



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, FEBRUARY 1, 2021

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
IROQUOIS ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
IROQUOIS ROOM
MONDAY, FEBRUARY 1, 2021 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Minutes of the January 19, 2021, Regular Meeting (#1-5)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- IV. Public Forum
 - A. Regional Mine Tour Presentation
- 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
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Fire Department Report
 - H. Liaison Reports
- VI. Unfinished Business
- VII. New Business
 - A. Resolution Number 03-21 Records Retention (#6-7)
 - B. Sidewalks (#8)
 - C. Accept Resignation (#9)
 - D. Reschedule Next Meeting (#10)
- VIII. Communications
- IX. Announcements
- X. Adjourn

Page Number in Packet
*Enclosed

MINUTES
MOUNTAIN IRON CITY COUNCIL
January 19, 2021

Mayor Anderson called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Julie Buria, Steve Skogman, Joe Prebeg Jr., Ed Roskoski, and Peggy Anderson. 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; and SGT Kevin Friebe, Sheriff's Department.

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

1. Approve the minutes of the January 4, 2021, 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 January 1-15, totaling \$229,812.49 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period January 1-15, totaling \$538,123.52 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- No one spoke during the public forum

The Mayor reported on the following:

- No formal report

It was moved by Roskoski and seconded by Buria to appoint Paul Jacobsen to the Utility Advisory Board, with his term expiring on December 31, 2023. The motion carried.

It was moved by Skogman and seconded by Buria to appoint Joe Prebeg (Council Appointment) to the Economic Development Authority (EDA), with term expiring December 31, 2025. The motion carried.

City Administrator:

- Proud to be a part of the Vaccine pilot program for the State of Minnesota, registration started today, Tuesday, January 19th at noon. Registration can be done 2 ways:
 - Online at www.mn.gov/covid19/vaccine/index.jsp
 - By calling (612) 426-7230
- Recommended for CDBG Funding for Phase III slip-lining of sewers in Downtown Mountain Iron in the amount of \$50,000

Director of Public Works:

- 2020 Power outages update
 - Most of them from the feed received from Virginia
 - Contractor hit main feed when performing maintenance work
 - Working with Minnesota Power and Benchmark Engineering to be more independent and get off Virginia's feed
- Water treatment filter upgrade project starting this week, water and gravity filters being upgraded

Library Director/Special Events Coordinator:

- Winter Reading program, Monday, January 4th – Friday, February 26th

Sheriff's Department:

- No formal report

City Engineer:

- No formal report

It was moved by Buria and seconded by to Prebeg approve Change Order #1, Providing process piping exclusively manufactured in the US in lieu of non-domestic origin, for Filter Replacement in the amount of \$39,577.27, to Magney Construction. The motion carried on a roll call vote.

Liaison:

- No formal report, P&Z and Public Health and Safety have not had a recent meeting to report on

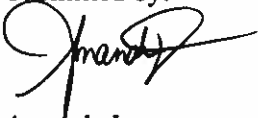
It was moved by Skogman and seconded by Roskoski to adopt the changes to the ordinances presented by the Public Health and Safety Board at the December meeting. The motion carried.

Shared Services update:

- Mountain Iron Interim Fire Chief, Mark Madden and Virginia Fire Chief, Allen Lewis, spoke about Mountain Iron Fire Department and Virginia Fire Department working together
- Power-point presentation was given regarding discussions which have been taking place to discuss ways for a possible transition for the Fire Departments to consolidate, sharing services and resources to better serve the communities

At 8:09p.m., it was moved by and seconded by that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	400.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	700.00
CD INTEREST	CD INTEREST 101	101-36-6200-000	2,589.37
CD INTEREST	CD INTEREST 378	378-36-6210-000	1,169.40
CD INTEREST	CD INTEREST 601	601-36-6200-010	41.76
CD INTEREST	CD INTEREST 602	602-36-2100-062	125.29
CD INTEREST	CD INTEREST 603	603-34-4400-010	250.59
FINES	CRIMINAL	101-35-5100-000	676.44
LICENSES	LIQUOR	101-32-2100-000	875.00
METER DEPOSITS	ELECTRIC	604-22000	850.00
METER DEPOSITS	WATER	601-22000	40.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	52,268.53
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	1,755.55
MISCELLANEOUS	FAX CHARGES	101-36-6200-061	.50
MISCELLANEOUS	MISC. INCOME-ELECTRIC ACCT	604-37-4100-047	2,029.91
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	.50
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	389.82
PERMITS	VENDOR	101-32-2100-000	50.00
UTILITY	UTILITY	001-11105	165,599.83
Grand Totals:			<u>229,812.49</u>

Report Criteria:

Report type: Summary

Check.Type = {<-> "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/19/2021	155542	130011	UNITED STATES POSTAL SERVICE	601-20200	436.62
01/21	01/20/2021	155543	10056	A T & T MOBILITY	604-20200	1,409.02
01/21	01/20/2021	155544	10068	ADVANCED OPTICAL	604-20200	293.18
01/21	01/20/2021	155545	10055	ALTEC INDUSTRIES INC	604-20200	640.36
01/21	01/20/2021	155546	130017	AMERICAN BANK	601-20200	303.08
01/21	01/20/2021	155547	10006	ANDERSON AUTO CENTER (DBA)	101-20200	754.62
01/21	01/20/2021	155548	1452	ASHLEY HILL	604-20200	340.32
01/21	01/20/2021	155549	30054	BAKER TILLY VIRCHOW KRAUSE LLP	602-20200	4,996.00
01/21	01/20/2021	155550	20022	BENCHMARK ENGINEERING INC	601-20200	19,918.97
01/21	01/20/2021	155551	1448	BETTE LJUKKONEN	604-20200	74.55
01/21	01/20/2021	155552	30055	BTAC ACQUISITION CORP.	101-20200	590.43
01/21	01/20/2021	155553	30084	CARDMEMBER SERVICE	603-20200	7,282.23
01/21	01/20/2021	155554	1450	CARLA THOMPSON	604-20200	252.15
01/21	01/20/2021	155555	170001	CENTURY LINK	101-20200	477.34
01/21	01/20/2021	155556	30016	CHAMPION AUTO	602-20200	57.15
01/21	01/20/2021	155557	30082	CITY OF EVELETH	601-20200	3,159.45
01/21	01/20/2021	155558	220003	CITY OF VIRGINIA	101-20200	28.90
01/21	01/20/2021	155559	30072	COMPUTER WORLD	101-20200	2,555.25
01/21	01/20/2021	155560	140013	CORE & MAIN LP	602-20200	320.00
01/21	01/20/2021	155561	30099	CREATIVE PRODUCT SOURCE, INC.	101-20200	296.10
01/21	01/20/2021	155562	30090	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	3,006.71
01/21	01/20/2021	155563	1901024	CTC	101-20200	515.01
01/21	01/20/2021	155564	1447	DARBY SAUER	604-20200	135.09
01/21	01/20/2021	155565	153	DARLENE RAUTIO	604-20200	264.12
01/21	01/20/2021	155566	50048	ENERGY INSIGHT INC	604-20200	400.61
01/21	01/20/2021	155567	50049	ESSENTIA HEALTH	101-20200	110.00
01/21	01/20/2021	155568	60002	FENA ADVERTISING INC	101-20200	100.66
01/21	01/20/2021	155569	70016	GOPHER STATE ONE CALL INC	604-20200	50.00
01/21	01/20/2021	155570	70004	GRANDE ACE HARDWARE	101-20200	127.95
01/21	01/20/2021	155571	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
01/21	01/20/2021	155572	80037	HOMETOWN MEDIA PARTNERS	603-20200	42.00
01/21	01/20/2021	155573	1451	JACEY MONTICELLO	604-20200	220.06
01/21	01/20/2021	155574	30096	JAMES HIPPLE	101-20200	110.00
01/21	01/20/2021	155575	1449	KATHRYN PARKS	604-20200	236.16
01/21	01/20/2021	155576	140065	KEITH NYMAN	101-20200	10.00
01/21	01/20/2021	155577	200055	KYLE TOMCZYK	101-20200	10.00
01/21	01/20/2021	155578	120006	L & M SUPPLY	101-20200	2,455.57
01/21	01/20/2021	155579	120005	LEAGUE OF MN CITIES INS TRUST	601-20200	81,403.00
01/21	01/20/2021	155580	130026	MESABI SIGN COMPANY	101-20200	28.00
01/21	01/20/2021	155581	14002	MICHAEL GIFFORD	101-20200	100.00
01/21	01/20/2021	155582	140026	MINNESOTA ENERGY RESOURCES	602-20200	3,492.66
01/21	01/20/2021	155583	130008	MINNESOTA MUNICIPAL UTILITIES	101-20200	5,625.00
01/21	01/20/2021	155584	130009	MINNESOTA POWER (ALLETE INC)	604-20200	133,847.55
01/21	01/20/2021	155585	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	464.17
01/21	01/20/2021	155586	130176	MN FIRE SERVICE CERTIFICATION	101-20200	25.00
01/21	01/20/2021	155587	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	14,176.75
01/21	01/20/2021	155588	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	104,728.00
01/21	01/20/2021	155589	140004	NORTHERN ENGINE & SUPPLY INC	604-20200	215.08
01/21	01/20/2021	155590	160066	PACE ANALYTICAL SERVICES, LLC	602-20200	190.00
01/21	01/20/2021	155591	160019	POPULAR SUBSCRIPTION SERVICE	101-20200	814.86
01/21	01/20/2021	155592	160020	PTM DOCUMENT SYSTEMS	101-20200	35.75
01/21	01/20/2021	155593	180009	RANGE RECREATION CIVIC CENTER	101-20200	6,577.20
01/21	01/20/2021	155594	190045	SERVICE SOLUTIONS	101-20200	23.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/20/2021	155595	230028	SLIPSTREAM	604-20200	3,130.96
01/21	01/20/2021	155596	5007	SUN LIFE FINANCIAL	602-20200	887.83
01/21	01/20/2021	155597	200003	TACONITE TIRE SERVICE	101-20200	215.32
01/21	01/20/2021	155598	200020	THE TRENTI LAW FIRM	101-20200	3,291.20
01/21	01/20/2021	155599	180026	TIMOTHY D BROOKS	101-20200	135.00
01/21	01/20/2021	155600	210001	UNITED ELECTRIC COMPANY	604-20200	150.54
01/21	01/20/2021	155601	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	50,687.27
01/21	01/20/2021	155602	220020	VISA OR AMERICAN BANK CC PMT	601-20200	2,867.68
01/21	01/20/2021	155603	230003	W.L. HALL CO	101-20200	1,812.18
01/21	01/20/2021	155604	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	4,889.15
01/21	01/20/2021	155605	260002	Z/TECH	604-20200	838.99
01/21	01/20/2021	155606	10056	A T & T MOBILITY	101-20200	70.10
Grand Totals:						472,790.50
PP-Ending 01/08						65,333.02
TOTAL EXPENDITURES						\$538,123.52

COUNCIL LETTER 020121-VIIA

ADMINISTRATION

RESOLUTION 03-21

DATE: January 28, 2021
FROM: Craig J. Wainio
City Administrator

Resolution Number 03-21 adopts the most recent edition of the general records retention schedule for Minnesota cities. This the most up to date version of the schedule the City uses to determine what documents need to be preserved for how long. Also we are required to have the most up to date version in order to store some of our older documents at the Minnesota Discovery Center. It is recommended that Resolution Number 03-21 be adopted as presented.



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 03-21

ADOPTING THE MINNESOTA GENERAL RECORDS RETENTION SCHEDULE FOR THE CITY OF MOUNTAIN IRON, MINNESOTA

WHEREAS, to comply with the Records Management Statute MS 138.17, it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, the Records Management Statute MS 138.17 establishes the Records Disposition Panel and requires all government entities to follow an orderly process in disposing of government information; and

WHEREAS, the State of Minnesota has approved for use by all Minnesota Cities the "Minnesota General Records Retention Schedule for Cities" which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

WHEREAS, the "Minnesota General Records Retention Schedule for Cities" is regularly updated.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it adopts the Minnesota General Records Retention schedule and directs the City Clerk to notify the Minnesota Historical Society/State Archives Department.

BE IT FURTHER RESOLVED, that following state approval, City Departments are directed to provide for retention and destruction of records as set forth in said schedule and its subsequent revisions.

DULY ADOPTED BY THE CITY COUNCIL THIS 1st DAY OF FEBRUARY, 2021.

Mayor Peggy Anderson

ATTEST:

City Administrator

1-25-21

To: Craig Wainio

From: Ed Roskoski

Would you please place the following on the Feb. 1st City Council meeting agenda.

Thank You -

Unfinished Business

A. Sidewalks - A needed alternative to a trail.

Councilor Roskoski will make a brief presentation.

Matthew Cerkenik

26 January 2021

**Mayor
Peggy Anderson
8586 Enterprise Drive South
Mountain Iron, MN 55768**

Dear Madam Mayor,

**With this letter I wish to inform you that I will be resigning from my position, Journeyman
Lineman, with the City of Mountain Iron as of 1-26-21.**

Sincerely,


Matthew Cerkenik

COUNCIL LETTER 020121-VIID
ADMINISTRATION
RESCHEDULE NEXT MEETING

DATE: January 28, 2021
FROM: Craig J. Wainio
City Administrator

The next scheduled regular City Council meeting is scheduled for Presidents Day and will need to be rescheduled.