



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, MAY 17, 2021

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
IROQUOIS ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
IROQUOIS ROOM
MONDAY, MAY 17, 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 May 3, 2021, LBAE Board of Review (#1)
 - B. Minutes of the May 3, 2021, Regular Meeting (#2-10)
 - C. Receipts
 - D. Bills and Payroll
 - E. Communications
- IV. Public Forum
- V. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. COVID Preparedness Plan v4 (#11-21)
 - 2. Summer Employee Hiring (#22)
 - C. Director of Public Works' Report (#26-27)
 - 1. Recycling Bin Quotes (#23-24)
 - 2. City Street Damage (#25)
 - 3. Roadside Cleanup Volunteer Program (#25)
 - D. Library Director/Special Events Coordinator's Report (#35)
 - 1. COVID/Reopening Plan (#28-34)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 2 – Well Number 3 (#36-38)
 - G. City Attorney's Report
 - H. Fire Department
 - 1. Firefighter Hire (#39)
 - I. Liaison Reports
- VI. Unfinished Business
 - A. Shorthair Lane (#40-42)
- VII. New Business
 - A. Resolution Number 08-21 Rescinding Resolution 02-20 (#43-44)
 - B. Resolution Number 09-21 Premises Permit (#45-49)
- VIII. Communications (#50-51)
- IX. Announcements
- X. Adjourn

Page Number in Packet
*Enclosed

MINUTES
MOUNTAIN IRON CITY COUNCIL
BOARD OF APPEAL AND EQUALIZATION
May 3, 2021

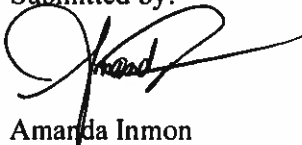
Councilor Steve Skogman called the meeting to order at 5:31p.m. with the following members present: Joe Prebeg, Julie Buria, Steve Skogman, Ed Roskoski and Mayor Peggy Anderson. Also present were: Amanda Inmon, Municipal Services Secretary; and Shaun Hainey, Residential Appraiser via phone.

It was moved by Prebeg and seconded by Buria to accept the recommendation of the St. Louis County Assessors and make no changes to the property of Tony Neri Jr. at 8365 Spruce Drive, Mountain Iron, Parcel Code 175-0012-00220. The motion carried on roll call vote (Yes: Anderson, Skogman, Prebeg, Buria; No: Roskoski).

It was moved by Prebeg and seconded by Buria to accept the recommendation of the St. Louis County Assessors and reduce the value amount from \$794,200 to \$653,800 for the property of Garrett Benz at 8860 Highway 101, Iron, Parcel Code 175-0071-05131. The motion carried on roll call vote (Yes: Anderson, Skogman, Prebeg, Buria; No: Roskoski).

At 5:55p.m., it was moved by Buria and seconded by Anderson to adjourn the Local Board of Appeal and Equalization meeting. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

MINUTES
MOUNTAIN IRON CITY COUNCIL
May 3, 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 Mayor Peggy Anderson. Also present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Anna Amundson, Library Director/Special Events Coordinator; Al Johnson, City Engineer; Kevin Friebe, Sheriff's Department and Jim Hipple, Fire Department Assistant Chief.

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

1. Approve the minutes of the April 19, 2021, regular meeting as submitted.
- 2.
3. Approve the minutes of the April 21, 2021, LBAE meeting as submitted.
4. 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.
5. To acknowledge the receipts for the period April 16-30, totaling \$249,723.39 (a list is attached and made a part of these minutes),
6. To authorize the payments of the bills and payroll for the period April 16-30, totaling \$293,519.40 (a list is attached and made a part of these minutes).

Councilor Roskoski suggested that the minutes of the April 19th City Council meeting be changed to reflect to include seasonal coaches, as the pay and criteria are different from regular seasonal summer employees. These differences were not mentioned during the Council discussion at the last meeting, but they were advertised differently in the paper. Example being an adult coach; \$1,000 per season, however assistant coaches; 16yrs and older; \$12per hour; umpires must be 16yrs of age and older; wage is per game. Councilor Roskoski stated that the minutes should reflect these changes, as the City would be hiring for two different types of employment.

It was moved by Roskoski and seconded by Anderson to amend the minutes to include, **“the differences regarding the different requirements for seasonal employees and seasonal coaches.”** And to state **“It was moved by Roskoski and seconded by Buria to not accept the recommendation of the St. Louis County Assessor and reduce the value amount from \$4,700 to \$1,800 to the property of Phillip Etter at 5712 Mineral Avenue, Mountain Iron, Parcel Code 175-0070-01242. The motion failed on roll call vote (No: Skogman, Anderson, Prebeg; Yes: Roskoski, Buria).**

The motion carried.

Public Forum:

- Tammy Lysnes spoke regarding Shorthair Lane, how City/County road restrictions were not in place, concerned that the road has had little to no pavement and has been destroyed, graded the road as to every inside corner is now at a slope. Stated that the City is negligent in regards to the care of the road, the road is in need of extreme repair, wants to know who is going to pay for the repairs.
- Councilor Prebeg asked if the recent movement and usage of trucks on the road was due to a construction further up the road

- Councilor Roskoski stated that the lane is broken in to many small pieces and is now severely rutted in several places; these trucks hauling were traveling on County Roads when road restrictions were in place by the County. City did grade the road, however there is no gravel or sand left, it is just clay on the surface, with the majority what was on the road previously now in the grass, where residents mow.

It was moved by Prebeg and seconded by Buria to table the any work on Shorthair Lane until the Public Works Director can give a report and possible recommendation. The motion carried.

The Mayor reported on the following:

- Commend City workers for tracking down recent water-line break and getting it fixed in a timely manner without any incidents

City Administrator:

- At request of Councilor Prebeg, prepared a COVID-19 plan which includes opening of lobby

It was moved by Skogman and seconded by Buria to approve the COVID-19 Third Preparedness Plan for the City of Mountain Iron as presented, with the re-opening of the City Hall Lobby being on June 1st. The motion carried (Yes: Prebeg, Skogman, Buria, Roskoski; No: Anderson).

Director of Public Works:

- Water-line break effected large portion of City, great job for City crew for isolating water break
- Shorthair Lane reporting at next meeting
- Wastewater Treatment plant received an accommodation for their work

Library Director/Special Events Coordinator:

- Library will plan to open on with reduced hours based on approved preparedness plan
- Limited Library Hours starting on Tuesday, June 1st:
 - 10:00am-12:00pm
 - 4:00pm-6:00pm

Sheriff's Department:

- No formal report, couple Deputies were recently injured, one in a car accident and another while making an arrest, both are doing well
- Follow up with Deputy in regards to Shorthair Lane and weight restrictions

City Engineer:

- Water plant project is roughly 50% complete
- Well project – test drilling went well, determine next best step for production well
 - drilled roughly 670 feet

Fire Department:

- five call-outs during the month of April

It was moved by Roskoski and seconded by Skogman to accept the Fire Department report as presented. The motion carried.

It was moved by Skogman and seconded by Roskoski to accept the recommendation of the Planning & Zoning Committee and approve the Variance Permit for Jeffrey Peterson, DBA: B.G.'s Bar & Grill, at 5494 Highway 7, Virginia. The property is legally described as follows:

Parcel Code: 175-0014-00035

LEGAL DESCRIPTION: Block 001, S ½ of Lot 1 and all of Lots 2 and 3, Block 1, Canadian No 2nd Addition to Virginia

Address: 8367 Tamarack Drive, Mountain Iron, MN 55768

The motion carried.

It was moved by Prebeg and seconded by Skogman to accept the recommendation of the Planning & Zoning Committee and approve the Variance Permit for Jason Gellerstedt at 8367 Tamarack Drive, Mountain Iron. The property is legally described as follows:

Parcel Code: 175-0012-00770

LEGAL DESCRIPTION: Lot 0018, Block 003, Ann's Acres

Address: 8367 Tamarack Drive, Mountain Iron, MN 55768

The motion carried.

Jason Gellerstedt mentioned that he was told he would be required to apply for a building permit if approved by City Council, by Jerry Kujala at last Planning & Zoning meeting. However, Mr. Kujala also told him that because the pizza oven was smaller than 100 sq. ft. that he would not be required to complete a building permit. Wanted to know if one was required, which Councilor Skogman stated he would not need one based on the size of the pizza oven being below the 100 sq. ft. requirement.

Liaison:

- Councilor Roskoski questioned Councilor Prebeg if anyone had contacted him regarding a pedestrian crosswalk being constructed at Emerald Avenue and the Rock Ridge intersection. An individual contacted Mr. Roskoski, it was mentioned that along the entire route of Highway 169, east to west in Mountain Iron, from Hoover Road to Spirit Lake Road, a distance of over five miles, there are only three official pedestrian crossing areas to cross Highway 169. Locations being one at the bridge on Hoover Road, the second at County 7 to Enterprise North and the third being downtown at South Grove under Highway 169. On the Northside of Highway 169, there is 99% of Kinross, with some living on the other side. Also on the Northside of Highway 169, there is Downtown, Raintree Apts., Carriage Homes, Park villa and Park place apts. and Parkville. Yet there are only three official crossing areas, with one being a major developed area. Stated that MN Dot cannot be easy to work with, but if we as a City work with MN Dot, we can get the needed official pedestrian crossings across Highway 169, between Emerald Ave. to Rock Ridge. With a school being on both sides, as well as those that want to cross for other reasons, this crossing would provide a safer way to cross. Suggested that the Street and Ally committee and Public Health Safety committee for further review

It was moved by Roskoski and seconded by Skogman to accept the COVID-19 Preparedness Plan for the Mountain Iron Senior Citizens Center as presented, and the Senior Center be allowed to utilize the Center, with an opening date of Monday, May 10, 2021. The motion carried (Yes: Roskoski, Buria, Skogman No: Anderson, Prebeg).

- Carolyn Olsen stated that seniors wanted to use the building and hold their regularly scheduled meeting on Monday, May 10th
- City Administrator stated that the City would like to open the buildings all at one time, would like to have a plan for all and not just open one building at a time
- Councilor Skogman stated that he would like to see a soft opening, a commitment from the Seniors that only they would be the only ones utilizing the building, no other programs at this time
- Councilor Prebeg stated that he would like to see a plan for the Seniors along with other buildings, which would include the Library and City Hall lobby
- Councilor Roskoski mentioned that he like the term soft opening, the Seniors do not include people from all of the state or from other states, across the border in Canada, it's a club, with members who belong to the club, believes should monitor the situation but get things started, learn and apply what is learned to the rest of the buildings

It was moved by Prebeg and seconded by Skogman to approve Resolution #06-21; Authorizing the City of Mountain Iron to make an Application to and Accept Funds from the Commercial Redevelopment 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 Skogman and seconded by Prebeg to approve Resolution #07-21; Reaffirming the Council's Commitment to Service and Civility, (a copy is attached and made a part of these minutes). The motion carried.

Announcements:

- Councilor Roskoski Merritt days committee meeting
 - At 6:00pm on May 6, 2021, at the MIB School (please use door #4 and wear a mask)
 - Merritt days is planning on a 2021 celebration

At 7:41p.m., it was moved by Buria and seconded by Prebeg 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 |
|---------------------|--------------------------------|-----------------|------------|
| CAMPGROUND RECEIPTS | CREDIT CARD FEES | 101-36-6200-091 | 205.84 |
| CAMPGROUND RECEIPTS | FEES | 101-36-6200-091 | 5,770.00 |
| CAMPGROUND RECEIPTS | LODGING TAX PAYABLE - W2 CAMP. | 101-20803 | 153.60 |
| CAMPGROUND RECEIPTS | PAVILION FEES | 101-36-6200-091 | 60.00 |
| CAMPGROUND RECEIPTS | SALES TAX PAYABLE-W2 CAMPGR. | 101-20800 | 433.70 |
| METER DEPOSITS | ELECTRIC | 604-22000 | 150.00 |
| MISCELLANEOUS | ASSESSMENT SEARCHES | 101-36-6200-070 | 60.00 |
| MISCELLANEOUS | BLUE CROSS/BLUE SHIELD PAYABLE | 101-21709 | 2,252.02 |
| MISCELLANEOUS | CABLE TV FRANCHISE FEE | 101-36-6200-051 | 6,379.78 |
| MISCELLANEOUS | CHARITABLE GAMBLING PROCEEDS | 230-31-1010-000 | 101.70 |
| MISCELLANEOUS | DELTA DENTAL PAYABLE | 101-21708 | 290.55 |
| MISCELLANEOUS | REC DEPT-VARIOUS FEES/PMTS | 101-36-6200-090 | 2,040.00 |
| MISCELLANEOUS | REFUSE-SALE OF SCRAP METAL | 603-34-4400-011 | 456.95 |
| MISCELLANEOUS | REIMBURSEMENTS | 101-37-7100-022 | 1.02 |
| MISCELLANEOUS | USABLE LIFE INS. PAYABLE | 101-21710 | 69.62 |
| PERMITS | BUILDING | 101-32-2100-000 | 1,805.09 |
| UTILITY | UTILITY | 001-11105 | 229,493.52 |
| Grand Totals: | | | 249,723.39 |

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|--------------------|------------------|--------------|---------------|---------------------------------|------------------|--------------|
| 05/21 | 05/05/2021 | 155937 | 10012 | ABE ENVIRONMENTAL SYSTEMS, INC | 101-20200 | 1,863.64 |
| 05/21 | 05/05/2021 | 155938 | 130017 | AMERICAN BANK | 101-20200 | 67.00 |
| 05/21 | 05/05/2021 | 155939 | 10066 | AQUA POWER | 601-20200 | 2,757.75 |
| 05/21 | 05/05/2021 | 155940 | 10067 | AQUA-PURE INC. | 601-20200 | 1,485.00 |
| 05/21 | 05/05/2021 | 155941 | 10075 | ARAMARK | 602-20200 | 129.06 |
| 05/21 | 05/05/2021 | 155942 | 10041 | ARROWHEAD EMS ASSOCIATION, INC. | 101-20200 | 395.00 |
| 05/21 | 05/05/2021 | 155943 | 20022 | BENCHMARK ENGINEERING INC | 601-20200 | 1,788.00 |
| 05/21 | 05/05/2021 | 155944 | 20010 | BISS LOCK INC | 101-20200 | 30.00 |
| 05/21 | 05/05/2021 | 155945 | 30035 | C & B WAREHOUSE DISTR INC | 604-20200 | 1,662.00 |
| 05/21 | 05/05/2021 | 155946 | 130068 | CLUB MESABI INC | 101-20200 | 100.00 |
| 05/21 | 05/05/2021 | 155947 | 30026 | COMO LUBE & SUPPLIES INC | 602-20200 | 125.00 |
| 05/21 | 05/05/2021 | 155948 | 30072 | COMPUTER WORLD | 101-20200 | 2,405.00 |
| 05/21 | 05/05/2021 | 155949 | 140013 | CORE & MAIN LP | 602-20200 | 550.00 |
| 05/21 | 05/05/2021 | 155950 | 40060 | DELTA DENTAL OF MINNESOTA | 101-20200 | 1,932.55 |
| 05/21 | 05/05/2021 | 155951 | 60029 | FERGUSON ENTERPRISES INC | 101-20200 | 209.52 |
| 05/21 | 05/05/2021 | 155952 | 70016 | GOPHER STATE ONE CALL INC | 604-20200 | 40.50 |
| 05/21 | 05/05/2021 | 155953 | 70004 | GRANDE ACE HARDWARE | 101-20200 | 230.89 |
| 05/21 | 05/05/2021 | 155954 | 80037 | HOMETOWN MEDIA PARTNERS | 101-20200 | 78.00 |
| 05/21 | 05/05/2021 | 155955 | 90014 | IRON RANGE CUSTOMS | 101-20200 | 1,759.20 |
| 05/21 | 05/05/2021 | 155956 | 120005 | LEAGUE OF MN CITIES INS TRUST | 101-20200 | 1,437.00 |
| 05/21 | 05/05/2021 | 155957 | 130030 | MACQUEEN EQUIPMENT | 101-20200 | 927.82 |
| 05/21 | 05/05/2021 | 155958 | 130032 | MAGNEY CONSTRUCTION, INC. | 601-20200 | 85,775.04 |
| 05/21 | 05/05/2021 | 155959 | 130006 | MESABI HUMANE SOCIETY | 101-20200 | 1,791.67 |
| 05/21 | 05/05/2021 | 155960 | 130026 | MESABI SIGN COMPANY | 101-20200 | 1,497.00 |
| 05/21 | 05/05/2021 | 155961 | 130004 | MESABI TRIBUNE | 101-20200 | 15.00 |
| 05/21 | 05/05/2021 | 155962 | 130009 | MINNESOTA POWER (ALLETE INC) | 101-20200 | 1,153.86 |
| 05/21 | 05/05/2021 | 155963 | 130035 | MN PUBLIC SAFETY GROUP, LLC. | 101-20200 | 700.00 |
| 05/21 | 05/05/2021 | 155964 | 140005 | NORTHERN FITNESS GROUP | 101-20200 | 208.08 |
| 05/21 | 05/05/2021 | 155965 | 140043 | NORTHLAND AUTO SERVICE | 101-20200 | 3,549.72 |
| 05/21 | 05/05/2021 | 155966 | 125 | NOUS SOMMES MAISON, LLC | 101-20200 | 7,543.50 |
| 05/21 | 05/05/2021 | 155967 | 160066 | PACE ANALYTICAL SERVICES, LLC | 601-20200 | 442.74 |
| 05/21 | 05/05/2021 | 155968 | 160038 | PITNEY BOWES GLOBAL FINANCIAL | 602-20200 | 274.35 |
| 05/21 | 05/05/2021 | 155969 | 170007 | QUILL CORPORATION | 101-20200 | 255.49 |
| 05/21 | 05/05/2021 | 155970 | 190024 | ST LOUIS CO SHERIFF LITMAN | 101-20200 | 42,500.00 |
| 05/21 | 05/05/2021 | 155971 | 190016 | ST LOUIS COUNTY AUDITOR | 101-20200 | 446.00 |
| 05/21 | 05/05/2021 | 155972 | 190030 | STRATEGIC INSIGHTS INC | 301-20200 | 550.00 |
| 05/21 | 05/05/2021 | 155973 | 210001 | UNITED ELECTRIC COMPANY | 604-20200 | 1,069.47 |
| 05/21 | 05/05/2021 | 155974 | 220025 | VERIZON WIRELESS | 602-20200 | 18.46 |
| 05/21 | 05/05/2021 | 155975 | 220014 | VIKING INDUSTRIAL NORTH | 601-20200 | 513.11 |
| 05/21 | 05/05/2021 | 155976 | 260001 | ZIEGLER INC | 101-20200 | 4,218.69 |
| Grand Totals: | | | | | | 172,515.11 |
| PP-Ending 04/16 | | | | | | 121,004.29 |
| TOTAL EXPENDITURES | | | | | | \$293,519.40 |



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 06-21

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE COMMERCIAL REDEVELOPMENT GRANT PROGRAM FROM THE DEPARTMENT OF IRRR

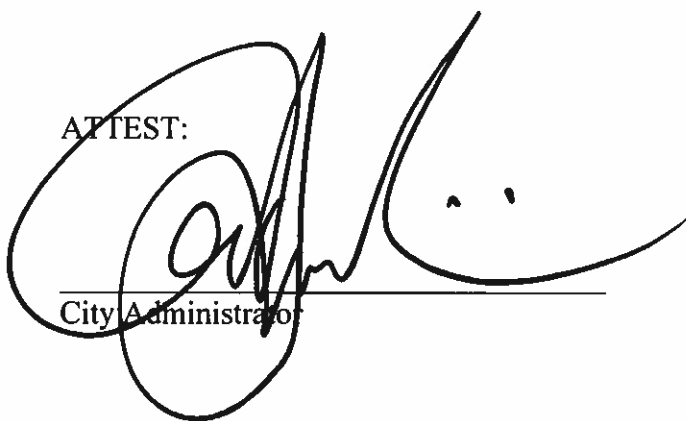
WHEREAS, the Mountain Iron City Council approves of the attached application for the YMCA Roof Removal project; and,

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 3rd DAY OF MAY, 2021.

ATTEST:



City Administrator

Mayor Peggy Anderson



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 07-21

REAFFIRMING THE COUNCIL'S COMMITMENT TO SERVICE AND CIVILITY

WHEREAS, the Mayor of the City of Mountain Iron (the "Mayor") has determined that in order to efficiently and civilly conduct the business of the City of Mountain Iron the member of the Council ought to reflect upon and reaffirm their obligations; and

WHEREAS, the City of Mountain Iron has been and will always remain committed to the highest standards of equality, ethics, civility, 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 forefront 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 comply with both the letter and the spirit of the laws and policies affecting operations of the city.
4. To recognize their obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
5. To conduct themselves in both their official and personal actions in a manner that is above reproach and in the discussion of City business to refrain from personal attacks upon or disparagement of any other member of the discussion and at all times to respect the authority of the Mayor to maintain order within the City's meetings.
6. To be independent, impartial, and fair in their judgment and actions.
7. To be accountable for their actions and behaviors and accept responsibility for their decisions.


8. To oppose all forms of harassment and unlawful discrimination.
9. 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 3rd DAY OF MAY, 2021.

ATTEST:



City Administrator



Mayor Peggy Anderson



Welcome To Mountain Iron, Minnesota

"Taconite Capital of the World!"

COVID-19 Fourth Preparedness Plan for the City of Mountain Iron

Mountain Iron is committed to providing a safe and healthy workplace for all our employees and customers, clients, patrons, guests, and visitors. To ensure that, we have developed the following 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. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

The COVID-19 Preparedness Plan is administered by the City Administrator, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for implementing and complying with all aspects of this Preparedness Plan. Mountain Iron managers and supervisors have our full support in enforcing the provisions of this plan.

Our COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- general employment measures;
- ensuring sick and/or exposed workers stay home and prompt identification and isolation of sick or exposed persons;
- worker hygiene and source controls, including face coverings;
- social distancing – workers must be at least six-feet apart;
- workplace cleaning and disinfection protocol;
- workplace building and ventilation protocol; and
- communications and training practices and protocol.

We have reviewed and incorporated the industry guidance applicable to our industry provided by the State of Minnesota for the development of this plan.

Other department specific guidance will be communicated by department supervisors.

General Employment Measures

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

The policies and procedures discussed in the following sections 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. Sources for certain controls are included in this plan, which are current as of the date of this plan. Employees should, however, consult any updates to such sources to determine actions they should take.

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.

- **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.

Stay Home if Feeling Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at or report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill with pandemic symptoms.

Employees who report to work ill may be isolated at work pursuant to industry guidance until they can safely be sent home in accordance with CDC health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may return to work under the following conditions:

- At least 1 day (24 hours) have passed since resolution of fever without the use of fever-reducing medications **and**
- At least 10 days have passed since symptom onset **and**
- Other symptoms have improved.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community,

which includes staying at home.

Stay Home if Exposed to COVID-19

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure
- Maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

If you traveled from any other country:

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
- If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

Mountain Iron may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and

disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Social Distancing

Social distancing of at least six feet will be implemented and maintained between employees and other employees, patrons, customers, etc.

Employees must avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Employees must use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak

Employees should void people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Coverings

Pursuant to Executive Order 20-81 all employees are required to wear a face covering while at work, including when out of doors when it is not possible to maintain social distancing, unless specifically exempted by the Order. The exemptions contained in the Order are narrow and relevantly include the following:

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.
- Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- When asked to remove a face covering to verify an identity for lawful purposes.
- While communicating with an individual who is deaf or hard of hearing or has a disability,

medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.

- When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

Employees should additionally:

- NOT use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet away from others.

Face coverings can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Public Facilities

The Community Center, Senior Center, Nichols Town Hall, West Two Rivers Control Building, and the South Grove Recreation Complex will be opening on June 1st at 7:30am with modified safety protocols and limited access. The following protocols will be established for non-employees in the building:

Based upon guidelines from the State of Minnesota covering indoor activities the following occupancy limits have been established:

| | |
|--------------------------------|-----|
| Iroquois or Wacootah Room | 85 |
| Iroquois and Wacootah Rooms | 170 |
| Senior Center | 100 |
| Nichols Town Hall | 30 |
| West II Rivers Control | 3 |
| South Grove Recreation Complex | 3 |

Please attempt to keep 6 feet between you and other citizens while in the building.

Hand sanitizer will be available and is requested to be used before and after touching common surfaces.

Official City Meetings and meetings for conducting City business may take place at the Community Center in the Iroquois Room where social distancing protocol can be followed.

Citizens coming into the building must wear a mask, masks will be provided if you do not have one.

Staff while using the common area of the building are also recommended to wear masks.

Citizens are encouraged to continue to use alternative methods of payments, such as:

Payment drop-boxes:

- Community Center – 8586 Enterprise Drive North
- Short Stop Convenience Store – 5539 Nichols Ave
- Senior Center – 8876 Main Street
- American Bank – 8841 Unity Drive

Payment by mail: City of Mountain Iron, 8586 Enterprise Dr S, Mountain Iron, MN 55768

Automatic monthly payments through ACH, call City Hall 218-748-7570.

Payment by credit or debit card over the phone: 218-748-7570.

Payment online <https://www.mtniron.com>

Mountain Iron Room, Mesabi Room, Fire Hall, City Garage, Wastewater Treatment Plant and Water Plant will not be open to the public.

Mountain Iron Public Library will be open in accordance with the COVID Preparedness Plan for the Mountain Iron Public Library.

Pay attention to the City's website www.mtniorn.com and Facebook Page <https://www.facebook.com/Mtniron> for future updates and changes to operations.

Additional Considerations regarding Camping at West Two Rivers Campground

Common Spaces – Use of communal spaces, such as pavilions and group campsites, are limited to one household at a time and no more than 25 people in a group.

Capacity of Facilities – Single-user bathroom facilities are available. Each facility is equipped with hand sanitizer.

Campsite spacing – Campsites at the West Two Rivers Campground allow for social distancing.

Showers – Showers will be open, however occupancy will be limited one person at a time unless they are family members. Please wait outside until a shower becomes available.

Appropriate Signage – Public information signage is posted, where appropriate, to encourage the following:

- Social distancing of at least six feet between individuals from different households, in particular at entrances, exits, and locations where people tend to congregate such as restrooms and pavilions.
- Capacity limits for facilities that take into account any group-size limitations and maximum occupancy with social distancing of at least six feet between individuals from different households.
- Sanitizing protocols for individuals to follow before and after using public amenities.
- Basic COVID-19 health reminders, such as staying home when you are sick, covering coughs and sneezes, washing hands frequently, wearing a cloth mask to protect others, and avoiding touching your face.

Workplace Building and Ventilation Protocol

Operation of Mountain Iron buildings in which workplaces are located, include necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, Mountain Iron administration and supervisors will communicate to you any impacted operational issues related to your position.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

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.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by workers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Mountain Iron management and the plan was posted throughout the workplace and made readily available to employees August 4, 2020. It will be updated as necessary by the City Administrator.

Nothing in this communication establishes any precedent or practice. The Mountain Iron may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact the City Administrator at cwainio@ci.mountain-iron.mn.us or 218-748-7570 with any questions or concerns. Thank you for your cooperation.

Certified by: Craig J. Wainio
City Administrator
May 3, 2021

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

COUNCIL LETTER 051721-VB2

ADMINISTRATION

SUMMER WORKERS

DATE: May 12, 2021
FROM: Craig J. Wainio
City Administrator

Staff is seeking City Council approval to hire the following as summer temporary employees:

Public Works/Public Utilities:
Caden Renzalia

Parks & Recreation:
Riley Kitner
Skylar Mattila

Library:
Ashley Aho

Coaches:

| | |
|-----------------|-------------------|
| Lisa Stevens | Cassie Stevens |
| Charlie Overbye | Mike Larson |
| Josh Inmon | Justin Inmon |
| Corey Johnson | Jimmy Janckila |
| Bob Fox | Jesse White |
| Audrey White | Megan Priener |
| Jennifer Otto | Cecilia Schneider |
| Abigail White | |

Tennis:
Raija Sarich
Jill Westerbur
Annie Marcella

Umpire:
Monte Speidel
Rick Zubina
Ellie Autio
Carter Movich



QUALITY PRODUCTS SINCE 1945
Roll offs · Compactors · Front and Rear Loads · Poly Dura Kans
EZroll off Trailers · EZroll off Truck Hoist

Quotation

Date: April 29, 2021

For: City of Mountain Iron
8866 Slate Street
Mountain Iron, MN 55768

Inquiry # 218-750-0121
Email: tsatrang@ci.mountain-iron.mn.us

Terms 25% down
Balance due upon shipping

Attn: Tim Satrang

Price's quoted are F.O.B
Mountain Iron, MN 55768

We are pleased to quote your inquiry as follows

| <u>Qty</u> | <u>Description</u> | <u>Price</u> | <u>Amount</u> |
|------------|---------------------------------------------------------------------------------------|--------------|---------------|
| 10 | N150RLP 1.5yd rear load Poly Dura Kans with lids and on casters Forest Green | \$475.00 | \$4,750.00 |
| 20 | N200RLP 2yd rear load Poly Dura Kans with lids and on casters Forest Green | \$540.00 | \$10,800.00 |
| OT | Freight | | \$710.00 |

Plus any applicable taxes

| | |
|--------------|--------------------|
| Total | \$16,260.00 |
|--------------|--------------------|

Allow 10-12 weeks for order

Tim, To get an order started please
sign and email or fax back to 1-715-949-1983 and
then mail or wire 25% down payment

Quoted by:


Cory Nedland

Mailing address:
P.O. Box 217
Ridgeland, Wisconsin 54763

Delivery address:
315 Railroad Street
Ridgeland, Wisconsin 54763

E-Mail: polykan@chibardun.net web: www.nedland.com
(715) 949-1982 (800) 447-4925 Fax (715) 949-1983



QUALITY PRODUCTS SINCE 1945
Roll offs · Compactors · Front and Rear Loads · Poly Dura Kans
EZroll off Trailers · EZroll off Truck Hoist

Quotation

Date: April 29, 2021

For: City of Mountain Iron
8866 Slate Street
Mountain Iron, MN 55768

Inquiry # 218-750-0121
Email: tsatrang@ci.mountain-iron.mn.us

Terms 25% down
Balance due upon shipping

Attn: Tim Satrang

Price's quoted are F.O.B
Mountain Iron, MN 55768

We are pleased to quote your inquiry as follows

| <u>Qty</u> | <u>Description</u> | <u>Price</u> | <u>Amount</u> |
|------------|---------------------------------------------------------------------------------------|--------------|---------------|
| 10 | N150RLP 1.5yd rear load Poly Dura Kans with lids and on casters Forest Green | \$475.00 | \$4,750.00 |
| 30 | N200RLP 2yd rear load Poly Dura Kans with lids and on casters Forest Green | \$540.00 | \$16,200.00 |
| OT | Freight | | \$710.00 |

Plus any applicable taxes

| | |
|-------|-------------|
| Total | \$21,660.00 |
|-------|-------------|

Allow 10-12 weeks for order

Tim, To get an order started please
sign and email or fax back to 1-715-949-1983 and
then mail or wire 25% down payment

Quoted by:


Cory Wedland

Mailing address:
P.O. Box 217
Ridgeland, Wisconsin 54763

Delivery address:
315 Railroad Street
Ridgeland, Wisconsin 54763

E-Mail: polykan@chibardun.net web: www.nedland.com
(715) 949-1982 (800) 447-4925 Fax (715) 949-1983

5-10-21

To: Craig Wainio
From: Ed Roskoski

Please place the following on the May 11th City Council meeting agenda. Also - be sure that the 4 page letter, from the resident who lives on Short-hair Lane, to the Mountain Iron City Council is included in the minutes of the May 3rd Council meeting.

Thank You -

Director Of Public Works' Report

City Street Damage

This is similar to the Shorthair Lane situation. On March 11th 2021, the short City street into the south end of U.P.S. was severely damaged by a contractor doing snow removal.

Roadside Clean up Volunteer Program

What assistance does the City provide to a volunteer?

Craig Wainio

From: Tim Satrang
Sent: Wednesday, May 12, 2021 9:12 AM
To: Craig Wainio
Subject: Agenda Item
Attachments: Document_20210512_0001.pdf

Each year, MPCA recognizes Minnesota wastewater treatment facility operators that maintain a perfect record of permit compliance. To be eligible, facilities must submit all monitoring reports to the MPCA correctly and on time, demonstrate consistent compliance through monitoring or surveys and employ staff certified by the MPCA in wastewater operations. This year 292 Operational Awards were presented. Of those 292, four municipal wastewater treatment facilities in Saint Louis County were recognized. CIRSD, City of Orr, WLSSD, and the City of Mountain Iron.

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to
Mountain Iron WWTP
and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency
NPDES/SDS wastewater permit during the 2020 review period.

Your dedication to protecting Minnesota's waters are duly
recognized and appreciated by the state of Minnesota.



Laura Bishop, MPCA Commissioner

m MINNESOTA POLLUTION
CONTROL AGENCY





COVID-19 PREPAREDNESS PLAN FOR MOUNTAIN IRON PUBLIC LIBRARY

The Mountain Iron Public Library is committed to providing a safe and healthy place for all patrons and staff. To ensure we have a safe and healthy building, the Mountain Iron Public Library has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff and patrons are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our communities, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of all persons in the Mountain Iron Public Library.

The COVID-19 Preparedness Plan is administered by the Library Director & City Administrator, who maintain the overall authority and responsibility for the plan. However, staff and patrons are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

The Mountain Iron Public Library's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring those that are sick stay home & prompt identification and isolation of sick persons;
- social distancing – staff and patrons must be at least six-feet apart;
- hygiene and source controls, including face coverings;
- building and ventilation protocol;
- building cleaning and disinfection protocol; and
- communications and training practices and protocol.

The Mountain Iron Public Library has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for indoor venues.

ENSURE THOSE THAT ARE SICK STAY HOME & PROMPT IDENTIFICATION AND ISOLATION OF SICK PERSONS

Staff and patrons have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff and patron's health status prior to entering the building and for staff or patrons to report when they are sick or experiencing symptoms. Staff and patrons must report to the Library Director/ City of Mountain Iron if they are experiencing symptoms of COVID-19 or have tested positive for COVID-19 and have been in the building in the last 14 days. A temperature scanner is available at the entrance for staff and patron use.

Mountain Iron Public Library has also implemented a policy for informing members if they have been exposed to a person with COVID-19 at their building and requiring them to quarantine for the required amount of time.

Staff and patrons acknowledge that they are entering at their own risk.

Beginning Tuesday, June 1st, the Mountain Iron Public Library will be open for business. Hours of operation:

Mondays 10:00am - 12:00pm & 4:00 - 6:00pm

Tuesdays 10:00am - 12:00pm (seniors & vulnerable persons) & 4:00 - 6:00pm

Wednesdays 10:00am - 12:00pm (seniors & vulnerable persons) & 4:00 - 6:00pm

Thursdays 10:00am - 12:00pm (seniors & vulnerable persons) & 4:00 - 6:00pm

Fridays - CURBSIDE PICK-UP ONLY 10:00am - 2:00pm

Curbside pick-up service will be available for those who prefer it. Hours of curbside service: Monday - Thursday, 10:00am - 6:00pm & Friday, 10:00am - 2:00pm.

SOCIAL DISTANCING – STAFF AND PATRONS MUST BE AT LEAST SIX-FEET APART

Social distancing of at least six feet will be implemented and maintained between staff and patrons in the building through the following engineering and administrative controls: limiting the number of members in the building at one time in accordance with State guidelines. Persons in the building shall not gather in groups in common areas and “bottlenecks”, including meeting rooms, stairways, entrances, and exits. The Library will provide recommended or required protective supplies, such as face coverings, gloves, and disinfectant with instructions on how to properly use them.

All patrons (everyone, ages 5 and up, no exceptions) must wear a mask. Please note that face shields are not considered sufficient protection unless accompanied by a cloth or surgical face mask. Masks must cover the nose and mouth completely. If a patron does not have a mask, one will be provided to them.

Curbside pick-up service is available for those who are unable/ prefer not to wear a mask as well as for anyone else who prefers that service.

HYGIENE AND SOURCE CONTROLS

Basic infection prevention measures are being implemented in our building at all times. Staff and patrons are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially after using the restroom. All staff and patrons are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are located at the entrance and throughout the building so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizer facilities will be provided and maintained by the City of Mountain Iron. Source controls are being implemented at our buildings at all times.

Staff and patrons are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, to avoid touching their face, particularly their mouth, nose and eyes, with their hands, and are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all patrons entering the building.

Please use hand sanitizer when entering and exiting. Gloves are available. Restrooms/ meetings rooms are not available at this time.

BUILDING AND VENTILATION PROTOCOL

Operation of the building includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the building, air recirculation is being limited, and ventilation systems are being properly used and maintained.

A new air filtration/ purification system has been installed.

BUILDING CLEANING AND DISINFECTION PROTOCOL

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of surfaces, equipment, and areas in the work environment, including restrooms and meeting rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas. Staff will be conducting the cleaning and disinfecting after each browsing session. If a person in the building is symptomatic or is diagnosed with COVID- 19, the building will be immediately closed for 14 days and then disinfected and cleaned by City of Mountain Iron personnel. Appropriate and effective cleaning and disinfecting supplies are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Please be efficient in your check out. To allow adequate time to clean the library for your safety, browsing is available in two-hour blocks. Please keep your visit brief to help keep the Library safe for everyone to use. Things will look a little different, so be sure to ask a staff member if you need assistance. When browsing the stacks, please do NOT put books/ DVD's

back on the shelves after viewing. Book carts are located throughout the Library for you to place discarded items on. These will be sanitized before being returned to the shelves. We appreciate your cooperation.

Items you are returning can be placed in the book return bin outside or in the marked return bins inside.

Computers will be available for use by appointment only. Call us to reserve: 735 - 8625.

COMMUNICATIONS AND TRAINING PRACTICES AND PROTOCOL

This COVID-19 Preparedness Plan was communicated by handing out to patrons and posting at the Library on June 1st, 2021. It was also posted on our website (<https://mountainironlibrary.com>) and on social media. Additional communication will be ongoing by posting updates, and a review of the plan will be conducted monthly, reflecting changing guidelines and recommendations.

This COVID-19 Preparedness Plan has been certified by the City of Mountain Iron, and the plan was posted throughout the building and made readily available to patrons and guest on June 1st, 2021. It will be updated as necessary by the Mountain Iron City Administrator.

APPENDIX A – GUIDANCE FOR DEVELOPING A COVID-19 PREPAREDNESS PLAN

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Exhibiting signs and symptoms of COVID-19

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

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

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

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

LIBRARY OPENING PLAN

Beginning Tuesday, June 1st, the Mountain Iron Public Library will be open for browsing, wearing a mask (everyone, ages 5 and up, no exceptions).

*Please note that face shields are not considered sufficient face covering unless accompanied by a cloth or surgical face mask. Masks must cover the nose and mouth completely.

Curbside pick-up (by appointment) is available for those who are unable/ prefer not to wear a mask:

Monday – Thursday, 10:00am – 6:00pm & Friday, 10:00am – 2:00pm

Please use hand sanitizer when entering and exiting.

Practice social distancing, per CDC guidelines.

Restrooms/ meeting rooms are not available at this time.

Computers will be by appointment ONLY. Call us to reserve: 735 – 8625.

Please be efficient in your check out. To allow staff time to clean the library for your safety, browsing is available in 2-hour blocks. Please keep your visit brief to help keep the library safe for everyone to use. Things will look a little different in the library, so be sure to ask a staff member if you want help finding something! When browsing the stacks, please do NOT put books/ DVD's back on the shelf after viewing. Book carts are located throughout the library for you to place discarded items on. These will be sanitized before being returned to the shelves. We appreciate your cooperation.

Items you are returning can be placed in the book return bin outside or in the marked return bins inside.

OPEN HOURS:

Mondays 10:00am – 12:00pm & 4:00 – 6:00pm

Tuesdays 10:00am – 12:00pm (seniors & vulnerable persons) & 4:00 – 6:00pm

Wednesdays 10:00am – 12:00pm (seniors & vulnerable persons) & 4:00 – 6:00pm

Thursdays 10:00am – 12:00pm (seniors & vulnerable persons) & 4:00 – 6:00pm

Fridays – CURBSIDE PICK-UP ONLY 10:00am – 2:00pm.

Assistance by phone/ email is available Monday – Thursday, 10:00am – 6:00pm and Fridays, 10:00am – 2:00pm.

Curbside pick-up (by appointment) is available for those who are unable/ prefer not to wear a mask as well as for anyone else who prefers that service: Monday – Thursday, 10:00am – 6:00pm & Friday, 10:00am – 2:00pm.

Please call 735 – 8625 for more information or to schedule a pick-up.

Email: anna.amundson@alslib.info

Mountain Iron Public Library

Monthly Report

April 2021

Circulation (COVID-19/ Closure Order per the City in place):

Items checked out: 1,041 Items checked in: 1,081

Total Circulation of materials in April: 2,122

Attendance:

Adults: - Youth: - Patrons in April: 232

Special Events/Programs held: 0

Reference Desk visits (email, phone, and messenger): 357 Computer Use Sessions: 0

Total Library Usage: 589

Events and Activities at the library in April:

April 5th & 19th: City Council Meetings (Anna)

April 7th: ALS Catalogue Training (Anna)

April 14th: Summer Reading Program meeting (ALS – Anna)

April 14th – Library Board Meeting



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

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

April 29, 2021

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

Re: Proposed Well #3
City of Mountain Iron
Project No.: MI15-08

Dear Mr. Wainio;

Enclosed please find Pay Request No. 2 for the Proposed Well #3 project in the amount of **\$134,472.50**, for approval at your next scheduled City Council meeting. This amount includes withholding 5% retainage on work completed to date. Please refer to the enclosed 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.



Alan J. Johnson, P.E.

Project Engineer
Enclosure

Pc: Dennis Peterson, Peterson Well Drilling, Inc.

RECOMMENDATION OF PAYMENTNo. 2

Owner's Project No.: _____

Engineer's Project No.: MI15-08Project: Proposed Well #3CONTRACTOR: Proposed Well Drilling, Inc., 8554 Spring Park Road, Mountain Iron, MN 55768For Period Ending: April 29, 2021

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 April 29, 2021By  _____**STATEMENT OF WORK**

| | | | |
|-------------------------|----------------------|--------------------------|----------------------|
| Original Contract Price | \$ <u>324,450.00</u> | Work & Materials to Date | \$ <u>235,470.00</u> |
| Net Change Orders | \$ <u>0.00</u> | Amount Retained (5%) | \$ <u>11,773.50</u> |
| Current Contract Price | \$ <u>324,450.00</u> | Subtotal | \$ <u>223,696.50</u> |
| | | Previous Payments | \$ <u>89,224.00</u> |
| | | Amount Due this Payment | \$ <u>134,472.50</u> |



April 29, 2021

Pay Request No. 2
NEW MUNICIPALITY WELL
PROJECT NO.: MH15-08

| PROJECT COSTS | | | | BID TABULATION | | | |
|------------------|-----------------------------------------------------------|----------|-----|----------------------------------------------|----------|-------------|-------------|
| ITEM NO. | | | | Peterson Well Drilling Inc Mountain Iron, MN | | | |
| ITEM DESCRIPTION | | | | UNIT | QUANTITY | UNIT COST | ITEM COST |
| 1 | MOBILIZATION | LUMP SUM | 1 | | | \$19,500.00 | \$19,500.00 |
| 2 | FURNISH, DRILL & DRIVE 10" CASING | LIN. FT. | 100 | | | \$175.00 | \$17,500.00 |
| 3 | DRILL 10" OPEN HOLE WELL | LIN. FT. | 500 | | | \$195.00 | \$97,500.00 |
| 4 | FURNISH, INSTALL & REMOVE WELL DEV. EQUIPMENT | LUMP SUM | 1 | | | \$1,000.00 | \$1,000.00 |
| 5 | WELL DEVELOPMENT | HOURS | 16 | | | \$500.00 | \$8,000.00 |
| 6 | CHLORINATE WELL | LUMP SUM | 1 | | | \$750.00 | \$750.00 |
| 7 | FURNISH, INSTALL & REMOVE TEST PUMP AND RELATED EQUIPMENT | LUMP SUM | 1 | | | \$9,750.00 | \$9,750.00 |
| 8 | TEST PUMPING | HOURS | 36 | | | \$400.00 | \$14,400.00 |
| 9 | WATER ANALYSIS STD MENU WITH RADIONUCULIDE | LUMP SUM | 1 | | | \$1,500.00 | \$1,500.00 |
| 10 | VIDEO TAPING | LUMP SUM | 1 | | | \$1,500.00 | \$1,500.00 |
| 11 | GAMMA LOG | LUMP SUM | 1 | | | \$1,500.00 | \$1,500.00 |
| 12 | GUARD POSTS | EACH | 4 | | | \$250.00 | \$1,000.00 |
| 13 | SITE RESTORATION | LUMP SUM | 1 | | | \$1,500.00 | \$1,500.00 |
| 14 | WELL PLUMBENESS & ALIGNMENT TEST | LUMP SUM | 1 | | | \$2,500.00 | \$2,500.00 |
| 15 | DRILL 6" STEEL OBSERVATION WELL | LIN. FT. | 600 | | | \$122.00 | \$73,200.00 |
| 17 | AGGREGATE BASE(CV) CLASS 5 | CU. YD. | 40 | | | \$25.00 | \$1,000.00 |
| 18 | PITLESS ADAPTER | EACH | 1 | | | \$26,550.00 | \$26,550.00 |
| 19 | PUMP (SIZE TO BE DETERMINED) | LUMP SUM | 1 | | | \$45,800.00 | \$45,800.00 |
| | blasting | lump sum | 1 | | | 5000 | 5000 |
| TOTAL BASE BID: | | | | \$329,450.00 | | | |
| | | | | COMPLETED TO DATE: | | | |
| | | | | Retainage (5%): | | | |
| | | | | Subtotal: | | | |
| | | | | Previous Payments | | | |
| | | | | Total Due to Date: | | | |
| | | | | \$235,470.00 | | | |
| | | | | \$11,773.50 | | | |
| | | | | \$223,696.50 | | | |
| | | | | \$89,224.00 | | | |
| | | | | \$134,472.50 | | | |

COUNCIL LETTER 051221-VH1

FIRE DEPARTMENT

HIRING

DATE: May 13, 2021

FROM: Mark Madden
Acting Fire Chief

Craig J. Wainio
City Administrator

The Fire Department is recommending that the City Council approve the hiring of the following paid on call firefighter:

Kerry Dahl

Response to Shorthair Lane Concerns

- 2018 Minnesota State Community and Technical College Grader Training instructor worked with four Mountain Iron city employees.

- Grader Safety
- Operators Manual Overview
- Pre-shift Inspection
- Grader Control Functions
- Grader Operations
- Shutdown/Post shift Inspection

Most of the training was spent on actual hands on. Specifically on recovering gravel from road shoulders and reshaping the road surface, shoulder, and fore slope. Some of the training was on Shorthair Lane. Shorthair Lane had little crown left at the time and the road surface had little or no water drainage depending on location. This created several sections of the road that never seemed to dry.

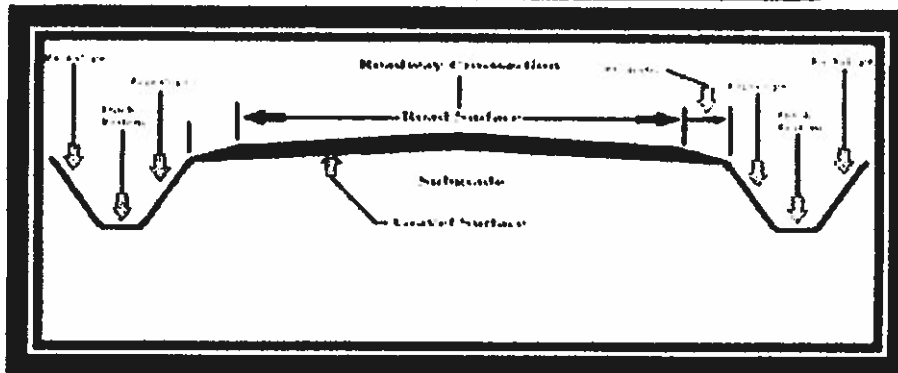
Employees ages range were in their twenties, forties, fifties, and sixties.

- Re-establishing the crown using recovered material from the shoulder and fore slope is not always a popular technique. Vegetation and clumps of material are pulled from the edges of the road, tumbled around with the grader, allowed to dry, and worked with the grader again until the aggregate is loosened from the vegetation and can be properly placed on the road surface. This process was certainly not popular at the time with land owners. But the end result is a much better draining road that is certainly safer.
- Since the training in 2018 we have focused on working on gravel road maintenance throughout the City. Our goal is to put a 4% crown on our roadways except curves. Curves are considered "super elevated" to make vehicle traffic safe. Curves in the road should never be crowned and should be sloped one direction to, again, encourage water to drain off the roadway. Anything greater than a 4% slope will tend to wash fines and binding type material into the shoulder, fore slope, or the ditch. Anything less than 4% slope has less than optimum drainage.

We replaced several culverts in the past couple years to prevent water build up in ditches. This has also cut down on city crew time steaming and thawing spring freeze thaw conditions.

- Truck traffic certainly did damage during the hauling events in April 2021. We have also had truck damage during summer months on previous construction projects on Shorthair Lane. At that time City crews worked the road and reshaped it to a safe, well drained condition. Last year alone over 100 yards of class 5 was applied to Shorthair Lane. Whenever needed (Almost every year) the City invests in some type of dust control product that helps bind the top layers together. Depending on weather events, dust control product last one or two seasons.
- County Road 102 has a 75 foot right of way. The asphalt apron off 102 goes beyond the county right of way. In no way was the city road built to the standards county road 102 as far as construction materials and compactions to expect the asphalt apron to withstand northern Minnesota winters.

Cross Section of a Road

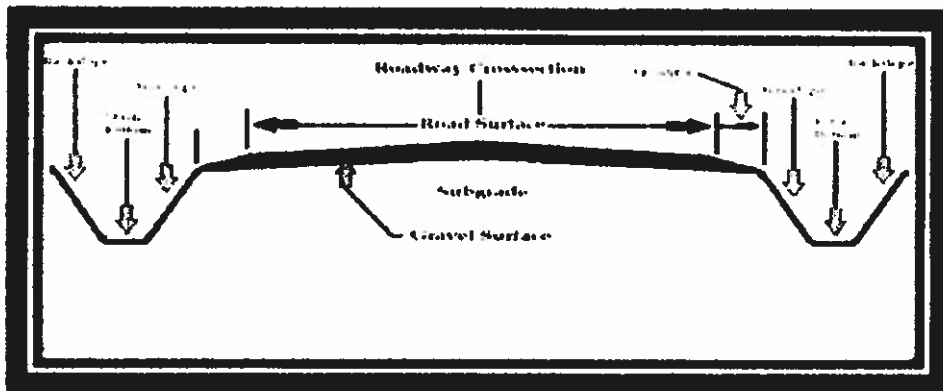


➤ Cross sections should be designed so that water:

- Stays off the road
- Stays out of the road
- Stays away from the road

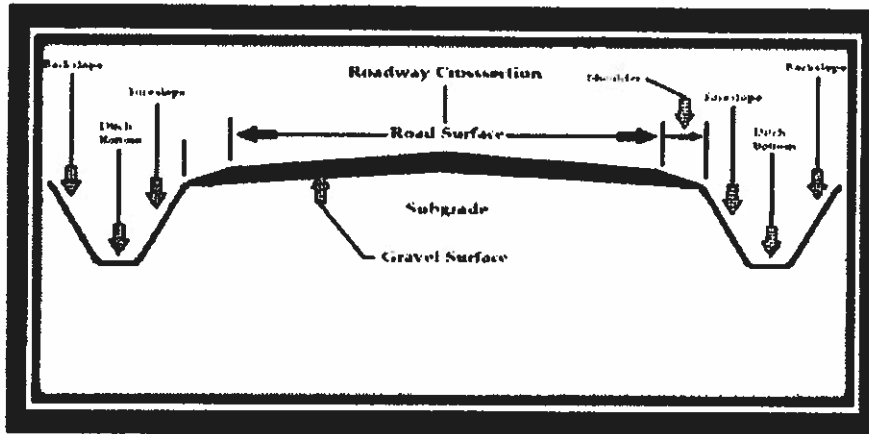
Water sitting at any place within the cross section (including the ditch) is one of the major reasons for problems and failures of our gravel roads.

Cross Section of a Road



- Ditch bottom sloped away from the road
- Back slope – can be minimal to nonexistent depending on the terrain

Proper crown



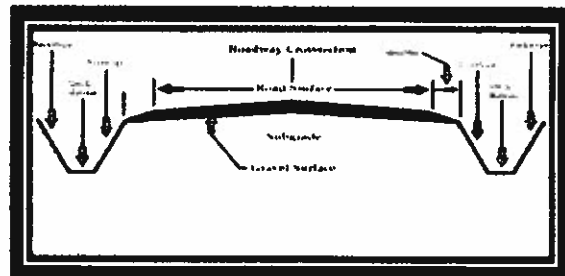
- Proper crown is 4% drop from center to shoulder of road.
- Crown should be anywhere from 2% to 6%.

• Under 2% crown

- Water can't drain properly off the road causing potholes and ruts to form.

• Over 6% crown

- You lose a lot of important gravel fines and stones that will wash off the road and onto the fore slope and ditch.
- Traffic will not stay to the proper side of the road. Drivers don't feel safe!



REMEMBER...Drainage, Drainage, Drainage!

The purpose of crown is to drain water off the road to the shoulder and down the fore slope to the ditch.

COUNCIL LETTER 051721-VIIA

CITY ADMINISTRATOR

RESOLUTION 08-21

DATE: May 13, 2021
FROM: Craig J. Wainio
City Administrator

Staff is recommending the rescinding of the local state of emergency initially implemented on March 23, 2020, effective June 1. We do still believe that COVID is a public health threat however, Staff believes we can conduct City business in a manner that no longer required a state of local emergency.



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 08-21

RESCINDING RESOLUTION NUMBER 02-20

WHEREAS, on March 23, 2020 the City Council adopted Resolution Number 02-20 declaring a local emergency due to COVID-19; and

WHEREAS, the City of Mountain Iron understands that COVID-19 is still a public health crisis and should be taken seriously; and

WHEREAS, the City of Mountain Iron is able to make accommodations to enable it to conduct its affairs in a safe manner; and,

WHEREAS, the City of Mountain Iron no longer needs emergency powers operate effectively and efficiently.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Iron, Minnesota, that Resolution Number 02-20 Declaring a Local Emergency is hereby rescinded effective June 1, 2021.

DULY ADOPTED BY THE CITY COUNCIL THIS 17th DAY OF MAY, 2021.

Mayor Peggy Anderson

ATTEST:

City Administrator



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RESOLUTION NUMBER 09-21

CHARITABLE GAMBLING

WHEREAS, the Virginia Elks, has applied for a new Premises Permit consisting of electronic pull-tabs, electronic linked bingo, tipboards, and pull-tabs at BG's Saloon, 5494 Highway 7, Mountain Iron, Minnesota, and;

WHEREAS, the Virginia Elks, is requesting that their Premises Permit be issued.

NOW, THEREFORE, BE IT RESOLVED BY THE MOUNTAIN IRON CITY COUNCIL, that the Mountain Iron City Council hereby approves said premises permit.

DULY ADOPTED BY THE CITY COUNCIL THIS 17th DAY OF MAY, 2021.

ATTEST:

Mayor Peggy Anderson

City Administrator

LG215 Lease for Lawful Gambling Activity

6/15 Page 1 of 2

LEASE INFORMATION

| | | |
|----------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------|
| Organization: Virginia Elks 1003 | License/Site Number: 01191 | Daytime Phone: |
| Address: 228 N. 5th Ave. | City: Virginia | State: Zip: MN 55792 |
| Name of Leased Premises: Jeff + Gregg Properties, Inc BGS Saloon | Street Address: 5494 Hwy 7 - P.O. Box 74 | State: Zip: Daytime Phone: MN 55792 (218) 741-0512 |
| City: Virginia, MN | Business/Street Address: 5494 - Hwy 7 - | State: Zip: Daytime Phone: MN 55792 (218) 741-0512 |
| Name of Legal Owner: Jeffrey Allen Peters m | City: Virginia (Mountain Iron) MN | State: Zip: Daytime Phone: MN 55792 (218) 741-0512 |
| Name of Lessor (if same as legal owner, write "SAME"): Same. | Address: | |
| City: | State: Zip: | Daytime Phone: |

Check applicable item:

- ☒ **New or amended lease.** Effective date: _____. Submit changes at least ten days before the effective date of the change.
- ☐ **New owner.** Effective date: _____. Submit new lease within ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- ☒ Pull-Tabs (paper)
- ☒ Pull-Tabs (paper) with dispensing device
- ☐ Bar Bingo ☐ Bingo
- ☒ Tipboards
- ☐ Paddlewheel ☐ Paddlewheel with table

- ☒ Electronic Pull-Tabs
- ☒ Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: ____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, Item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

5-9-21

Signature of Organization Official (Lessee):

Date:

Barbara Dishneau 5-10-21

Print Name and Title of Lessor:

Print Name and Title of Lessee:

Jeffrey Allen Peterson

Barbara Dishneau

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax:

651-639-4032

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

6/15 Page 1 of 2

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Virginia Elks License Number: 01191
Chief Executive Officer (CEO): Ryan Carlson Daytime Phone: (218) 750-7034
Gambling Manager: Barbara Dishneau Daytime Phone: (218) 749-1269

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: BG's Bar & Grill
List any previous names for this location:

Street address where premises is located: 5494 Hwy 7 - P.O. Box 74
(Do not use a P.O. box number or mailing address.)

City: Virginia OR Township: County: St. Louis Zip Code: 55792

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Northern State Bank Bank Account Number: 546325
Bank Street Address: 600 Chestnut City: Virginia State: MN Zip Code: 55792

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):
228 N 5th Ave City: Virginia State: MN Zip Code: 55792
 MN
 MN

LG214 Premises Permit Application

6/15 Page 2 of 2

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel: _____

Title: _____ Date Signed: _____

**Local unit of government
must sign.**

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel: _____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
- The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
- I have read this application and all information submitted to the Board is true, accurate, and complete.
- All required information has been fully disclosed.
- I am the chief executive officer of the organization.
- I assume full responsibility for the fair and lawful operation of all activities to be conducted.
- I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
- Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
- I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
- I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) _____

05-10-21
Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.
An equal opportunity employer

Craig Wainio

From: Mark Madden
Sent: Thursday, April 29, 2021 1:53 PM
To: Craig Wainio
Cc: Jim Hipple; Margaret Soyring; Margaret Ratai; Skogman, Steve (firecop1@mchsi.com); Steve L Hunter; Julie Buria
Subject: Re: Agenda
Attachments: Mutual Aid Report to Apr. 16, 2021.pdf

Craig,

Here is the FD report for the agenda. Copying H&S per thier request.

Please also include the following for the First Responders -

The Department is aware of the continued trend of a +/- 30% response to First Responder calls. The last period was not any different.

Two of five first responders were out for the majority of the last period with Covid, both tested positive. One of the remaining three, returned to work from a seasonal layoff further limiting numbers and availability.

The two Covid cases have cleared and are again available.

Five additional responders will be added in 3-4 weeks upon completion of the EMR class and a possible ride-along with the Virginia ambulance service to further train and familiarize them with medical response.

This will double the number of responder and bring the total to ten.

Once these responders are available, we will be looking at additional means to improve coverage and increase response.

I will not be able to attend the next Council meeting. The intention is to have Assistant Chief Hipple represent the Department. As was the case with the Health and Safety board last night, his attendance will be dependent upon calls for MIFD or VFD.

Regards,

Mark Madden

Fire Chief (Interim)

Mountain Iron Fire Department

Mobile (612) 408-9373

mmadden@ci.mountain-iron.mn.us

Mountain Iron Fire Department
Call and Mutual Aid Report
2021

| Description | Quarter 1 | | | | Quarter 2 | | | | Quarter 3 | | | | Quarter 4 | | | |
|------------------------|--------------|--------|--------|--------|-----------|--------|--------|-------|-----------|-------|-------|--------|-----------|--------|--|--|
| | Year To Date | 22-Jan | 19-Feb | 19-Mar | 16-Apr | 14-May | 11-Jun | 9-Jul | 6-Aug | 3-Sep | 1-Oct | 29-Oct | 24-Nov | 24-Dec | | |
| Total Calls | 31 | 11 | 7 | 8 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Mutual Aid Calls | 19 | 6 | 4 | 6 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Fire Hours | 63.5 | 28 | 12 | 17.5 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Mt Iron Call Man Hours | 135 | 48 | 69 | 9 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Mutual Aid Man Hours | 174.5 | 68 | 18 | 70.5 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Total Call Man Hours | 309.5 | 116 | 87 | 79.5 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Mutual Aid Hour % | 56% | 59% | 21% | 89% | 67% | | | | | | | | | | | |

Mountain Iron Fire Department
Call and Response Report
2021

| Description | Quarter 1 | | | | Quarter 2 | | | | Quarter 3 | | | | Quarter 4 | | | |
|-----------------------|--------------|--------|--------|--------|-----------|--------|--------|-------|-----------|-------|-------|--------|-----------|--------|--|--|
| | Year To Date | 22-Jan | 19-Feb | 19-Mar | 16-Apr | 14-May | 11-Jun | 9-Jul | 6-Aug | 3-Sep | 1-Oct | 29-Oct | 24-Nov | 24-Dec | | |
| Total Calls | 31 | 11 | 7 | 8 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| False/Canceled Alarms | 9 | 3 | 2 | 3 | 1 | | | | | | | | | | | |
| Working Calls | 22 | 8 | 5 | 5 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| FF/Working Calls | 113 | 33 | 37 | 26 | 17 | | | | | | | | | | | |
| FF/False/Canc. Alarms | 40 | 18 | 9 | 10 | 3 | | | | | | | | | | | |
| Total Responders | 153 | 51 | 46 | 36 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| FF per Call | 4.93 | 4.64 | 6.57 | 4.50 | 4.00 | | | | | | | | | | | |
| FF per Working Call | 5.24 | 4.13 | 7.40 | 5.20 | 4.25 | | | | | | | | | | | |
| Combined per Call | 4.93 | 4.64 | 6.57 | 4.50 | 4.00 | | | | | | | | | | | |
| % Member Response | 28% | 22% | 39% | 27% | 22% | | | | | | | | | | | |

FF = Firefighter

Training Participation
Roster Total = 19
Average Per Event = 11.27
Attendees = 124.00
Scheduled Events = 11.00