



**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**MONDAY, SEPTEMBER 21, 2020**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, SEPTEMBER 21, 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 September 8, 2020, Regular Meeting (#1-12)
    - B. Receipts
    - C. Bills and Payroll
    - D. Communications
  - IV. Public Forum
    - A. Report from City Auditor
  - V. 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 (#13)
    - 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. Management Negotiations
  - VIII. Communications
  - IX. Announcements
  - X. Adjourn
- # Page Number in Packet  
\*Enclosed

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
September 8, 2020

Mayor Skalko called the City Council meeting to order at 6:32p.m. with the following members present: 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; Anna Amundson, Library Director/Special Events Coordinator; Amanda Inmon, Municipal Services Secretary; Al Johnson, City Engineer; Bryan Lindsay, City Attorney; and SGT Backman, Sheriff's Department.

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

1. Approve the minutes of the August 17, 2020, regular meeting with amended below.
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 August 16-31, totaling \$240,912.43 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period August 16-31, totaling \$553,120.52 (a list is attached and made a part of these minutes).

**To amend the August 17, 2020 City Council minutes, to include** "Carolyn Olsen spoke during the Public Forum stating, "My letter is in the packet regarding opening the Senior Citizen's Center, if anyone had any questions I am here on behalf of the Senior Citizens Club, and that she would be happy to answer them  
The motion carried.

**Public Forum:**

- Ed Roskoski wanted to give a big thank you to the City employees, which helped with the removal of several large trees, which were leaning on Mediacom and Century Link lines in the Ann's Acres area.
- Discussion regarding re-opening of City Buildings ensued by Councilor members, City Attorney, City Administrator and Carolyn Olsen;
  - Carolyn Olsen, spoke on behalf of the Senior Citizens Club questioning the status of re-opening the Senior Citizen's Center for usage
  - Councilor Skogman stated the buildings should be opened on a case by case scenario, individuals buildings should not all be lumped together, as they all operate for different functions/gatherings, day by day struggle on how things are run
  - Councilor Prebeg stated that a plan should be in place before any buildings should be opened, safeguards should be in place for everyone, everyone can get sick, not one person is exempt. Overall opening plan should be created for all City buildings, just not one building or group.
  - Councilor Buria stated that it is just another building, relationships are crucial to seniors just like everyone else, need socialization, can't stay cooped up, need to live
  - Councilor Stanaway asked if there were some language which is specific and can be designed for the Seniors for their small gatherings, any future groups would have to have a specific plan outlined for them for usage of buildings as well

- Bryan Lindsay, City Attorney spoke about the administrative challenges it poses in regards to the re-opening the wide span of buildings the City operates due to the wide-ranging activities and usages of them, no two buildings are the same. The most challenging part is to designate the different requirements for each building, requirements are simply just putting sanitizer at the front door or wearing masks, it will include all City departments participating

It was moved by Skogman and seconded by Buria to have City Staff and the City Attorney work with the Senior Citizens to develop a plan to re-open the Senior Citizen’s Center for Senior use only. The motion carried on a roll call vote (No: Prebeg, Skalko Yes: Stanaway, Skogman, Buria)

It was moved by Skogman and seconded by Prebeg to have City Staff and the City Attorney work together to create a plan the re-opening of buildings, plan should include on how it will be open, who can use it and the qualifications for usage of the Nichols Town Hall, Community Center in addition to Library and other City Buildings. The motion carried.

The Mayor reported on the following:

- Condolences to the family and friends of Ellen Pevach
- Condolences to the family and friends of Shirley Kuntz
- Condolences to the family and friends of Shirley Peterson-Chipman
- Condolences to the family and friends of John Ulicsni
- Condolences to the family and friends of Steve Kaupilla
- Thank you to all those who are keeping the country moving forward!

It was moved by Skalko and seconded by Skogman to set a Labor Management meeting with Union Representatives, for Wednesday, October 7, 2020 at 2:00pm at City Hall, with Councilor Stanaway as the Council Representative. The motion carried.

It was moved by Stanaway and seconded by Buria to proclaim October 15<sup>th</sup>, 2020 be recognized as Pregnancy and Infant Loss Remembrance Day and publish proclamation in the Hometown Focus and post on social media. The motion carried.

City Administrator:

- Executive order and provisions in place which must be followed in regards to re-opening buildings

It was moved by Skogman and seconded by Prebeg to authorize City Staff to purchase a 2020 Ford F150 from Lundgren Motors for an amount not to exceed \$45,846, funding to come from the CARES Act funding to help maintain social distancing between City Crew members. The motion carried on a roll call vote.

It was moved by Skogman and seconded by Buria to approve the included agreement with the Salvation Army for their Heat Share program for the 2020-2021 year, and that the City purchase 100 inserts for distribution. The motion carried.

Director of Public Works:

- Large Trash pickup will begin
  - Slips and payment due by September 10<sup>th</sup> to City Hall
  - Starts September 14<sup>th</sup> and run through September 25<sup>th</sup>
  - Large trash pickup done primarily by grapple hook and other large equipment
- Training was conducted with Utility Logic
  - New utility locator will be used to better conduct utility locates
- Repairs being conducted on streets in certain locations

It was moved by Prebeg and seconded by Stanaway to approve the recommendation of the Safety Committee and approve the contract for employee training with the Minnesota Municipal Utilities Association (MMUA) for the 2020-2021 year in the amount of \$11,700. The motion carried on a roll call vote.

It was moved by Skogman and seconded by Buria to authorize City Staff to purchase 49 utility poles from Bell Lumber & Pole Co., New Brighton, MN for the total bid price of \$14,997. The motion carried on a roll call vote.

Library Director/Special Events Coordinator:

- No formal report
- Open to suggestions and guidance for safe re-opening of the Library

Sheriff's Department:

- No formal report

City Engineer:

- Water Tower project nearing completion

It was moved by Prebeg and seconded by Stanaway to approve Pay Request #2 for the 2020 Mountain Iron Drive Reconstruction Project to KGM Contractors in the amount of \$108,431.58. The motion carried on a roll call vote.

It was moved by Prebeg and seconded by Stanaway to approve the recommendation of the Personnel Committee and hire Jared Ecklund to the Mountain Iron Fire Department as paid on call firefighters, contingent on physical and background check. The motion carried.

It was moved by Skogman and seconded by Buria to approve Resolution #17-20; Authorizing the City of Mountain Iron to make an application to and accept funds from the Community Infrastructure Grant Program from the Department of IRRR, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Stanaway and seconded by Skogman to approve Resolution #18-20; setting the Economic Development Authority tax levy for 2021. This Resolution reflects a levy of the same amount as last year, which generates approximately \$12,000 for the EDA (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to approve Resolution #19-20; approving the Proposed 2020 Tax levy, with a 6% increase, collectable in 2021, which must be certified to the County by September 15<sup>th</sup> (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to approve Resolution #20-20; Reaffirming the Council's Commitment to Service as presented (a copy is attached and made a part of these minutes). The motion carried unanimously.

At 7:49p.m., it was moved by Skalko and seconded by Buria that the meeting be adjourned. The motion carried.

Submitted by:

A handwritten signature in black ink, appearing to read 'Amanda Inmon', with a long horizontal flourish extending to the right.

Amanda Inmon  
Municipal Services Secretary  
[www.mtniron.com](http://www.mtniron.com)

Communications:

1. Thank you from the Mountain Iron-Buhl High school Class of 2020 for the support and donation to the MIB "All Night Chemical Free," Graduation Party.
2. Minnesota Department of Health reported that the City of Mountain Iron's recent lead/copper monitoring required by the Safe Drinking Water Act has not exceeded the level which action would be require, deeming it safe.

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	200.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	375.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	101-36-6200-091	293.00
CAMPGROUND RECEIPTS	FEES	101-36-6200-091	8,830.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	101-20803	264.90
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR	101-20800	651.47
CD INTEREST	CD INTEREST 101	101-36-6200-000	1,363.35
CD INTEREST	CD INTEREST 378	378-36-6210-000	615.71
CD INTEREST	CD INTEREST 601	601-36-6200-010	21.99
CD INTEREST	CD INTEREST 602	602-36-2100-062	65.97
CD INTEREST	CD INTEREST 603	603-34-4400-010	131.94
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	603-34-4400-003	380.00
METER DEPOSITS	ELECTRIC	604-22000	1,040.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	80.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	52,413.70
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	230-31-1010-000	62.00
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	1,658.70
MISCELLANEOUS	FAX CHARGES	101-36-6200-061	50
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	369.64
PERMITS	BUILDING	101-32-2100-000	4,631.24
SALE OF PROPERTY	SALE OF PROP-WOODLAND ESTATES	301-36-6210-062	500.00
UTILITY	UTILITY	001-11105	186,983.32
Grand Totals:			<u>240,912.43</u>

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/09/2020	155065	10070	A-1 RENTAL SERVICES INC	101-20200	1,300.50
09/20	09/09/2020	155066	130017	AMERICAN BANK	101-20200	658.94
09/20	09/09/2020	155067	10075	AMERIPRIDE SERVICES	602-20200	121.30
09/20	09/09/2020	155068	10010	ARROW AUTO	101-20200	25.64
09/20	09/09/2020	155069	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	11.25
09/20	09/09/2020	155070	20022	BENCHMARK ENGINEERING INC	101-20200	20,367.50
09/20	09/09/2020	155071	20040	BRAUN INTERTEC CORPORATION	301-20200	2,940.00
09/20	09/09/2020	155072	30055	BTAC ACQUISITION CORP.	101-20200	702.04
09/20	09/09/2020	155073	30017	CARQUEST (MOUNTAIN IRON)	101-20200	19.31
09/20	09/09/2020	155074	30016	CHAMPION AUTO	101-20200	44.85
09/20	09/09/2020	155075	220003	CITY OF VIRGINIA	101-20200	41.26
09/20	09/09/2020	155076	30026	COMO LUBE & SUPPLIES INC	602-20200	125.00
09/20	09/09/2020	155077	30072	COMPUTER WORLD	101-20200	2,466.30
09/20	09/09/2020	155078	140013	CORE & MAIN LP	601-20200	11,241.00
09/20	09/09/2020	155079	402	COREY JOHNSON	101-20200	51.45
09/20	09/09/2020	155080	40060	DELTA DENTAL OF MINNESOTA	101-20200	1,852.40
09/20	09/09/2020	155081	40027	DULUTH/SUPERIOR COMMUNICATIONS	101-20200	6,113.50
09/20	09/09/2020	155082	50028	ELECTION SYSTEMS & SOFTWARE	101-20200	248.77
09/20	09/09/2020	155083	50048	ENERGY INSIGHT INC	604-20200	1,004.34
09/20	09/09/2020	155084	50042	ESC SYSTEMS	602-20200	256.25
09/20	09/09/2020	155085	50049	ESSENTIA HEALTH	101-20200	210.00
09/20	09/09/2020	155086	60062	F.I.R.E. (DBA)	101-20200	1,200.00
09/20	09/09/2020	155087	60029	FERGUSON ENTERPRISES INC	602-20200	2,970.86
09/20	09/09/2020	155088	60006	FISHER PRINTING COMPANY	602-20200	1,745.00
09/20	09/09/2020	155089	60003	FIVE SEASONS SPORTS CENTER	101-20200	70.83
09/20	09/09/2020	155090	60063	FLAHERTY & HOOD, P.A.	301-20200	1,278.75
09/20	09/09/2020	155091	1218	FLOOR TO CEILING STORE	604-20200	225.17
09/20	09/09/2020	155092	70016	GOPHER STATE ONE CALL INC	604-20200	86.40
09/20	09/09/2020	155093	80022	HAWKINS INC	602-20200	485.41
09/20	09/09/2020	155094	80001	HILLYARD/HUTCHINSON	602-20200	294.14
09/20	09/09/2020	155095	80037	HOMETOWN MEDIA PARTNERS	603-20200	1,285.75
09/20	09/09/2020	155096	100027	JK MECHANICAL CONTRACTORS INC	101-20200	1,765.39
09/20	09/09/2020	155097	654	KARIN ANDERSON	101-20200	1,200.00
09/20	09/09/2020	155098	110032	KGM CONTRACTORS INC.	301-20200	108,431.58
09/20	09/09/2020	155099	120006	L & M SUPPLY	603-20200	1,772.74
09/20	09/09/2020	155100	120002	LAWSON PRODUCTS INC	602-20200	1,845.77
09/20	09/09/2020	155101	120019	LEAGUE OF MN CITIES	101-20200	3,255.00
09/20	09/09/2020	155102	120014	LUNDGREN MOTORS	101-20200	45,833.03
09/20	09/09/2020	155103	130004	MESABI DAILY NEWS	101-20200	1,831.40
09/20	09/09/2020	155104	130006	MESABI HUMANE SOCIETY	101-20200	1,791.67
09/20	09/09/2020	155105	130194	MID-STATE TRUCK SERVICE INC.	101-20200	468.84
09/20	09/09/2020	155106	110035	MIDWEST COMMUNICATIONS	101-20200	1,090.00
09/20	09/09/2020	155107	130186	MIDWEST MACHINERY COMPANY (dba	101-20200	163.39
09/20	09/09/2020	155108	140026	MINNESOTA ENERGY RESOURCES	602-20200	183.51
09/20	09/09/2020	155109	130082	MINNESOTA MAYORS ASSOCIATION	101-20200	30.00
09/20	09/09/2020	155110	130009	MINNESOTA POWER (ALLETE INC)	101-20200	113,517.30
09/20	09/09/2020	155111	30001	NAPA AUTO PARTS	101-20200	23.60
09/20	09/09/2020	155112	140005	NORTHERN FITNESS GROUP	101-20200	208.08
09/20	09/09/2020	155113	160075	PAARK PAVING INC.	101-20200	86.70
09/20	09/09/2020	155114	160066	PACE ANALYTICAL SERVICES, LLC	602-20200	651.50
09/20	09/09/2020	155115	160023	POHAKI LUMBER	101-20200	20.47
09/20	09/09/2020	155116	170007	QUILL CORPORATION	101-20200	438.04
09/20	09/09/2020	155117	190045	SERVICE SOLUTIONS	101-20200	23.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/09/2020	155118	190014	SHERWIN WILLIAMS	101-20200	816.18
09/20	09/09/2020	155119	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
09/20	09/09/2020	155120	190059	ST LOUIS COUNTY AUDITOR	603-20200	22,970.00
09/20	09/09/2020	155121	200020	THE TRENTI LAW FIRM	101-20200	2,827.80
09/20	09/09/2020	155122	210001	UNITED ELECTRIC COMPANY	604-20200	2,444.62
09/20	09/09/2020	155123	30083	UTILITY LOGIC	101-20200	10,414.00
09/20	09/09/2020	155124	220025	VERIZON WIRELESS	602-20200	36.36
09/20	09/09/2020	155125	220014	VIKING INDUSTRIAL NORTH	602-20200	909.18
09/20	09/09/2020	155126	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	55,526.21
09/20	09/09/2020	155127	230003	W.L. HALL CO	101-20200	1,431.00
09/20	09/09/2020	155128	40034	W.S. DARLEY & COMPANY	101-20200	33.35
09/20	09/09/2020	155129	240001	XEROX CORPORATION	101-20200	581.66
Grand Totals:						484,565.28
PP-Ending 09/04						68,555.24
TOTAL EXPENDITURES						\$553,120.52



# 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 17-20

### **AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE COMMUNITY INFRASTRUCTURE GRANT PROGRAM FROM THE DEPARTMENT OF IRRR**

**WHEREAS**, the Mountain Iron City Council approves of the attached application for the Water System Improvements project; and,

**WHEREAS**, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the Department of IRRR.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA**, that it does hereby adopt this Resolution.

**DULY ADOPTED BY THE CITY COUNCIL THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.**

ATTEST:

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 18-20

### CONCERNING THE 2021 ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY

**WHEREAS**, the Mountain Iron Economic Development Authority was created on the 19th day of April, 2004, pursuant to Minnesota Statutes 469.090-469.108 and;

**WHEREAS**, Minnesota Statutes, Section 469.107, Subdivision 1, specifically authorized the Mountain Iron Economic Development Authority to levy against the taxable property of the City of Mountain Iron, St. Louis County, Minnesota.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Mountain Iron, Minnesota, that for the purpose of further development and to provide for any activities that are within the jurisdiction of the Mountain Iron Economic Development Authority as defined according to Minnesota Statutes. The Mountain Iron City Council submits to the County Auditor of St. Louis County, Minnesota, a final tax levy with a levy set to the maximum allowable for the Mountain Iron Economic Development Authority.

**DULY ADOPTED BY THE CITY COUNCIL THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.**

ATTEST:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 19-20

### APPROVING PROPOSED 2020 TAX LEVY, COLLECTABLE 2021

**BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following sums of money be levied for the current year, collectable in 2021, upon the taxable property in the City of Mountain Iron for the following purposes:

TOTAL PROPOSED LEVY	\$1,318,300
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The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.**

ATTEST.

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 20-20

### REAFFIRMING THE COUNCIL'S COMMITMENT TO SERVICE

**WHEREAS**, the Mayor of the City of Mountain Iron (the "Mayor") finds that there is a controversy growing within the community that surrounds the ethics and values of the City of Mountain Iron; and

**WHEREAS**, the City of Mountain Iron has been and will always remain committed to the highest standards of equality, ethics, and professionalism; and

**WHEREAS**, it is important that from time to time, the commitment to the obligation of those in public office shall be reaffirmed in order to ensure that it remains in the forethought of those who discharge the duty of office, and to reassure the Citizens of the City of Mountain Iron that their leaders hold themselves to a high standard.

**NOW THEREFORE**, be it resolved that the following standards shall be observed by each official serving the citizens of the City of Mountain Iron, and that each Council member voting affirmatively agrees, to the best of their ability, as follows:

1. To observe the highest standards of integrity in their official acts and undertake their responsibilities for the benefit of the greater public good.
2. To faithfully discharge the duties of their office regardless of their personal considerations, recognizing that the public interest is their primary concern.
3. To uphold the Constitution of the United States and the Constitution of the state of Minnesota and carry out impartially the laws of the nation, state, and municipality and thus foster respect for all government.
4. To comply with both the letter and the spirit of the laws and policies affecting operations of the city.
5. To recognize their obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
6. To conduct themselves in both their official and personal actions in a manner that is above reproach.
7. Not use their positions to secure for themselves or others special privileges or exemptions that are different from those available to the general public.

8. To be independent, impartial, and fair in their judgment and actions.
9. To be accountable for their actions and behaviors and accept responsibility for their decisions.
10. To oppose all forms of harassment and unlawful discrimination.
11. To be respectful of citizens, city staff, officials, volunteers, and others who participate in or come into contact with the city's government and to never disparage another's lifestyle, religion, culture or history.

**DULY ADOPTED BY THE CITY COUNCIL THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.**

ATTEST:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor Gary Skalko

Mountain Iron Public Library

Monthly Report

August 2020

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

Items checked out: 1,326      Items checked in: 1,523

Total Circulation of materials in August: 2,849

**Attendance:**

Adults: -      Youth: -      Patrons in August: 242

Special Events/Programs held: 1 (82 Children – Summer Reading Program prize pick-up)

Reference Desk visits (email, phone, and messenger): 384      Computer Use Sessions: 0

**Total Library Usage: 708**

**Meet Up & Chow Down (Summer Lunch Program):**      lunches served 234

**Events and Activities at the library in August:**

August 3 & 17:      City Council Meetings (Anna)

August 3 – 6: Summer Reading Program prize pick-up