



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, JUNE 15, 2020

6:30 P.M.

MOUNTAIN IRON COMMUNITY CENTER

MOUNTAIN IRON ROOM

Meeting will be held via ZOOM.US or the ZOOM APP
Meeting id: 879 7941 7442

MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, JUNE 15, 2020 - 6:30 P.M.
A G E N D A

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Minutes of the June 1, 2020, Regular Meeting (#1-5)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- IV. Public Forum
- V. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Liability Waiver (#6-7)
 - C. Director of Public Works Report
 - D. Library Director/Special Events Coordinator's Report (#8-9)
 - E. Sheriff's Department Report
 - F. City Attorney's Report
 - G. City Engineer's Report
 - H. Liaison Reports
- VI. Unfinished Business
- VII. New Business
 - A. Resolution 12-20 St Louis County Plan (#10-12)
 - B. COVID Preparedness Plan (#13-21)
 - C. Caretakers Agreement (#22-23)
- VIII. Communications(#24-25)
- IX. Announcements
- X. Adjourn

Page Number in Packet
*Enclosed

MINUTES
MOUNTAIN IRON CITY COUNCIL
June 1, 2020

Mayor Skalko called the City Council meeting to order at 6:32p.m. with the following members present via online ZOOM meeting: Councilor Joe Prebeg Jr., Alan Stanaway, Julie Buria, Steve Skogman, and Mayor Gary Skalko. Also present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Al Johnson, City Engineer; and SGT John Backman, Sheriff's Department.

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

1. Add the following items to the agenda:
 - V. H. Small Business Support
 - I. Highway 53/13th Street Project
2. Approve the minutes of the May 18, 2020, regular meeting as submitted.
3. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period May 16-31, totaling \$238,418.32 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period May 16-31, totaling \$171,566.38 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- No one spoke during the forum

The Mayor reported on the following:

- Condolences to the family and friends of Lloyd Stanaway
- Condolences to the family and friends of Brent Henkel
- Speaking on the current issues, from my own views, after saying the "Pledge of Allegiance," the sentence "Liberty and Justice for all," is spoken. If you look at what happened a week ago in Minneapolis, the killing of an unarmed black man by a white police officer, along with the additional three police officers standing nearby without giving aid. It is not an isolated incident, these kind of incidents have been occurring for way too long. Throughout our nation today, we are fighting two viruses, the Coronavirus, which is a new unknown deadly virus, but through science, it will be defeated. The other virus being racism, which is not new, and has been around for a couple hundred of years, it is not unknown, but it is equally as deadly. Unfortunately, unless major changes are made within communities and ourselves I do not believe we are going to defeat this virus. Peaceful protests and right to assemble are guaranteed to us by the 1st Amendment, however when peaceful protests turn into riots and mobs, causing violence, looting and the destruction of property, there is no place in our society for those actions, you are losing the overall focus of the protest. There is a simple question that we must ask ourselves, "What is causing or motivating all of the anger and frustration?" From personal experience, the hatred and division in our Country is a lot deeper and stronger than it was in the 1960s. What is worrisome is

what kind of Nation are we leaving for our future children, grandchildren and future generations?
Quote from President Abraham Lincoln, “America will never be destroyed from outside. If we falter and loose our freedoms, it will be because we have destroyed ourselves.”

- Big Thank you to all the workers that are keeping this Nation going!!

City Administrator:

- West II Rivers Campground – opened today June 1st
- Summer Recreation Programs – follow CDC and State guidelines
 - Sign up for youth baseball or softball prior to June 12th
 - Teams will be determined if there is enough participation
 - No fees will be charged
 - Practices could begin June 15th following State guidelines
 - Schedule for possible games has yet to be determined
- Mountain Manor was approved for a 0% partially forgivable loan through the Minnesota Housing Finance Agency, for interior remodeling

Director of Public Works:

- Water-line break on Highway 7, late May
- Met with Engineering company designing new water filters for Water Treatment Plant
- Large Trash POSTPONED until the 2nd and 3rd weeks of September

Sheriff’s Department:

- No formal report
- Bear sighted in Parkville area
 - Believe it is being hand fed
 - Not fearful of people
- Do not feed bears or any wild animals

City Engineer:

- No formal report
- Pre-construction meeting on June 4th at 9:00am at Benchmark for Mountain Iron Drive

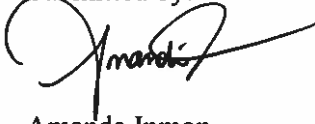
It was moved by Skogman and seconded by Stanaway to explore the options for the City of Mountain Iron and the City’s Legal team to help small Businesses within the Community, during the COVID-19 pandemic. The motion carried.

Councilor Skogman attended a virtual meeting regarding Highway 53/13th Street Project. He reported that there would be a publication that will be published in the paper, which will show where the construction will be along with a possible timeline. Additionally both intersections involved in this project will not be closed at the same time, and Mountain Iron Drive will not be used a re-route during this project.

It was moved by Prebeg and seconded by Buria to accept the recommendation of the Parks and Recreation Board and approve the enclosed agreement, hiring Mrs. Jodi Hammer for the West Two Rivers Campground caretaker for the 2020 season. The motion carried.

At 7:19p.m., it was moved by Skalko and seconded by Buria that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communications:

1. Affidavits of Candidacy are available Tuesday, May 19th until Tuesday, June 2nd at 5pm
 - One Mayor – Two (2) Year Term
 - Two City Councilors – Four (4) Year Term
2. Affidavit of Withdrawal from Candidacy for those filing
 - Accepted until Thursday, June 4th at 5pm

Distribution Summary

<u>Category</u>	<u>Distribution</u>	<u>Amount</u>
CAMPGROUND RECEIPTS	CREDIT CARD FEES	62.78
CAMPGROUND RECEIPTS	FEES	1,890.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	56.70
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	139.45
LICENSES	ANIMAL	10.00
METER DEPOSITS	ELECTRIC	1,750.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	52,367.54
MISCELLANEOUS	DELTA DENTAL PAYABLE	1,755.55
MISCELLANEOUS	FILING FEES	10.00
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	43.20
MISCELLANEOUS	REIMBURSEMENTS	3.20
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	406.30
PERMITS	BUILDING	1,910.67
SALE OF PROPERTY	SALE OF PROP-UNITY SECOND ADD	16,148.98
UTILITY	UTILITY	<u>161,843.95</u>
Grand Totals:		<u><u>238,418.32</u></u>

Report Criteria

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/03/2020	154709	10075	AMERIPRIDE SERVICES	602-20200	122.42
06/20	06/03/2020	154710	10007	ANGEL FUND	230-20200	150.00
06/20	06/03/2020	154711	879	ANNE JORDAN	101-20200	275.00
06/20	06/03/2020	154712	184	ARC RANGE CHAPTER	101-20200	275.00
06/20	06/03/2020	154713	1314	ARNIE KAIVOLA	101-20200	34.11
06/20	06/03/2020	154714	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	222.00
06/20	06/03/2020	154715	1198	CAMERON AGNEW	604-20200	150.94
06/20	06/03/2020	154716	30022	COLOSIMO PATCHIN KEARNEY	101-20200	274.00
06/20	06/03/2020	154717	30026	COMO LUBE & SUPPLIES INC	602-20200	125.00
06/20	06/03/2020	154718	30072	COMPUTER WORLD	101-20200	5,810.88
06/20	06/03/2020	154719	140013	CORE & MAIN LP	601-20200	808.45
06/20	06/03/2020	154720	248	DRCC	101-20200	250.00
06/20	06/03/2020	154721	70016	GOPHER STATE ONE CALL INC	604-20200	66.15
06/20	06/03/2020	154722	70004	GRANDE ACE HARDWARE	101-20200	82.34
06/20	06/03/2020	154723	80050	HIBBING COMMUNITY COLLEGE	101-20200	45.00
06/20	06/03/2020	154724	80037	HOMETOWN MEDIA PARTNERS	101-20200	110.25
06/20	06/03/2020	154725	1316	JOEL HOOKER	101-20200	66.36
06/20	06/03/2020	154726	695	KRISTI ADDY	101-20200	125.00
06/20	06/03/2020	154727	113	LORI THOMAS	101-20200	66.36
06/20	06/03/2020	154728	130012	MALTON ELECTRIC COMPANY	601-20200	2,214.00
06/20	06/03/2020	154729	880	MARIA CORRADI	101-20200	875.00
06/20	06/03/2020	154730	615	MARY MATTSOON	101-20200	225.00
06/20	06/03/2020	154731	130060	MCCARTHY WELL COMPANY	601-20200	2,631.00
06/20	06/03/2020	154732	130004	MESABI DAILY NEWS	101-20200	433.65
06/20	06/03/2020	154733	130006	MESABI HUMANE SOCIETY	101-20200	1,791.67
06/20	06/03/2020	154734	195	MICHELLE MATTESON	101-20200	325.00
06/20	06/03/2020	154735	130194	MID-STATE TRUCK SERVICE INC.	603-20200	2,307.13
06/20	06/03/2020	154736	110035	MIDWEST COMMUNICATIONS	101-20200	1,105.00
06/20	06/03/2020	154737	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,196.74
06/20	06/03/2020	154738	130097	MINNESOTA VALLEY TESTING LABS	602-20200	25.00
06/20	06/03/2020	154739	130155	MN PUBLIC FACILITIES AUTHORITY	602-20200	33,742.92
06/20	06/03/2020	154740	30001	NAPA AUTO PARTS	101-20200	77.78
06/20	06/03/2020	154741	140005	NORTHERN FITNESS GROUP	101-20200	208.08
06/20	06/03/2020	154742	160066	PACE ANALYTICAL SERVICES, LLC	601-20200	316.00
06/20	06/03/2020	154743	160023	POHAKI LUMBER	604-20200	128.05
06/20	06/03/2020	154744	170007	QUILL CORPORATION	101-20200	53.96
06/20	06/03/2020	154745	180005	ROAD MACHINERY & SUPPLIES CO.	602-20200	954.04
06/20	06/03/2020	154746	1315	ROBERT PELKEY	101-20200	328.12
06/20	06/03/2020	154747	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
06/20	06/03/2020	154748	190016	ST LOUIS COUNTY AUDITOR	101-20200	230.64
06/20	06/03/2020	154749	190039	ST LOUIS COUNTY REGISTRAR OFFICE	101-20200	46.00
06/20	06/03/2020	154750	1317	TRACY GONIER	101-20200	55.30
06/20	06/03/2020	154751	210001	UNITED ELECTRIC COMPANY	604-20200	5,013.74
06/20	06/03/2020	154752	220025	VERIZON WIRELESS	602-20200	17.54
06/20	06/03/2020	154753	220014	VIKING INDUSTRIAL NORTH	602-20200	359.30
06/20	06/03/2020	154754	230043	WISCONSIN CENTRAL	601-20200	138.48

Grand Totals:

106,358.40

PP-Ending 05/29

65,207.98

TOTAL EXPENDITURES**\$171,566.38**



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:
City of Mountain Iron

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: June 15, 2020

Signature: _____ Position: _____

Mountain Iron Public Library

Monthly Report

May 2020

Circulation (COVID-19/ Stay-at-Home Order per the State of MN in place):

Items checked out: 651 Items checked in: 526

Total Circulation of materials in May: 1177

Attendance:

Adults: - Youth: - Patrons in May: 204

(Special Events/Programs held: 0)

Reference Desk visits (email, phone, and messenger): 301 Computer Use Sessions: 0

Total Library Usage: 505

Events and Activities at the library in May:

May 4 & 18, 2020: City Council Meetings (Anna)

All events canceled for the month.

MEET UP and CHOW DOWN

NOW SERVING FREE LUNCH AT 8 LOCATIONS
For children ages one to 18 years of age

Chisholm Kiwanis Park

Time: 12:30pm—1:30pm

Days: Monday—Thursday

June 8th—September 3rd

Hibbing Bennett Park

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

Hibbing HRA Playground

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

Virginia HRA (Pine Mill Court)

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

Hibbing Lincoln Elementary School

Door #10

Time: 10:15am—11:00am

Days: Monday—Thursday

June 8th—September 3rd

AEOA Virginia

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

Mountain Iron Public Library

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

Virginia Olcott Park

Time: 12:00pm—1:00pm

Days: Monday—Thursday

June 8th—September 3rd

**DUE TO COVID-19 ALL LUNCH SITES WILL BE SERVED
“GRAB & GO” STYLE. LUNCHES ARE FIRST COME-FIRST
SERVE AND WILL BE AVAILABLE RAIN OR SHINE!**

United Way of
Northeastern MN



For more information, Contact:
Michelle: (218) 254-3329

<https://www.unitedwaynemn.org/meet-and-chow-down>

Craig Wainio

From: Holly Olson <OlsonH@StLouisCountyMN.gov>
Sent: Tuesday, June 9, 2020 3:19 PM
To: Holly Olson
Cc: Duane Johnson; Neil Porter
Subject: St. Louis County Hazard Mitigation Plan Update Adoption
Attachments: Resolutions 4-28-20.pdf; SAMPLE RESOLUTION OF THE CITY TO ADOPT.DOC

Importance: High

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message was sent securely using Zix

To St. Louis County Cities,

The St. Louis County 2013 Multi Hazard Mitigation Plan has been updated to comply with the required five (5) year update required by the Federal Emergency Management Agency (FEMA). The 2013 plan was updated by U-Spatial and the University of Minnesota through a grant from Minnesota Homeland Security and Emergency Management division of Public Safety in 2019. The updated plan was approved by resolution (No. 20-216) at a regular meeting of the St. Louis County Board meeting on April 28th, 2020. Final FEMA approval was received on May 6th, 2020.

The Multi Hazard Mitigation Plan addresses the current natural hazards that pose a risk to St. Louis County. The plan is laid out in sections that include:

- Public Planning Process
- St. Louis County Profile
- Risk Assessment
- Mitigation Strategy
- Plan Maintenance

FEMA recommends local jurisdictions within the county to adopt the county plan by resolution. I have attached a sample resolution for cities, and the county resolution for your reference. The updated plan is available online at: <https://www.stlouiscountymn.gov/departments-a-z/sheriff/emergency/emergency-management>

Please email a copy of your city's completed resolution to adopt the 2019 updated St. Louis County All Hazards Plan to: Holly Olson at olsonh@stlouiscountymn.gov

Please contact me with any questions or for additional information.

Dewey Johnson
Emergency Operations Manager
5735 Old Miller Trunk Hwy.
Duluth, MN 55811
218-726-2936
johnsond@stlouiscountymn.gov

Note: The recipients of this email were blind carbon copied (BCC) to enhance viewing this email via a smart phone.

Holly Olson | Information Specialist II
St. Louis County Sheriff's Office
911/Communications
2030 North Arlington Avenue
Duluth, Minnesota 55811
218-726-2921
olsonh@StLouisCountyMN.gov

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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 12-20

ADOPTION OF THE SAINT LOUIS COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Mountain Iron has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Saint Louis County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Saint Louis County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Saint Louis County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Saint Louis County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Saint Louis County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Mountain Iron supports the hazard mitigation planning effort and wishes to adopt the Saint Louis County All-Hazard Mitigation Plan.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF JUNE, 2020.

Mayor Gary Skalko

ATTEST:

City Administrator

Craig Wainio

From: Chris Hood <cmhood@flaherty-hood.com>
Sent: Tuesday, June 9, 2020 8:59 AM
Cc: Brandon Fitzsimmons; Chelsea J. Bodin; Robert Scott; Alissa M Harrington; David A. LaBerge; Mike E Flaherty; Samuel H. Hanson
Subject: COVID-19 Preparedness Plan Required by June 29, 2020

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

On Friday, June 5, 2020, Governor Walz issued Executive Order 20-74 (the "Order"), which can be found here: <https://www.leg.state.mn.us/archive/execorders/20-74.pdf>. Subject to certain requirements, the Order gives employers, businesses, and places of public accommodation permission to more broadly open to members of the public.

Under the Order, all Critical Businesses are required to develop and implement a COVID-19 Preparedness Plan by June 29, 2020. Cities are considered Critical Businesses, by reference to Executive Order 20-48, and are therefore required to develop and implement COVID-19 Preparedness Plans by the June 29 deadline.

The Order notes that specific guidance for Critical Businesses will be published by June 15, 2020. Unfortunately, the date of publication may not coincide with your next regular meeting. In the meantime, however, cities can find a COVID-19 Preparedness Plan Template, issued by the Minnesota Department of Employment and Economic Development ("DEED"), here: <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>. We recommend that your Council adopt such a plan in compliance with the above-referenced Order and make subsequent changes to it as necessary as cities receive further guidance from applicable State agencies or as subsequent executive orders are issued.

More general guidance on the reopening of Minnesota's economy can be found on DEED's website: <https://mn.gov/deed/newscenter/covid/safework/safe-reopening/>.

Please contact us if you need assistance on preparing a COVID-19 Preparedness Plan.

Thank you.

Chris

Christopher M. Hood
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
Phone: (651) 225-8840
Fax: (651) 225-9088

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Welcome To Mountain Iron, Minnesota

"Taconite Capital of the World!"

Executive Order 20-40, issued by Governor Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan. This includes the City of Mountain Iron as a business.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices, and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The Plan should have the strong commitment of management and be developed and implemented with the participation of employees. The Minnesota Department of Labor and Industry (DLI), in consultation with MDH, has the authority to determine whether a Plan is adequate.

Below is the COVID-19 Preparedness Plan for the City of Mountain Iron, which includes the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting, and decontamination;
5. communications and training for managers and employees necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

COVID-19 Preparedness Plan for the City of Mountain Iron

The City of Mountain Iron is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces; this requires full cooperation among employees and management.

All employees are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Mountain Iron managers and supervisors have full support in enforcing the provisions of this policy. Additional procedural safeguards and/or requirements may be in place at specific City worksites, which are not addressed in this document. Employees failing to comply with this Plan and specific worksite requirements are subject to discipline.

Our employees are our most important assets. Employee safety and health are critical in keeping our employees working, and in allowing us to continue serving our community. Because of this, employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Employees are encouraged to provide input on hazard identification, to suggest engineering controls to prevent close employee contact, and to submit requests to supervisors for material needs, such as for enhanced PPE, hand sanitizer, and disinfectants.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening for Employees Entering City Facilities

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All NSCF employees are required to report their daily health profile through the Minnesota Symptom Checker. Employees may also use the CDC Symptom Checker for advice on when to seek medical attention or testing if they feel they may have the disease.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees Exhibiting Signs and Symptoms of COVID-19

A cough, shortness of breath, fever, and body aches are symptoms of COVID-19, and employees are encouraged to self-monitor for the development of these symptoms. Additionally, the following procedures are being implemented to assess employees' health status prior to entering the workplace, and for employees to report when they are sick or experiencing symptoms:

1. Any employee who is experiencing symptoms of COVID-19 must communicate this to their supervisor and stay home. Upon receiving notice that an employee is experiencing COVID-19 symptoms, supervisors will:
 - a. Facilitate the employee's departure from the workplace (if they are still there) while maintaining distance between the symptomatic employee and others. Time for the employee absence should be coded as Emergency Paid Sick Leave. If the employee has exhausted their Emergency Sick Leave, regular sick leave will be used under the policy as normal.
 - b. Supervisors will develop a plan as to whether information regarding potential exposure should be shared, and, if so, what information should be shared, and with whom.
 - c. Clean the employee's workspace using normal disinfection procedures. Ensure the employee's workspace is not be used by others until it has been cleaned and disinfected.
2. Per the CDC, employees with COVID-19 who have symptoms, and were directed to care for themselves at home, may discontinue home isolation under the following conditions:
 - a. Symptoms-Based: Employees with COVID-19 who have symptoms and were directed to care for themselves at home may stop home isolation under the following conditions:
 - i. After at least 72 hours have passed since resolution of symptoms (no fever without use of fever-reducing medications, and improvement in respiratory symptoms, such as cough and shortness of breath); **and**
 - ii. At least 10 days have passed since symptoms first appeared.

- b. Test-Based: To determine if a person is still contagious, they can leave home if these three things have occurred:
 - i. No fever, for 72 hours, without use of fever-reducing medications; **and**
 - ii. Improvement in respiratory symptoms (cough, shortness of breath); **and**
 - iii. Negative results from nasopharyngeal swab specimens collected at least 24 hours apart (total of two negative specimens).
- c. Employees with confirmed COVID-19 who have not had any symptoms:
 - i. Employee may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
- 3. Employees are expected to follow the Sick Leave Policy as normal, including obtaining a doctor's note if needed, when relating to this condition.
- 4. Employees who are well, but who live in a household with someone who has an active case of COVID-19 shall inform their supervisor, as they will not be able to report to a City worksite. They must then plan to self-quarantine for 14 days. Regular disinfection measures should be done without closing the office.
- 5. If an employee that has been in the workplace tests positive for COVID-19, supervisors will:
 - a. Supervisors will develop a plan as to whether information regarding potential exposure should be shared, and, if so, what information should be shared, and with whom.
 - b. Notify the City's Maintenance staff that disinfection is needed. If possible, involve leaving the infected space and items in isolation for three days, and then conduct disinfection. If unable to isolate, the worksite should be closed for at least three days.
 - c. After the first three days, custodial staff can enter for cleaning/disinfection. The worksite can re-open after cleaning/disinfection has occurred.

The City of Mountain Iron has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be addressed on a case-by-case basis.

- Emergency Paid Sick Leave Act (EPSL)** provides eligible full-time employees with an additional two weeks of paid sick leave (80 hours paid) to tend to COVID-19-related illnesses; employees are subject to the qualifying reasons listed in the policy.
- Emergency Family and Medical Leave Act (EFMLA)** expansion provides eligible employees up to 12 weeks of leave to care for a son or daughter under the age of 18 years of age whose school or place of care has been closed or childcare provider is unavailable due to a Public Health Emergency. This expansion may run in combination with other FMLA requests made within a calendar year and may not exceed the entitlement as currently provided in the City's FMLA Policy. Employees taking leave for this purpose shall be paid at 2/3 their regular rate over a 12-week period.

- **Family Medical Leave Act (FMLA)** provides 12 weeks of job-protected leave to qualifying employees to care for their own serious health condition, a serious health condition of an immediate family member, care for a newborn child, or care for an employee's immediate family member who is a covered service member on active duty.

- **The American Disability Act (ADA)** provides employees the opportunity to request workplace accommodations. The City of Mountain Iron complies with Title I of the ADA to accommodate workplace needs for employees with disabilities so that they can accomplish the essential function of their jobs. The ADA is intended to protect the rights of individuals with physical or mental impairments that substantially limit one or more major life activity.

Any document containing medical information about an employee is regarded as confidential. To the extent allowed by law, the City will protect the confidentiality of employee medical information.

Handwashing

Basic infection prevention measures must be followed at all workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom.

Respiratory Etiquette: Cover Your Face

Employees not wearing a mask, they are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all employees.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

1. Continuing to allow employees who can work from home to do so.
2. Staggering shifts, where possible, in order to reduce the number of employees who may come in contact with one another.
3. Allowing flexible work hours, as decided and approved by supervisors and managers, to reduce employee contact.
4. Assigning work vehicles to a single individual, and having only one person in a vehicle at a time, where possible.
5. Maintaining at least six feet of separation between individuals at all times, where possible.
6. When it is not possible to maintain six feet of separation between employees, as may be the case when two employees have the need to ride in the same vehicle, both will wear a

- face mask that covers the nose and mouth.
7. Signage and/or physical barriers may be provided to keep visitors at a six-foot distance from employees, when visitors are allowed to enter worksites. Supervisors and managers are responsible to ensure that these barriers are in place as needed within their work areas.
 8. Each department is responsible to provide its own personal protective equipment (PPE) appropriate for its work activities.
 9. Employees are prohibited from gathering in groups and confined areas where six feet of separation cannot be maintained.
 10. Employees must avoid using items belonging to, or commonly used by others, including phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. Where this is not practical, such as commonly used computers, or break room items such as coffee maker or microwave, the items must be disinfected or washed between users.

Housekeeping

Regular housekeeping practices must be followed, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting of common touch surfaces within common areas in City buildings shall be the primary responsibility of custodial staff, with other building staff assisting where needed (e.g., office copy rooms, front desks, etc.). Disinfection of personal workstations, including keyboards, phones, etc., must also be done by the employees that work in that space. Each worksite differs in its layout and custodial staff availability, so management at each site may determine each site's preferred disinfection protocol.

A variety of products may be used to disinfect surfaces at worksites, including Alpha HP, Oxivir, 10% bleach solution, 70+% isopropyl alcohol, hydrogen peroxide, soap and water, Cavicide, Clorox (or generic) disinfecting wipes, or any other product that is either on the EPA COVID-19 disinfection list, or that is EPA or FDA approved and claims to kill the COVID-19 virus.

Disinfection following the presence of a known case of COVID-19 in the workplace should, if possible, involve leaving the infected space and items in isolation for three days, and then conducting disinfection. The purpose of this would be to reduce the risk to employees conducting disinfection work, as viral particles are unlikely to survive for more than three days on a surface. However, due to the many unknowns with this virus, PPE should still be worn by cleaning personnel during disinfection of known/suspected COVID-19 contaminated areas, even if the area has been isolated for three days.

Communications and Training

This COVID-19 Preparedness Plan was posted on the City's website, and was posted physically in worksites. Additional communications, trainings, postings, and updates will be ongoing. Management and employees are to work through this new program together and will update training as necessary. The Preparedness Plan will be updated as necessary to comply with state and/or CDC guidelines.

Screening and Policies for Visitors

All visitors are required to go through a health-screening process to verify they are free of COVID-19 symptoms before they will be allowed to enter any City facility.

All visitors to any City facility will be required to either wash their hands or use hand sanitizer immediately upon entering the facility. Management to ensure handwashing facilities and/or hand sanitizer is available to all who enter their facility.

All visitors are required to wear a face mask at all times while in any City facility. Visitors who are not wearing masks will not be allowed entrance to the facility. Masks will be available if needed. These requirements will be posted at all public entrances.

Appendix A – Other Resources

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette: Cover Your Cough or Sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees Exhibiting Signs and Symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

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

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

WHEREAS, Donna Johnson wishes to contract with the City of Mountain Iron to operate the said campground;

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

1. Donna Johnson agree to manage said West Two Rivers Campground for the period of June 5, 2020 through September 14, 2020 or until such point that recreational camping is closed by the State of Minnesota.
2. The City of Mountain Iron agrees to pay Donna Johnson the sum of \$700.00 per week for operation of said facility. Said compensation shall be paid bi-weekly. The managers agree to staff the campground and/or office daily, seven days per week and respond to requests for information or service from campground users at other times of the day. If necessary, the managers must inform the City Administrator or designee of any changes in the schedule. If the managers are to be absent at any time, they must post this information on the Caretaker's Board outside of the office building stating their departure and arrival.
3. Donna Johnson agree to act as managers of the campground facility and to collect the fees for the campground and to transmit the same to the City of Mountain Iron on an as-needed basis, during city office hours.
4. Donna Johnson consents and agrees that the contractual duties of supervising the West Two Rivers Campground facility include, but are not limited to, those indicated on Exhibit "A" attached hereto and made a part of hereof.
5. Donna Johnson consent and agree that services and duties of supervising the West Two Rivers Campground facility indicated on Exhibit "A" attached and other duties are required to be performed by them individually. Donna Johnson are prohibited from subcontracting and/or hiring out any of their responsibilities to any other individual or organization, without the express written consent of the City of Mountain Iron.
6. The City of Mountain Iron can terminate this contract at any time.

DATED this _____ day of _____, 2020

- Signature & Date

Craig J. Wainio, City Administrator

EXHIBIT "A"

WEST TWO RIVERS CAMPGROUD MAINTENANCE GUIDE & DUTIES

DAILY:

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

WEEKLY:

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

AS NEEDED:

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



Saint Louis County

Environmental Services Department

Virginia Government Services Center • 201 South 3rd Avenue West • Virginia, MN 55792
Phone: (218) 749-9703 or 1-800-450-9278 • Fax: (218) 749-0650 • www.stlouiscountymn.gov

Mark St. Lawrence
Director

May 28, 2020

City of Mt. Iron
Craig Wainio, Administrator/Clerk
8586 Enterprise Drive South
Mt. Iron, MN 55768

RE: No Change Proposed 2021 MSW Disposal Fee

The purpose of this letter is to inform you that on May 7, 2020, the St. Louis County Solid Waste & Septic Subcommittee supported Environmental Services' recommendation to not increase the solid waste disposal fee for mixed municipal solid waste (MSW) for 2021. The current solid waste disposal fee for MSW consists of a \$52.50/ton tipping fee plus a \$7.50/ton MN Statute 115A.919 Subdivision 1 (115A.919 Subd. 1) Tax Exempt Fee, with the \$52.50/ton tipping fee subject to the 17% MN Solid Waste Management Tax.

The St. Louis County Board of Commissioners will consider the recommendation at their 2021 Fee Schedule Public Hearing on Tuesday, November 3, 2020.

Should you have any questions or comments please contact me at (218) 749-0647, toll free at 800-450-9278 or email me at stlawrencem@stlouiscountymn.gov.

Sincerely,

Mark St. Lawrence
Director, St. Louis County Environmental Services Department

MSL/dh

June 3, 2020



Club Mesabi, Inc.
PO Box 139
Virginia, MN 55792
218-749-4331
tourinfo@mesabitrail.com

Craig Wainio
City of Mt Iron
8586 Enterprise Drive So
Mountain Iron, MN 55768

Dear Craig,

Thank you so much for your continuing support of the Mesabi Trail through the renewal of the sponsorship ad listing for the campground! Your \$100 Enhanced Listing will run until June 9, 2021.


Revenues from sponsorships are used to directly support the Trail as we continue to physically expand, and work to tell our riders about all our amazing Mesabi Trail businesses and the fantastic opportunities to spend time in our region.

What's happening on the Mesabi Trail?

- ✚ 3.5 miles of new trail were completed in 2019, extending from Hwy 135 (past Giants Ridge) to Embarrass - which includes a 3/4 mile long floating bridge across the Embarrass Wetland Complex and the Darwin Myers Wildlife Management Area!
- ✚ 2020 construction plans include: 9.5 miles from Embarrass to Kugler Township heading towards Tower, won't make it all the way to Tower but there will only be a 6-8 mile gap.
- ✚ Two miles from the Lake Vermilion State Park to Trygg Rd on the way to Ely, providing connectivity via County Rd 128/Bear Head State Park Rd to the 5.5 miles from Eagle Nest Town Hall to Wolf Creek.
- ✚ Three miles in Ely, west from Hwy 88 to the Hwy 169 Mesabi Trail underpass, this will be a standalone piece of trail with no connectivity.
- ✚ The annual bicycle tour for 2020 has been cancelled due to the COVID-19 virus. Mark your calendar for August 7th, 2021....when the Great River Energy Mesabi Trail Tour will ride again!

Thanks again for your support! If you have any questions, please feel free to contact me at any time.

Yours truly,


Ardy Nurmji-Wilberg,
Club Mesabi Executive Director

