where the injury occurred. *Id.*

Here, there was a joint right of control between the City and Chamber. An important factor in this analysis is that City and Chamber split the cost and labor for the project. Additionally, the record indicates that the City and Chamber engaged in ongoing communication regarding the direction of the project. Both the City and Chamber participated in the communication and each exerted influence as to scheduling of the project, decisions on maintenance, and determining when the decorations would be taken down. The level of coordination between the City and Chamber demonstrates the right of equal control exercised in carrying out the decorating project. While the City was primarily responsible for hanging the lighted decorations, and the Chamber was responsible for hanging the garland and bows, each task was a part of the same decorating project. Therefore the City and Chamber both exercised an equal right of control with respect to the holiday decorating project.

*4 Even if MnSCU did share a common purpose with the City and Chamber, the element of control was not met to establish a joint enterprise. MnSCU did not provide materials or share in the cost of the project. No MnSCU or law enforcement club official participated in planning and direction of the holiday decorating project. In fact, the only involvement in the project consisted of providing volunteers. MnSCU had no power to exert control over the means used to carry out the decorating project, and had no control over the volunteers from the law enforcement club. Participation in club activities were optional, membership was optional, and MnSCU could not exercise control over the project. Therefore, MnSCU lacked the requisite control to be a member of the joint enterprise between the City and Chamber.

Based on the foregoing, the City and Chamber were engaged in a joint enterprise and are each liable for the negligent acts of the other. However, MnSCU was not a member of the joint enterprise.

The next issue before the court is whether Defendant Forsman was an agent of the joint enterprise as to render the City and Chamber vicariously liable for Defendant Forsman's alleged negligence. An agency relationship exists where the purported principal manifests that the agent shall act for him and subject to his control, and where the purported agent consents to act for the principal. *Jurek v. Thompson*, 241 N.W.2d 788, 791 (1976). Proof rests not with the acts

Rhonda McConnell
8820 Korpi Road
Mt. Iron, MN 55768
218-750-2167
Remcconnell2003@yahoo.com

March 11, 2019

Craig Wainio, City Administrator
City of Mountain Iron
5486 Enterprise Drive South
Mt. Iron, MN 55768

Dear Mr. Wainio,

I would like to inform you that I am resigning from my position of Secretary for the City of Mountain Iron as of April 22, 2019.

Thank you for the support and the opportunities you have provided me during the last eight years, both as Assistant Librarian and as Secretary. It has been my pleasure to serve the City of Mountain Iron throughout the years. If there is anything I can do to help ease the transition for my successor, please let me know.

Thank you.

Sincerely,



Rhonda McConnell

COUNCIL LETTER 031819-VIB
PERSONNEL COMMITTEE
POSTING AND ADVERTISEMENT

DATE: March 14, 2019

FROM: Personnel Committee

Craig J. Wainio
City Administrator

With the April resignation of Ms. McConnell, the procedure for obtaining a replacement needs to begin. The first step in the process is to post the position internally for all members of AFSCME Local 453 for a minimum of seven days. Enclosed is a copy of the required posting. Also Staff is requesting authorization to advertise for the position if no qualified internal applicants present themselves. It is recommended that the City Council post for the Secretary position and authorize advertisement as presented.

CITY OF MOUNTAIN IRON
INTERNAL JOB POSTING
SECRETARY

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

Responsibilities of this position are described in the Secretary Position analysis.

The position is Job Class 8 at \$24.81 per hour.

Applications will be accepted until 4:00 p.m., March 29, 2019. Submit letter of application to Craig J. Wainio, City Administrator.

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

City of Mountain Iron Secretary

The City of Mountain Iron has an immediate opening for one (1) full-time Municipal Services Secretary position in the Administration Department. This position reports to the City Administrator. Preferred qualifications are outlined in the position analysis. Starting salary is \$22.33 per hour. Applications will be accepted until 4:00 p.m., Friday, April 12th, 2019. Send applications, resume and other completed materials to Craig J. Wainio, City Administrator, City of Mountain Iron, 8586 Enterprise Drive South, Mountain Iron, MN 55768.

March 3, 2019

From: Mountain Iron Fire Department

8586 Enterprise Drive South | Mountain Iron | MN | 55768

To: Mountain Iron City Council

8586 Enterprise Drive South | Mountain Iron | MN | 55768

Council Members:

This letter is the Fire Department's formal request to the City Council to appoint a Fire Department member as a liaison/non-voting member to the Public Health and Safety Board. This request is a result of the productive discussions held during the Meeting of the Whole, which included the Fire Department, on March 5, 2019.

For the Council's consideration, the Department is nominating Safety Officer Justin Blazewicz as the primary liaison and Mark Madden as the 1st alternate liaison to the Public Health and Safety Board. The Department requests to reserve the right to appoint a 2nd alternate liaison if needed. The 2nd alternate liaison would be selected on an "as needed" basis in a case when an unforeseen circumstance would make the primary or 1st alternate unavailable.

The Department requests that, upon the assumed approval of this appointment, the first undertaking of the liaison, Department and Public Health and Safety Board be to mutually and formally define the role and responsibilities of this new position.

Thank you in advance for the consideration of this appointment.



Mark Madden, Secretary & Acting Interim Assistant Chief

Mt. Iron Fire Department

**NOTICE - PROPERTY OWNERS
IN THE CITY OF MOUNTAIN IRON**

***IMPORTANT NOTICE REGARDING
ASSESSMENT & CLASSIFICATION OF PROPERTY***

This may affect your 2020 property tax payments

Notice is hereby given that the Local Board of Appeal & Equalization
for the City of Mountain Iron in St. Louis County, Minnesota
shall meet at the

Mountain Iron Community Center
Mountain Iron Room
8586 Enterprise Drive South, Mountain Iron, MN 55768
on
Tuesday, April 16, 2019 from 5:00-6:00 p.m.

The purpose of this meeting is to determine whether taxable property in the City
of Mountain Iron has been properly valued and classified by the assessor, and to
determine whether corrections need to be made.

If you believe the value or classification of your property is incorrect, please
contact your assessor's office to discuss your concerns. If you are still not
satisfied with the valuation or classification after discussing it with your assessor,
you may appear before the local board of appeal and equalization. The board
shall review the valuation, classification, or both if necessary, and shall correct it
as needed. Generally, an appearance before your local board of appeal and
equalization is required by law before an appeal can be taken to the county board
of appeal and equalization.

Craig J. Wainio
Clerk/City Administrator of Mountain Iron
www.mtniron.com

34TH ANNUAL EASTER EGG HUNT



**Saturday, April 20th
12:00 P.M.**

The Mountain Iron Parks & Recreation Department will be sponsoring the 34th annual Easter Egg Hunt, promptly at NOON, at the Merritt Elementary School grounds. This event is open to all children 12 years of age or under. There will be separate areas for ages 0-3, 4-6, & 7-12.

Prizes will be awarded for Best Decorated Easter Basket. 18 special decorated eggs will be hidden with a prize given to each child who finds one!

This event will be held rain or shine. For more information or to volunteer at this event, call the Parks & Recreation Department at 748-7570.



Summer Work Outreach Project
8590 Enterprise Drive South,
Mt Iron, MN 55768
(218)750-1877 Dawn Trexel - Exec Dir.
swopforyouth@gmail.com



Serving Kids, Serving Communities
Chisholm, Mt. Iron-Buhl-Kinney,
Eveleth-Gilbert, Virginia
www.swopyouth.com

Spring 2019



SWOP Youth 2018

A Successful 2018 Summer Program

2018 was another successful summer for SWOP. Forty youth completed more than 900 hours of service work in our communities! Some of our work sites included: city parks, libraries, nursing homes, food shelves, AEOA Senior Carnival, Habitat for Humanity, and Salvation Army. 2018 was also the first year we had a SWOP program in the Eveleth/Gilbert area! Thanks to community support SWOP is continuing to grow!

Looking for Board Members & Volunteers

If you're interested in taking an active role in equipping our youth for the future, consider becoming a board member or volunteer!

2018 Youth Quotes:

- "Learning how to properly introduce myself lets people know that I am confident in who I am."
- "I learned how to speak better in front of a group. I want to become a lawyer when I'm older, so speaking in front of people is a major part of that."
- "Thank you for the wonderful working and learning experience."
- What did you appreciate most about SWOP?
 - "Seeing the positive reactions when we volunteered places and feeling like I accomplished something."
 - "Getting to know people in my neighborhood."

Getting Ready for SWOP 2019

We're gearing up for our 23rd summer program! Soon we'll be getting out youth applications and hiring summer staff. Some new things we're lining up this year include more flexible transportation and additional staff training, including behavior guidance, youth protection and 1st Aid. We're always looking to add new speakers and work projects, so please contact us if you have ideas!

Calling all SWOP Alumni!

We're putting together a list of 23 years of SWOP alumni! If you know of someone who participated in SWOP in the past, please contact us with their contact info and approximate year of participation.

Help keep SWOP going strong in our communities!

SWOP has been serving youth for 23 years thanks to the generous support of community members, businesses, and organizations. Your donation helps area youth form healthy relationships with work, community and other people. A receipt for your tax-deductible donation will be mailed to you at the end of the year. Donations can also be made online at: www.givemn.org/organization/Summer-Work-Outreach-Project. Thank you!

\$47.10 funds one youth for one day of SWOP
\$141.31 funds one youth for one week of SWOP
\$847.84 funds one youth for six weeks of SWOP

My SWOP donation is: \$ _____

Name: _____

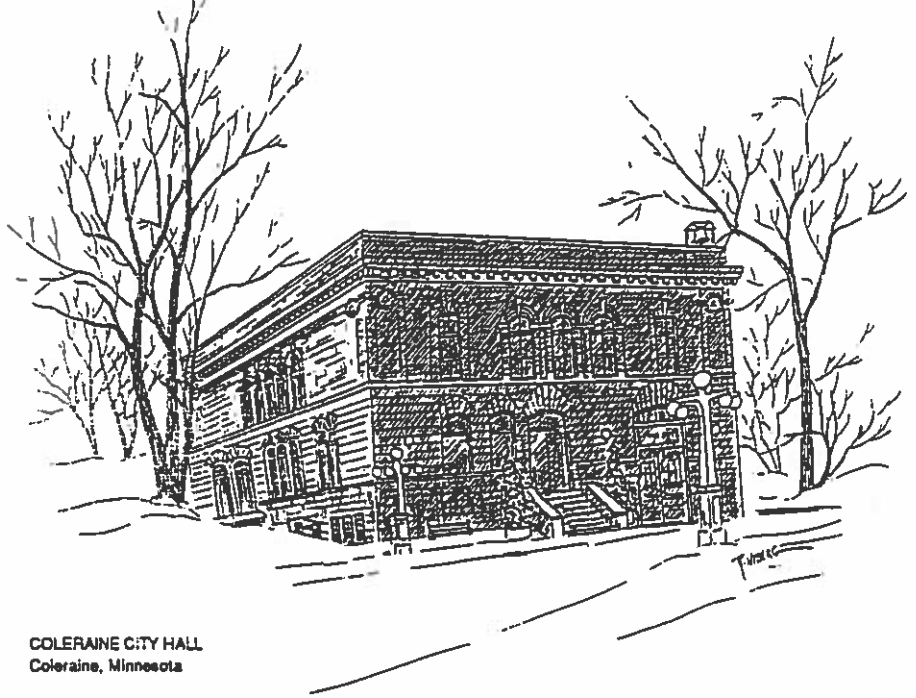
Address: _____

Email: _____

☐ I am interested in being a board member or volunteer.

Checks can be mailed to: SWOP 8590 Enterprise Dr S Mt. Iron, MN 55768.

Phone: _____



COLERAINE CITY HALL
Coleraine, Minnesota

Mayor Skalko
and
Amanda -

Many thanks for offering your
Beautiful City Hall as training space
for MCFOA Region II last week.

Everyone was most impressed with
the comfortable environment and state-
of-the-art accommodations 😊

Amanda - your preparation & planning
was second to none 😊

All the best - MARY ROY - COLERAIN
MCFOA Region II Director

CALVARY CEMETERY ASSOCIATION

**P O BOX 188
1120 9th Street North
Virginia, Mn 55792**

March 4, 2019

Once again the Board of Directors for the Calvary Cemetery Association would like to thank the City of Mountain Iron for the past contribution/grant to our annual operating budget. As in the past, we are requesting \$6000 for the 2019 operating funds.

Enclosed is a copy of our 2018 year end financial statement. With the continued help from both Virginia and Mt. Iron, we will continue to operate in the black, maintain pricing and serve the needs of our citizens.

Thank you,

A handwritten signature in dark ink, appearing to read 'R. J. Renzaglia', is written over the printed name.

R. J. Renzaglia
Chairman of the Cemetery Board

Salvation Army Fundraiser

Dear Sponsor:

On March 9th, 2019, The Salvation Army is having a Chili Feed Fundraising Event with a silent auction and bake sale. This will be held at the Salvation Army from 12:00pm to 3:00pm. With your help we will be able to build a much needed food shelf storage extension. The money raised will benefit families in our community.

You can help in the cause by becoming a sponsor in the event. We have created a variety of sponsorship levels for you to choose from. Please consider making a gift today in support of our extension.

If you are unable to provide support through a monetary donation; items for a silent auction/raffle would be greatly appreciated and beneficial to the success of this event. Please drop these items off at the Salvation Army.

Below is the list of sponsorships available (Check your selection):

* Please e-mail (phyllisrayton@yahoo.com) or send with a logo of your company.

- | | |
|---|------------|
| <input type="checkbox"/> Diamond Sponsorship | \$1,000.00 |
| • Broadcast Media, Print, Social Media, and Event Advertising | |
| • 8 Chili Tickets | |
| <input type="checkbox"/> Platinum Sponsorship | \$500.00 |
| • Broadcast Media, Print, Social Media, and Event Advertising | |
| <input type="checkbox"/> Gold Sponsorship | \$250.00 |
| • Print, Social Media, and Event Advertising | |
| <input type="checkbox"/> Silver Sponsorship | \$175.00 |
| • Social Media and Event Advertising | |
| <input type="checkbox"/> Bronze Sponsorship | \$100.00 |
| • Social Media Advertising | |

If choosing a sponsorship with print advertising, please respond by Friday March 1st to guarantee advertising placement.

I/We are unable to be a sponsor at this time, but would like to make a gift of \$ _____

Contact Name: _____

Phone Number: _____ E-mail: _____

To ensure that your proceeds go to the correct fundraiser please:

Make all checks payable to: Salvation Army (Chili Feed Fundraiser on check memo)

Mail to: Salvation Army

Attn: Chili Feed Fundraiser

507 S 12th Ave West

Virginia, MN 55792

Thank you for helping us keep our community fed!
Any questions or concerns, please call Phyllis Rayton at 218-248-0865.



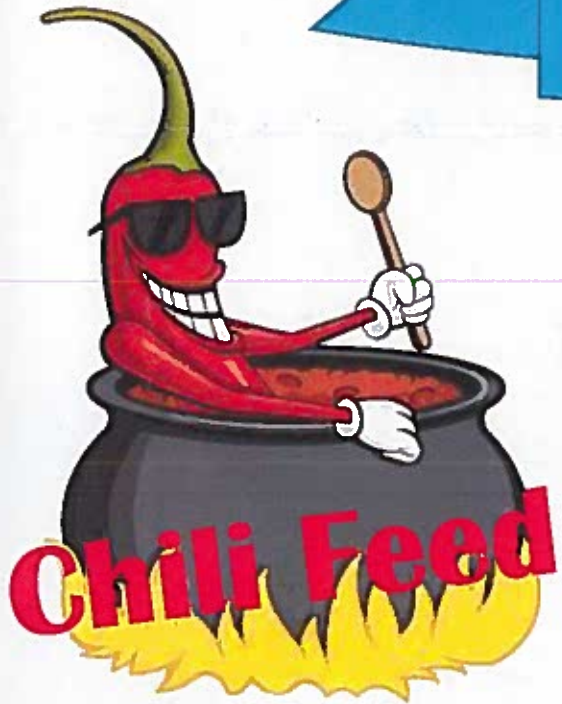
DOING THE
MOST GOOD™

Salvation Army Fundraiser

Please help us reach our goal of \$70,000 to add a much needed food shelf storage extension!

Donations Welcome Anytime

\$70,000



\$60K

\$50K

\$40K

\$30K

\$20K

\$10K



SILENT AUCTION

BAKE SALE

DATE: March 9th 2019

TIME: 12:00-3:00pm

PLACE: Salvation Army



**DOING THE
MOST GOOD™**