



**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**MONDAY, NOVEMBER 2, 2020**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
IROQUOIS ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
IROQUOIS ROOM  
MONDAY, NOVEMBER 2, 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 October 19, 2020, Regular Meeting (#1-7)
  - 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. Audit Proposal (#8-16)
  - C. Director of Public Works Report
  - D. Library Director/Special Events Coordinator's Report (#17)
  - E. Sheriff's Department Report
  - F. City Engineer's Report
    - 1. Pay Request Number 3 – Mountain Iron Drive (#18-20)
  - G. Personnel Committee
    - 1. Position Analysis (#21-22)
    - 2. Posting and Advertisement (#23-24)
  - H. Fire Department Report (#25-26)
  - I. Liaison Reports
- VI. Unfinished Business
- VII. New Business
  - A. Resolution Number 24-20 Bond Sale (#27-28)
  - B. Resolution Number 25-20 Approving Plans (#29-30)
  - C. CARES Funding Purchase Authorization (#31-47)
  - D. Set Special Meeting to Canvass Election Results (#48)
  - E. Set COW Meetings (Budget and Shared Services(#48)
- VIII. Communications (#49-51)
- IX. Announcements
- X. Adjourn

# Page Number in Packet  
\*Enclosed

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
October 19, 2020

Mayor Skalko called the City Council meeting to order at 6:30p.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 John 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 October 5, 2020, 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 October 1-15, totaling \$184,579.74 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period October 1-15, totaling \$1,407,424.86 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- Ed Roskoski spoke during the public forum, regarding the new City of Mountain Iron Drinking Well Project. Mr. Roskoski stated that during the September 21<sup>st</sup> City Council meeting that he asked several questions regarding this project, which were not answered. Such as is the money from received from the IRRRB a grant or loan? Money received from Public Facilities Authority (PFA) a grant or loan? Is the Resolution within the packet an exploratory bid or actual bid for the project? Should not the Mining Company help pay for the mines since they additionally use the Drinking wells.
- City Administrator, Craig Wainio stated the money received from the IRRRB would be grant money, which will not have to be paid back, however the money received from the PFA is a loan, which will have to be paid back with interest. The Resolution within the packet is an actual bid for the project, acceptance of bid results would be determined by the City Council.

The Mayor reported on the following:

- Condolences to the family and friends of Michael "Mike" Mitshulis
- Perkins will not be reopening, the Mountain Iron location along with several others have been closed due to bankruptcy
  - The developer which owns the land/building owner has regained ownership, hopeful that some other restaurant will open in the future
- Thank you to all those who are keeping this Country moving forward!

City Administrator:

- Discussion with MNDOT for future project
- Received \$400,000 Grant from IRRRB for Water System Improvement Projects
  - Thank you to Senator Tomassoni and Representative Lislegard for help with receiving Grant money

Director of Public Works:

- Hydrant Flushing scheduled for next couple of weeks
  - Discolored water is common along with low water pressure

Library Director/Special Events Coordinator:

- Curbside pickup starting next week, using new convenient Shed
- No Halloween event, cancelled due to the increase in COVID-19 cases

Sheriff's Department:

- Calendar parking starts November 1<sup>st</sup>
  - Warnings issued in the coming week, with tickets to be handed out starting on November 1<sup>st</sup>

City Attorney:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Stanaway to approve Pay Request No. 1 – for the Water Tower Improvement project in the amount of \$729,125, to Viking Industrial Painting LLC. This amount includes a 5% retainage until final inspection can be completed. The motion carried on roll call vote.

It was moved by Skogman and seconded by Buria to authorize posting for the following positions within the Fire Department:

- Fire Chief – expire 12/31/2022
- Fire Captain Safety Officer – expire 12/31/23

The motion carried.

It was moved by Stanaway and seconded by Skogman to approve the recommendation of the Public Health and Safety Board and authorize the following changes: Amend Policy #2008-02, as presented with highlighted change; and Repeal Policy #2008-02, First Responder Officer selection policy. The motion carried.

Liaison Report:

- Councilor Prebeg stated that during the Shared Services Study Meeting, questions arose which could not be addressed. Therefore a Committee of the Whole meeting was decided to be independently conducted respectively by both the City of Virginia and the City of Mountain Iron.

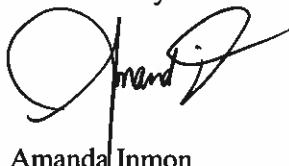
It was moved by Prebeg and seconded by Stanaway to approve Resolution #23-20; Approving Plans and Specifications and Ordering Advertisement for Bids, the project is to be funded through the IRRRB and the Public Facilities Authority (PFA) (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to authorize Staff to purchase the following: Server upgrades to support distance working in the amount of \$20,808; Remote setups for Desktop Users in the amount of \$7,995.72 from CW Technology and the purchase of 30 dumpsters for Commercial recycling in the amount of \$15,945, items to purchased under the CARES Act funding. The motion carried on roll call vote.

The MIB Quarterback Club requests contribution for their 2020 Ranger Football Season, for assistance in purchasing safety equipment, other football equipment as well as for defraying traveling expenses. It was moved by Prebeg and seconded by Skogman to donate \$100 to the MIB Quarterback Club for their 2020 Football Season, monies to come out of the Charitable Gambling Fund. The motion carried on a roll call vote.

At 7:21p.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](http://www.mtniron.com)

Communications:

1. General Election on November 3, 2020, polls will be open from 7:00am until 8:00pm
  - a) Mountain Iron Community Center: Precinct #1: IROQUOIS ROOM;  
Precinct #2: WACOOTAH ROOM.
  - b) Absentee ballots via curbside service are available at City Hall now through November 2, 2020 for those voters unable to vote on Election Day.
  - c) City Hall will also be open (curbside service) for Absentee voting from 10am-3pm on Saturday, October 31<sup>st</sup> and until 5:00pm on Monday, November 2<sup>nd</sup>.

Distribution Summary

Category	Distribution	GL Account	Amount
FINES	CRIMINAL	101-35-5100-000	762.18
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	301-11500	1,913.00
METER DEPOSITS	ELECTRIC	604-22000	1,650.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	120.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	1,525.22
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	230-31-1010-000	932.96
MISCELLANEOUS	LIBRARY-COPIES, FINES, MISC.	101-36-6200-092	116.70
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	603-34-4400-011	49.40
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	1.50
PERMITS	BUILDING	101-32-2100-000	1,263.50
SALE OF PROPERTY	SALE OF PROP-WOODLAND ESTATES	301-36-6210-062	35,500.00
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	378-36-1000-000	1,065.89
UTILITY	UTILITY	001-11105	139,679.39
Grand Totals:			<u>184,579.74</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
10/20	10/21/2020	155229	10056	A T & T MOBILITY	101-20200	1,592.09
10/20	10/21/2020	155230	10070	A-1 RENTAL SERVICES INC	101-20200	28.39
10/20	10/21/2020	155231	10078	ALLIED GENERATORS (DBA)	601-20200	6,895.00
10/20	10/21/2020	155232	1441	ALYANA ARMSTRONG & SHEILA YATES	604-20200	130.68
10/20	10/21/2020	155233	130017	AMERICAN BANK	101-20200	644.58
10/20	10/21/2020	155234	10006	ANDERSON AUTO CENTER (DBA)	101-20200	865.87
10/20	10/21/2020	155235	10041	ARROWHEAD EMS ASSOCIATION	101-20200	75.00
10/20	10/21/2020	155236	20022	BENCHMARK ENGINEERING INC	101-20200	54,296.00
10/20	10/21/2020	155237	20040	BRAUN INTERTEC CORPORATION	301-20200	555.00
10/20	10/21/2020	155238	30055	BTAC ACQUISITION CORP.	101-20200	981.71
10/20	10/21/2020	155239	30084	CARDMEMBER SERVICE	603-20200	10,105.22
10/20	10/21/2020	155240	170001	CENTURY LINK	101-20200	269.02
10/20	10/21/2020	155241	30082	CITY OF EVELETH	101-20200	39.00
10/20	10/21/2020	155242	30072	COMPUTER WORLD	101-20200	1,786.39
10/20	10/21/2020	155243	140013	CORE & MAIN LP	601-20200	1,776.81
10/20	10/21/2020	155244	1432	CRYSTAL BOSHEY	604-20200	207.76
10/20	10/21/2020	155245	1901024	CTC	101-20200	511.89
10/20	10/21/2020	155246	1439	DEANNE SCOTT	604-20200	202.50
10/20	10/21/2020	155247	1436	ELWIN & MYRTLE ASPERHEIM	604-20200	131.65
10/20	10/21/2020	155248	1435	ERIC HOGSTROM	604-20200	155.43
10/20	10/21/2020	155249	50049	ESSENTIA HEALTH	101-20200	150.00
10/20	10/21/2020	155250	60063	FLAHERTY & HOOD, P.A.	301-20200	75.00
10/20	10/21/2020	155251	6004	FRED FAUST	602-20200	131.81
10/20	10/21/2020	155252	1433	GEORGE MCGUIRK	604-20200	132.55
10/20	10/21/2020	155253	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
10/20	10/21/2020	155254	80001	HILLYARD/HUTCHINSON	101-20200	2,161.12
10/20	10/21/2020	155255	130164	JEFF MARKS	604-20200	53.36
10/20	10/21/2020	155256	120032	LAKE COUNTRY POWER	101-20200	201.00
10/20	10/21/2020	155257	1438	LISA WINCKLER	604-20200	52.78
10/20	10/21/2020	155258	1440	MARK BURG	604-20200	91.74
10/20	10/21/2020	155259	130041	MESABI BITUMINOUS	101-20200	755.68
10/20	10/21/2020	155260	130077	MIB QUARTERBACK CLUB	230-20200	100.00
10/20	10/21/2020	155261	1097	MICHAEL FREDERICK	101-20200	48.00
10/20	10/21/2020	155262	130039	MINNESOTA DEPT OF COMMERCE	604-20200	599.30
10/20	10/21/2020	155263	140026	MINNESOTA ENERGY RESOURCES	602-20200	812.70
10/20	10/21/2020	155264	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	7,174.75
10/20	10/21/2020	155265	130009	MINNESOTA POWER (ALLETE INC)	604-20200	96,699.93
10/20	10/21/2020	155266	130180	MINNESOTA TELECOMMUNICATIONS	604-20200	464.17
10/20	10/21/2020	155267	130031	MOUNTAIN IRON ECONOMIC DEV	102-20200	126,586.91
10/20	10/21/2020	155268	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	15,623.51
10/20	10/21/2020	155269	30001	NAPA AUTO PARTS	101-20200	1,139.91
10/20	10/21/2020	155270	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	97,997.50
10/20	10/21/2020	155271	140004	NORTHERN ENGINE & SUPPLY INC	101-20200	107.40
10/20	10/21/2020	155272	140056	NORTHLAND TRUST SERVICES INC	601-20200	63,700.00
10/20	10/21/2020	155273	160066	PACE ANALYTICAL SERVICES, LLC	601-20200	292.00
10/20	10/21/2020	155274	160023	POHAKI LUMBER	101-20200	128.02
10/20	10/21/2020	155275	160030	PRECISION MACHINE	101-20200	360.00
10/20	10/21/2020	155276	1437	RAQUEL PALM	604-20200	266.97
10/20	10/21/2020	155277	230028	SLIPSTREAM	604-20200	206.32
10/20	10/21/2020	155278	190015	ST LOUIS MRO INC.	101-20200	50.00
10/20	10/21/2020	155279	190062	STEVENS WELDING & FABRICATING LLC	101-20200	4,278.18
10/20	10/21/2020	155280	5007	SUN LIFE FINANCIAL	602-20200	887.83
10/20	10/21/2020	155281	1900012	SUPERIOR CAPITAL HOLDINGS, INC	601-20200	3,296.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/21/2020	155282	200003	TACONITE TIRE SERVICE	101-20200	26.00
10/20	10/21/2020	155283	1434	TARA TURNER	604-20200	207.76
10/20	10/21/2020	155284	200020	THE TRENTI LAW FIRM	101-20200	3,344.50
10/20	10/21/2020	155285	180026	TIMOTHY D BROOKS	101-20200	296.61
10/20	10/21/2020	155286	220014	VIKING INDUSTRIAL NORTH	101-20200	499.00
10/20	10/21/2020	155287	220015	VIKING INDUSTRIAL PAINTING, LLC	601-20200	729,125.00
10/20	10/21/2020	155288	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	47,266.23
10/20	10/21/2020	155289	220020	VISA OR AMERICAN BANK CC PMT	101-20200	3,122.12
10/20	10/21/2020	155290	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	3,932.88
10/20	10/21/2020	155291	240001	XEROX CORPORATION	602-20200	490.94

Grand Totals:

1,294,274.32

PP-Ending 10/16

113,150.54**TOTAL EXPENDITURES****\$1,407,424.86**





# 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 23-20

### APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to the City Council, the City Engineer has prepared plans and specifications for Improvement Number 15-08, the proposed Well Number 3 improvements and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the City Administrator until 10:00 a.m. on November 13, 2020, at which time they will be publicly opened in the Mountain Iron Room of the Community Center by the City Administrator and engineer, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on November 16, 2020, in the Mountain Iron Room of the Community Center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for ten percent of the amount of such bid.

**DULY ADOPTED BY THE CITY COUNCIL THIS 14<sup>th</sup> DAY OF OCTOBER, 2020.**

ATTEST

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

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

**COUNCIL LETTER 110220-VB1**

**AUDITOR**

**AUDIT PROPOSAL**

**DATE:** October 29, 2020

**FROM:** Craig J. Wainio  
City Administrator

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Enclosed, please find the Audit proposal from Walker, Giroux and Hahne to perform the 2020 Audit. The proposal price is \$26,550 for the Governmental Funds and \$11,550 for the Enterprise Funds. For the 2019 Audit proposal the Governmental Funds were \$26,000 and the Enterprise funds were \$11,300.



## **CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

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P.O. Box 960 • 225 1st Street North, Suite 2400, Virginia, Minnesota 55792  
218-749-4880 • FAX 218-749-8528

October 22, 2020

To the City Council and Management  
City of Mountain Iron, Minnesota  
Attn: Craig Wainio, Administrator  
8586 Enterprise Drive South  
Mountain Iron, MN 55768-8260

We are pleased to confirm our understanding of the services we are to provide City of Mountain Iron, Minnesota for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Mountain Iron, Minnesota as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement City of Mountain Iron, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Mountain Iron, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of revenues, expenditures and changes in fund balance – budget and actual.
3. Schedule of changes in City's net OPEB liability and related ratios.
4. Schedules of City's proportionate share of net pension liability and City's contributions for defined benefit pension plans.
5. Schedule of City contributions.
6. Schedule of changes in net pension liability/asset.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Mountain Iron, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial

statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Individual fund financial statements.
2. Schedule of sources and uses of public funds for tax increment financing districts.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Mountain Iron, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Mountain Iron, Minnesota's financial statements. Our report will be addressed to the City Council and Management of the City of Mountain Iron, Minnesota. We will make reference to Esterbrooks, Scott, Signorelli, Peterson, Smithson, Ltd's audit of Mountain Manor Apartments, Mountain Iron Housing and Redevelopment Authority, a discretely presented component unit of the City of Mountain Iron, Minnesota in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Mountain Iron, Minnesota is subject to an audit requirement that is not encompassed

in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. We will make reference to other auditors of the Mountain Manor Apartments, Mountain Iron Housing and Redevelopment Authority in the auditor's report on the group financial statements.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements

and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedure – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Mountain Iron, Minnesota's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will assist in preparing the financial statements and related notes of City of Mountain Iron, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, related notes, and trial balance preparation services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objective discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a

means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes, our preparation of the trial balance, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them and any other nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Mountain Iron, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Walker, Giroux and Hahne, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a governmental agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Giroux and Hahne, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.



The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the governmental agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 31, 2020 and to issue our reports no later than June 30, 2021. Thomas B. Kelly is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), except that we agree that our gross fee, including expenses, will not exceed \$26,550 for the City's Governmental Funds and \$11,550 for the Enterprise Funds with an additional fee of \$4,000 if a federal single audit is required. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Mountain Iron, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original of this letter and return it to us. A copy is enclosed for your records.

Very truly yours,

WALKER, GIROUX & HAHNE, LLC



Thomas B. Kelly  
Certified Public Accountant

**RESPONSE:**

This letter correctly sets forth the understanding of City of Mountain Iron, Minnesota.

\_\_\_\_\_  
Management signature

\_\_\_\_\_  
Governance signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Report on the Firm's System of Quality Control

To the Partners of Walker, Giroux and Hahne, LLC  
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Walker, Giroux and Hahne, LLC (the firm) in effect for the year ended June 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Walker, Giroux and Hahne, LLC in effect for the year ended June 30, 2018 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Walker, Giroux and Hahne, LLC has received a peer review rating of pass.

*Abdo, Eick & Meyers, LLP*

ABDO, EICK & MEYERS, LLP  
*Certified Public Accountants & Consultants*



2020 CITY OF MOUNTAIN IRON  
**HOLIDAY LIGHTING  
CONTEST**

**\$100 prize awarded to each category winner**

**Judging - Fri & Sat December 18<sup>th</sup> & 19<sup>th</sup>**

**Winners Announced – Mon, December 21<sup>st</sup> @ City Council Meeting**



**CATEGORIES**



**1** **Traditional Spirit of Christmas**  
(Santa Claus or religious theme)

**2** **Elegance of Design**  
(Overall use of color and/ or lighting)

**3** **WOW Factor**  
(Animation, special effects, a.k.a “Griswold full-throttle”)

**4** **“Best in the Business”**  
(Mountain Iron commercial locations)

City of Mountain Iron residents/ businesses: To register your lighting display, email [anna.amundson@alslib.info](mailto:anna.amundson@alslib.info) or call (218) - 750 - 4911.



# BENCHMARK ENGINEERING, INC.

8878 Main Street - PO Box 261  
Mountain Iron, MN 55768-0261  
tel: 218-735-8914 fax: 218-735-8923  
email: info@bm-eng.com

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING  
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

October 26<sup>th</sup>, 2020

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

Re: Pay Request #3 for 2020 Mountain Iron Drive Reconstruction Project  
City of Mountain Iron  
Project No. MI18-08

Dear Mr. Wainio,

Attached, please find Pay Request No. 3 for the 2020 Mountain Iron Drive Reconstruction project in the amount of **\$130,290.22** for approval at your next scheduled council meeting. This amount includes withholding 5% retainage on work completed to date. Please refer to the attached pay request breakdown for a summary of items completed.

If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,  
**Benchmark Engineering, Inc.**

*Jeremy Schwarze*

Jeremy Schwarze  
Project Engineer

CC:  
Tom Kvas, KGM Contractors

RECOMMENDATION OF PAYMENT

No. 3

Owner's Project No.: \_\_\_\_\_

Engineer's Project No.: MI18-08

Project: 2020 Mountain Iron Drive Reconstruction

CONTRACTOR: KGM Contractors, 9211 Hwy 53, Angora Township, MN 55703

For Period Ending: 10/23/20

To: City of Mountain Iron  
Owner

Attached hereto is the CONTRACTOR's Application for Payment for Work accomplished under the Contract through the date indicated above. The application meets the requirements of the Contract Documents for the payment or work completed as of the date of this Application.

In accordance with the Contract the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

BENCHMARK ENGINEERING, INC.

Dated: October 26, 2020

By Jeremy Schwarze

STATEMENT OF WORK

Original Contract Price	\$ <u>543,090.85</u>	Work & Materials to Date	\$ <u>499,218.10</u>
Net Change Orders	\$ <u>1,462.00</u>	Amount Retained (5%)	\$ <u>24,960.91</u>
Current Contract Price	\$ <u>544,552.85</u>	Subtotal	\$ <u>474,257.20</u>
		Previous Payments	\$ <u>343,966.98</u>
		<b>Amount Due this Payment</b>	<b>\$ <u>130,290.22</u></b>



PAY REQUEST #3  
 2020 MOUNTAIN IRON DRIVE RECONSTRUCTION  
 PROJ. NO. MI18-08

SPEC. NO.	ITEM	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	COMPLETED THIS PERIOD	COMPLETED TO DATE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1	\$ 31,000.00	0.5	1.0	\$ 31,000.00
2104.502	REMOVE CATCH BASIN	EACH	5	\$ 650.00		6.0	\$ 3,900.00
2104.503	REMOVE PIPE SEWERS	LIN. FT.	270	\$ 10.00		285.0	\$ 2,850.00
2104.503	REMOVE CURB AND GUTTER	LIN. FT.	2488	\$ 2.15		2,522.0	\$ 5,422.30
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN. FT.	1278	\$ 3.00		1,522.0	\$ 4,566.00
2104.504	REMOVE CONCRETE WALK	SQ. YD.	148	\$ 13.00		242.0	\$ 3,146.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	5640	\$ 1.20		5,484.0	\$ 6,580.80
2104.504	REMOVE CONCRETE PAVEMENT	SQ. YD.	329	\$ 15.00		329.0	\$ 4,935.00
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ. YD.	6880	\$ 2.75		5,300.0	\$ 14,575.00
2105.507	ROCK EXCAVATION	CU. YD.	20	\$ 100.00		10.0	\$ 1,000.00
2105.507	COMMON EXCAVATION	CU. YD.	6100	\$ 9.95	2,098.0	4,098.0	\$ 40,775.10
2105.507	SELECT GRANULAR BORROW (CV)	CU. YD.	4150	\$ 11.40		2,900.0	\$ 33,060.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU. YD.	1670	\$ 22.00		1,670.0	\$ 36,740.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	730	\$ 58.00	740.0	740.0	\$ 42,920.00
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	700	\$ 57.00	726.0	726.0	\$ 41,382.00
2451.507	GRANULAR BACKFILL (CV)	CU. YD.	170	\$ 25.00		170.0	\$ 4,250.00
2501.502	18" RC PIPE APRON	EACH	1	\$ 875.00		1.0	\$ 875.00
2502.503	4" PERF PE PIPE DRAIN	LIN. FT.	2050	\$ 5.55		2,140.0	\$ 11,877.00
2503.503	6" PVC PIPE SEWER	LIN. FT.	10	\$ 65.00		-	\$ -
2503.503	12" RC PIPE SEWER DESIGN 3006	LIN. FT.	60	\$ 59.00		50.0	\$ 2,950.00
2503.503	18" RC PIPE SEWER DESIGN 3006	LIN. FT.	460	\$ 71.00		447.0	\$ 31,737.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	4	\$ 1,000.00		3.0	\$ 3,000.00
2504.604	4" POLYSTYRENE INSULATION	SQ. YD.	230	\$ 31.00		234.0	\$ 7,254.00
2506.502	CASTING ASSEMBLY	EACH	14	\$ 985.00	3.0	13.0	\$ 12,805.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN F	LIN. FT.	13.4	\$ 515.00		13.4	\$ 6,901.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN. FT.	43.2	\$ 535.00		48.0	\$ 25,680.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN. FT.	22.5	\$ 915.00		22.5	\$ 20,587.50
2521.518	4" CONCRETE WALK	SQ. FT.	4588	\$ 5.05		3,478.0	\$ 17,563.90
2531.503	CONCRETE CURB AND GUTTER DESIGN (MOD) 8618	LIN. FT.	2575	\$ 18.00		2,481.0	\$ 44,658.00
2531.604	6" CONCRETE VALLEY GUTTER	SQ. YD.	163	\$ 75.00		170.0	\$ 12,750.00
2531.618	TRUNCATED DOMES	SQ. FT.	8	\$ 70.00		12.0	\$ 840.00
2564.602	RELOCATE SIGN	EACH	1	\$ 150.00	1.0	1.0	\$ 150.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 7,000.00	0.5	1.0	\$ 7,000.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 1,100.00	0.5	1.0	\$ 1,100.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	20	\$ 190.00		19.0	\$ 3,610.00
2574.507	COMMON TOPSOIL BORROW	CU. YD.	80	\$ 30.00		-	\$ -
2575.501	TURF ESTABLISHMENT	LUMP SUM	1	\$ 2,800.00	0.5	0.5	\$ 1,400.00
2575.504	SODDING TYPE LAWN	SQ. YD.	70	\$ 15.00	135.0	135.0	\$ 2,025.00
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN. FT.	1133	\$ 5.25	1,122.0	1,122.0	\$ 5,890.50
CHANGE ORDER #1		CONCRETE FOR DRAINAGE STRUCTURES					\$ 1,462.00

ORIGINAL CONTRACT AMOUNT \$ 543,090.85  
 CURRENT CONTRACT AMOUNT \$ 544,552.85

COMPLETED TO DATE \$ 499,218.10  
 LESS RETAINAGE (5%) \$ 24,960.91  
 SUBTOTAL \$ 474,257.20  
 LESS PREVIOUS PAYMENTS \$ 343,966.98

BENCHMARK ENGINEERING, INC.

TOTAL PAY REQUEST #3 \$ 130,290.22



**COUNCIL LETTER 110220-VG**

**PERSONNEL COMMITTEE**

**POSITION**

**DATE:** October 29, 2020

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

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The Personnel Committee recommends that the City Council approve the revised position analysis for the position of Maintenance (Mechanic).

The Personnel Committee recommends that the City Council authorizes the internal posting and the external advertisement for the position of Maintenance (Mechanic) and specified in the Collective Bargaining Agreement.

# **CITY OF MOUNTAIN IRON POSITION ANALYSIS**

**POSITION TITLE:** Maintenance (Mechanic)

**SUPERVISOR:** Director of Public Works

## **PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is for the repair and preventive maintenance of City vehicles, equipment and power equipment.

## **RESPONSIBILITIES:**

- ◆ Repairs gasoline and diesel powered vehicles, equipment and small engines.
- ◆ Performs preventive maintenance on vehicles and other power equipment.
- ◆ Maintains records showing vehicle usage, repairs, inspections and costs.
- ◆ Maintains inventory of frequently used parts and orders replacement parts as needed.
- ◆ Operates various City equipment and vehicles.
- ◆ Keeps vehicles, equipment and working area in a clean and orderly condition.
- ◆ Performs in-house fabrication as needed.
- ◆ Other duties as apparent or as delegated.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Ability to perform major and minor repairs on all vehicles and power equipment, parts and systems without supervision.
- ◆ Skills in welding and metal fabrication.
- ◆ Ability to perform strenuous physical activity.
- ◆ Knowledge in hydraulic system troubleshooting and repairs.
- ◆ Knowledge of the operation and maintenance of the various City equipment.
- ◆ Basic computer skills including Microsoft Office/

## **TRAINING AND EXPERIENCE:**

- ◆ Graduate of a minimum of two (2) year course in the repair and maintenance of motor vehicles and equipment from an accredited Technical college.
- ◆ ASE Certified in at least three (3) divisions of vehicle maintenance repair preferred.
- ◆ Minimum of two (2) years of experience in the maintenance and repair of automobiles, light trucks, trucks, loaders, graders, pumps, compressors, hand equipment, etc. Both diesel and gasoline. This experience includes mechanical, electrical and hydraulic components.
- ◆ Fabrication and welding experience preferred.
- ◆ Class B Commercial Drivers License with ability to attain a Class A Commercial Drivers License prior to the expiration of the probationary period.



**CITY OF MOUNTAIN IRON**

**INTERNAL JOB POSTING**

**MAINTENANCE (MECHANIC)**

The City of Mountain Iron has an immediate opening for the full-time position of Maintenance (Mechanic). This position reports to the Director of Public Works.

Responsibilities of this position are described in the Maintenance (Mechanic) position analysis.

The position is Job Class 16 at \$27.25 per hour.

Applications will be accepted until 4:00 p.m., November 13, 2020. Submit letter of application to Craig J. Wainio, City Administrator.

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

## **CLASSIFIED ADVERTISEMENT**

The City of Mountain Iron has an opening for one (1) Full-Time Maintenance Mechanic. This position reports to the Director of Public Works. Minimum qualifications include advanced education in auto mechanics, heavy equipment repairs, welding fabricating and valid class B commercial driver's license and the ability to obtain a class A commercial driver's license within six months. Starting salary is \$24.53 per hour. Applications will be accepted until 4:00 p.m., Friday, November 27, 2020. 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 or email [cwainio@ci.mountain-iron.mn.us](mailto:cwainio@ci.mountain-iron.mn.us).