



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

MONDAY, FEBRUARY 6, 2023

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

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MONDAY, FEBRUARY 6, 2023 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Minutes of the January 17, 2023, Regular Meeting (#1-6)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- IV. Public Forum
- V. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Director of Public Works' Report
 - 1. Five Year Plan – Electrical Department (#7-50)
 - 2. Service Order Quote (#51-52)
 - D. Library Director/Special Events Coordinator's Report
 - 1. 2023 Policy Manual (#53-66)
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Pay Request Number 8 – Well Number 3 BP2 (#67-70)
 - G. City Attorney's Report
 - H. Fire Department's Report
 - I. Personnel Committee
 - 1. Accept Resignation (#71)
 - 2. Post for Equipment Operator Positions (#72-73)
 - J. Liaison Reports
- VI. Unfinished Business
- VII. New Business
 - A. Resolution Number 01-23 Censuring Councilor Roskoski (#74-75)
 - B. Resolution Number 02-23 Ordering Bids (#76-85)
 - C. Resolution Number 03-23 Limited Use Permit (#77-85)
- VIII. Communications (#86-89)
- IX. Announcements
- X. Adjourn

**MINUTES
MOUNTAIN IRON CITY COUNCIL
January 17, 2023**

Mayor Anderson called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Ed Roskoski, Al Stanaway, Joe Prebeg Jr., Julie Buria and Mayor Peggy Anderson. Also present were: Craig Wainio, City Administrator; Tim Satrang, Public Works Director; Anna Amundson, Library Director/Special Events Coordinator; Amanda Inmon, Municipal Services Secretary; Alan Johnson, City Engineer; Bryan Lindsay, City Attorney; and SGT Grant Toma, Sheriff's Department.

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

1. Approve the minutes of the January 3, 2023 regular meeting as submitted.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period January 1-15, totaling \$353,137.41 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period January 1-15, totaling \$379,989.24 (a list is attached and made a part of these minutes).

The motion carried (Yes: Buria, Anderson, Prebeg, Stanaway; No: Roskoski)

It was moved by Roskoski and seconded by to amend the motion to remove the Napa Auto Parts segment with bills around \$372 dollars for separate consideration. The motion failed due to lack of support.

Public Forum:

- No one spoke during the forum

The Mayor reported on the following:

- No formal report

It was moved by Anderson and seconded by Stanaway to appoint Amanda Claesson to the Library Board for a 3-year term. The motion carried.

It was moved by Anderson and seconded by Roskoski to appoint Tara Wainio to the Library Board for a 3-year term. The motion carried.

It was moved by Anderson and seconded by Prebeg to appoint Shelby Peterson to the Public Health & Safety Board for a 3-year term. The motion carried.

It was moved by Anderson and seconded by Buria to appoint Caitlyn Rinell to the Public Health & Safety Board for a 3-year term. The motion carried.

It was moved by Anderson and seconded by Prebeg to appoint Macy Saari-Nelson to the Parks & Recreation Board for a 3-year term. The motion carried.

City Administrator:

- Library boilers currently costing quite a bit to repair, number of issues, consistently having to contact UHL for repairs, recommend replacing one of the boilers if not both

It was moved by Prebeg and seconded by Roskoski to approve the proposal as presented for the replacement of one boiler at the Mountain Iron Library, to UHL Co. in the amount of \$7,837. The motion carried on roll call vote (5:0).

Director of Public Works:

- City crews out plowing and hauling snow in Ann's Acres and Unity Addition
- Alternating between moving snow and other normal City duties

Library Director/Special Events Coordinator:

- Winter Reading program "Yeti to Read"
 - January 4th – February 28th
 - Sponsors donated prizes for the program
- Story time started again recently

Sheriff's Department:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Buria to approve Change Order No. 3 – for the Sanitary Sewer Improvement project, with a decrease of \$66,611.20 for Insituform Technology, Anoka, MN. The motion carried on roll call vote (5:0).

It was moved by Stanaway and seconded by Buria to approve Pay Request No. 2-Final Payment – for the Sanitary Sewer Improvement project in the amount of \$12,700.78, to Insituform Technology, Anoka, MN. The motion carried on roll call vote (5:0).

City Attorney:

- No formal report

It was moved by Roskoski and seconded by after two City Councilors meeting with City Attorney Lindsay after January 3rd meeting, learned mistake was made by City involving a lawsuit against former City employee pertaining to job training. And that the City of Mountain Iron drop its litigation in its entirety against Matthew Cerkenik. The motion failed due to lack of support.

It was moved by Buria and seconded by Stanaway to hold Resolution #01-23 until the next Council meeting; Censuring Council Member Edward Roskoski (a copy is attached and made a part of these minutes). The motion carried with Councilor Roskoski abstaining.

Announcement:

- Committee of the Whole Work Session (COW) – January 25th at 1:30pm
 - Work session with MNDOT, St. Louis County Public Works & Regional Rail Authority

It was moved by Roskoski and seconded by to advertise in the Hometown Focus and Mesabi Tribune, the upcoming Committee of the Whole meeting pertaining to the potential closing of County 102 at the north end of Parkville, scheduled for Wednesday, January 25, 2023 at 1:30pm in the Mountain Iron Room. The motion failed due to lack of support.

At 7:09p.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

Communications:

1. Local Board of Appeals and Equalization tentatively scheduled April 20, 2023
 - Mountain Iron Room from 5:00pm – 6:00pm

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	200.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	25.00
CD INTEREST	CD INTEREST 101	101-36-6200-000	2,589.37
CD INTEREST	CD INTEREST 378	378-36-6210-000	1,169.40
CD INTEREST	CD INTEREST 601	601-36-6200-010	41.76
CD INTEREST	CD INTEREST 602	602-36-2100-062	125.29
CD INTEREST	CD INTEREST 603	603-34-4400-010	250.59
FINES	CRIMINAL	101-35-5100-000	446.60
METER DEPOSITS	ELECTRIC	604-22000	300.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	30.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	63,661.90
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	230-31-1010-000	169.71
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	2,112.00
MISCELLANEOUS	LIBRARY-COPIES, FINES, MISC.	101-36-6200-092	250.00
MISCELLANEOUS	MISC. - GENERAL	101-20607	200.00
MISCELLANEOUS	MISC. - GENERAL	101-36-6200-089	75.00
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	375.52
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	315.82
MISCELLANEOUS	WWTP-MISCELLANEOUS INCOME	602-36-2100-047	88.95
PERMITS	BUILDING	101-32-2100-000	1,539.83
UTILITY	UTILITY	001-11105	279,170.67
Grand Totals:			353,137.41

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/23	01/18/2023	158601	130011	UNITED STATES POSTAL SERVICE	601-20200	623.10
01/23	01/20/2023	158602	10056	A T & T MOBILITY	101-20200	1,207.38
01/23	01/20/2023	158603	10012	ABE ENVIRONMENTAL SYSTEMS, INC	101-20200	2,582.94
01/23	01/20/2023	158604	1805	ADAM NEVALA	101-20200	200.00
01/23	01/20/2023	158605	10006	ANDERSON AUTO CENTER (DBA)	101-20200	154.38
01/23	01/20/2023	158606	20022	BENCHMARK ENGINEERING INC	301-20200	9,110.00
01/23	01/20/2023	158607	14008	BRIAN HOAG	101-20200	110.00
01/23	01/20/2023	158608	30055	BTAC ACQUISITION CORP.	101-20200	316.32
01/23	01/20/2023	158609	30084	CARDMEMBER SERVICE	603-20200	7,443.63
01/23	01/20/2023	158610	1581	CARMEN LANGEVIN	604-20200	71.68
01/23	01/20/2023	158611	170001	CENTURY LINK	101-20200	141.10
01/23	01/20/2023	158612	30073	COMPENSATION CONSULTANTS, LTD	604-20200	152.00
01/23	01/20/2023	158613	1901024	CTC	101-20200	540.39
01/23	01/20/2023	158614	635	CURT & ANNETTE PIRI	101-20200	200.00
01/23	01/20/2023	158615	1806	DANE BEISE	101-20200	200.00
01/23	01/20/2023	158616	40083	DEPARTMENT OF COMMERCE	604-20200	118.93
01/23	01/20/2023	158617	1593	ESTATE OF AUDREY LEPPALA	604-20200	127.88
01/23	01/20/2023	158618	60029	FERGUSON ENTERPRISES INC	101-20200	59.35
01/23	01/20/2023	158619	50048	FRONTIER ENERGY	604-20200	829.84
01/23	01/20/2023	158620	80022	HAWKINS INC	602-20200	60.00
01/23	01/20/2023	158621	80001	HILLYARD/HUTCHINSON	101-20200	888.93
01/23	01/20/2023	158622	1592	HOLLY HOLMES	604-20200	151.40
01/23	01/20/2023	158623	80037	HOMETOWN MEDIA PARTNERS	101-20200	926.40
01/23	01/20/2023	158624	90006	INSITUFORM TECHNOLOGIES USA, LLC	602-20200	12,700.78
01/23	01/20/2023	158625	1594	JOHN & KRISTEN BATCHELDER	604-20200	353.53
01/23	01/20/2023	158626	1595	JONATHAN BROCKOPP	604-20200	123.07
01/23	01/20/2023	158627	30070	JULIA KNAPPER	101-20200	180.00
01/23	01/20/2023	158628	929	KAITLYN JENSEN	101-20200	200.00
01/23	01/20/2023	158629	200055	KYLE TOMCZYK	101-20200	20.00
01/23	01/20/2023	158630	120006	L & M SUPPLY	101-20200	1,347.14
01/23	01/20/2023	158631	120002	LAWSON PRODUCTS INC	602-20200	911.35
01/23	01/20/2023	158632	130030	MACQUEEN EQUIPMENT	101-20200	332.63
01/23	01/20/2023	158633	14002	MICHAEL GIFFORD	101-20200	30.00
01/23	01/20/2023	158634	130014	MINNESOTA BUREAU OF CRIMINAL	101-20200	15.00
01/23	01/20/2023	158635	140026	MINNESOTA ENERGY RESOURCES	602-20200	8,071.15
01/23	01/20/2023	158636	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	4,717.25
01/23	01/20/2023	158637	130009	MINNESOTA POWER (ALLETE INC)	604-20200	175,993.68
01/23	01/20/2023	158638	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	15,250.19
01/23	01/20/2023	158639	30001	NAPA AUTO PARTS	101-20200	290.43
01/23	01/20/2023	158640	140016	NORTHLAND SECURITIES	101-20200	435.00
01/23	01/20/2023	158641	130017	PARK STATE BANK	101-20200	6,125.00
01/23	01/20/2023	158642	160057	PHIL'S GARAGE DOOR SERVICE	602-20200	845.76
01/23	01/20/2023	158643	16008	PNC EQUIPMENT FINANCE	301-20200	74,553.83
01/23	01/20/2023	158644	160020	PTM DOCUMENT SYSTEMS	101-20200	114.06
01/23	01/20/2023	158645	170007	QUILL CORPORATION	101-20200	572.81
01/23	01/20/2023	158646	180009	RANGE RECREATION CIVIC CENTER	101-20200	6,577.20
01/23	01/20/2023	158647	180006	RMB ENVIRONMENTAL LABORATORIES	602-20200	370.26
01/23	01/20/2023	158648	190045	SERVICE SOLUTIONS	101-20200	27.00
01/23	01/20/2023	158649	190031	ST LOUIS COUNTY AUDITOR	101-20200	198.50
01/23	01/20/2023	158650	1807	TEASHA PATTON	101-20200	200.00
01/23	01/20/2023	158651	200020	THE TRENTI LAW FIRM	101-20200	2,835.61
01/23	01/20/2023	158652	14003	TYLER NYGAARD	101-20200	270.00
01/23	01/20/2023	158653	30072	VC3	101-20200	4,170.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/23	01/20/2023	158654	220020	VISA OR PARK STATE BANK CC PMT	101-20200	1,084.71
01/23	01/20/2023	158655	260001	ZIEGLER INC	101-20200	552.67
01/23	01/20/2023	158656	40063	DEPARTMENT OF COMMERCE	604-20200	75.00
Grand Totals:						345,759.26
PP-Ending 01/06						34,229.98
TOTAL EXPENDITURES						\$379,989.24



CITY OF MOUNTAIN IRON

Electrical System – 5-Year Plan

Joseph A. Peterson, PE
Iron Range Engineering and Consulting Services, PLLC

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Professional Engineer

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota

Signature: 
Typed or Printed Name: Joseph Anthony Peterson
Date: 12/16/2022 License Number: 47137

Overview

The purpose of this project was to review the system, ground line inspection results, discussion with city personnel, etc. to identify recommendations for the city's electrical system. Additionally, recommendations of other options would be added to best meet industry best practices and improve efficiency while improving redundancy and resiliency for the ever-changing grid demands and supply chain/industry disruptions. These ideas were then used to plan and set preliminary budgets for work primarily over the next 5 years but including work that would extend longer.

The work has been broken into 3 main categories: engineering, operations and maintenance, construction. In the next section, overviews will be provided to help understand a given project/work. The work is then broken out on a plan spreadsheet to help visualize budget, timing, and sequencing.

Engineering

As the electric grid becomes more complicated, adapts to new loads and sources, as well as being operated more efficiently and reliably, it becomes challenging to the point of impossible to run the system without engineering. The engineering can range from aspects that directly tie into construction, such as standardizing construction devices and conventions. There are also areas that play a less direct but very critical role. This would include aspects such as maintaining an electrical system model, understanding electrical capacities and operating expectations, evaluating arc flash and other hazards. The information gained from engineering on the system identifies or validates the needs and details for construction and other work as the grid grows and evolves.

System Evaluation

A detailed system model is needed to perform accurate studies and certain analysis. Collecting the information, creating the model, and performing the studies and evaluation takes time. Prior to or while that taking place, there can be a quicker and higher-level assessment performed to help identify if any significant operational or other risks exist and should be addressed in a more urgent manner. This review of the system will also help with initial decisions to progress towards an improved state of reliability and resiliency.

A recommended initial evaluation would look at several aspects including general condition, capacity, and contingency planning. This would take creating a system online, looking at attributes and condition of the substations and main sections of the system, looking at load data from metering and other sources, and discussion with utilities providing sources of power to the system to understand their system capabilities. The data collected during this work would align as a start for that needed for other portions of work discussed in this document and could be built on over time.

Electrical System Model and Studies

Beyond the higher-level system evaluation would be modeling of the electrical system in an engineering analysis software (EAS) and using the software to perform more complicated evaluations/studies. Using this approach has many benefits since the electrical grid is getting more complex and any level of hand calculation impractical, so the ability to adjust a model and re-evaluate for highly accurate results is the only option.

There are several software packages that can be used for this purpose. Some of the ones typically used for medium voltage distribution systems are Milsoft WindMil, CymDist, Synergi, ASPEN, and OpenDSS.

Each has pros and cons and fits better for different applications. The most typical software used in this area has been Milsoft WindMil. Depending on the GIS approach taken, it is even possible to create an export of the system from the GIS into a model in an EAS like WindMil. Some of the typical electrical power studies that would benefit the city:

- **Short circuit:** this study comes from a model of the system from all sources and includes impedance components such as cables, wires, transformers. It looks at the system configuration and characteristics to see how much available fault current is available in the event of different fault conditions (line to ground, line to line, 3-phase, etc.). This information forms the basis of other studies and is valuable for system design. It also allows the ability to provide more accurate short circuit information to customers when requested.
- **Coordination:** this study uses the fault current information from the short circuit study and compares it against the ratings and settings of equipment with the goal of ensuring the system is adequately protected. It helps ensure the system's protective devices trip selectively (ensure only the minimum amount of system is disrupted for an adverse condition) and reliably (a faulted condition is cleared, minimizing equipment damage and risk to the public and workers, but operations don't occur during normal load). This study plays a large part in the arc flash study since the main contributors to the arc flash energy is the available fault current and time it takes to be cleared.
- **Arc flash:** this study is needed to evaluate system conditions to determine the incident energy levels available. This is then used to ensure a worker's personal protective equipment (PPE) such as gloves, face shield, and flame resistant (FR) clothing can adequately reduce the risk they are exposed to. It is typical during this study to not just evaluate as a system exists, but to identify ways to engineer down energy levels to avoid the risk when possible.
- **Load flow:** this study uses the system model and measured (or estimated) loads to evaluate the system's response in areas such as voltage drop, capacity (vs equipment ratings), motor start and other large load review, etc. This study would provide great value when looking at balancing load on feeders/sources, adding load, converting load from the 4.16kV to 13.8kV, and more. This model and study could be used to best evaluate contingency options from other sources, if equipment is out of service (for maintenance or failure), or other contingency situations. It can also be used to evaluate system improvements like installing capacitor banks or regulators to better control the system.

Pole Model Library

In addition to the electrical characteristics of the system are the structural details of the utility poles holding up the overhead conductors and devices. Analysis of these devices needs to be done to ensure strength and clearance (over roads/terrain and between different conductors on the structure). This is typically done in a software package such as Osmose Ocalc. Since the poles, equipment/conductors, terrain, and code requirements do not change often, it would be beneficial to build and maintain a library of pole details and evaluations rather than evaluating each time from scratch. This way, once a pole is evaluated it will be ready to review future modifications. The system to house this library could be simple, such as a folder of the model files, or a system like the GIS with file attachments could be used. Once the system is in place, it would be a matter of following it as poles are reviewed or designed to continue building the library.

Material Standards and Specifications

There are multiple typical materials and services needed to build and maintain the electrical system. To ensure code compliance and compatibility with the system being built, there are many aspects that

need to be specified and kept consistent. This can be accomplished multiple ways including a list of specified brands/models or documentation of specifications that must be met for something to be deemed acceptable for use. The approach of documenting the specifications allows better flexibility when needing to find alternates or when looking for competitive bids. For this reason, it is recommended to build and maintain a set of documented specifications for materials and construction services. These can be developed proactively or can be developed as needed, but an important part is to ensure they are stored, maintained, and used consistently to provide their intended value.

Some example materials that should be included:

- Transformers
- Poles
- Conductors (bare wire and covered cable)

Some services that should be included:

- Underground cable installation (via plow, bore, trench, etc.)
- Construction services for overhead line build and removal
- Concrete/foundation work (used for padmount transformers, switchgear, reclosers, etc.)

Construction Standards

Most larger utilities have a defined set of construction standards that document their conventions used to increase efficiency of construction and their ability to meet or exceed requirements. These standards are based on their common materials, methods of installation, tools/equipment, etc. Typically, these standards are developed by a team (in some cases dedicated department) and approved by a committee. They can get to be very involved and detailed, which leads to considerable cost. In the case of smaller utilities, there are publicly available standards that are often used. There are sets published by the Rural Electrification Association (REA) and one by the Minnesota Municipal Utilities Association (MMUA), for example. Since the City of Mountain Iron has used MN Power for construction in their system, their custom standards have been used. Though these standards have worked over the years, it ties a reliance to MN Power since these standards are tailored for their preference, created and maintained by them exclusively, and not publicly available. As their materials, preferences, and conventions change, so will their standards without the input from the City of Mountain Iron and they are not vetted by as many resources as publicly available offerings. These standards also often times noticeably exceed minimum code and utility best practice requirements that introduce extra cost without benefit. It is for these reasons that it would benefit the city to review the current practices with REA and MMUA options to determine and document a simple standard set that would be sufficient for their needs. Much of the details in the construction standards of larger companies would not be necessary but documenting critical aspects such as pole framing for common scenarios, conductor sag/tension and other installation details, underground requirements, etc. would cover a lot of the needs.

Additional Engineering Items

Along with larger engineering efforts, there are some smaller efforts to be reviewed.

There is a building previously used by GE as a manufacturing site that is now storage. The transformer is well oversized for the needs, which costs in unnecessary system losses. This service will be reviewed to

determine what the actual needs are, what it will take to exchange transformers, and to see where the existing transformer could be used.

The Heliene solar panel plant recently upgraded from a 500kVA transformer to a 2.5MVA transformers to align with their plant expansion. Though not using full capacity, they have already mentioned possible additional load this summer (2023). As soon as possible it would be beneficial to engage in conversations with them to gather details of their anticipated needs, review their current billing/usage history to understand potential impacts, and otherwise be proactive to ensure additional load doesn't create problems. It should be noted the existing transformer is sourced from a non-regulated portion of the MN Power 23kV system and the transformer does not contain taps, so options are very limited for adjusting.

The city owns a 300kW generator that could be used for peak shaving or other options to reduce costs. Their existing electrical service agreement (ESA) may prohibit or limit options due to how demand billing is calculated and the option of using it behind the meter. This effort would be to review the ESA and equipment operational costs vs purchased energy costs to evaluate the anticipated value of this situation.

There is a section of overhead line south of Highway 169 and west of McInnes Road that was taken out of service years ago. With system growth, conversion, expansion, and other effort, this portion of system may provide value. This effort would be evaluating this section of line to better understand its current condition for usability and compare against system needs to see what the best steps forward would be for it.

Operations and Maintenance

This section includes work to help drive the safe, efficient, and reliable operation of the electric distribution system as well as ways to maintain it to strategically extend the lifetime of components to get the best value from them.

There are several useful tools and documentation of a distribution system. Two of which are a system online and a geographic information system (GIS). Each have their own purpose and value but work together to provide a great understanding of the system. The tools are discussed below and development is included early in the plan to facilitate improved awareness for future work.

The Mountain Iron distribution poles and system interact with joint use situations involving both electrical utility systems (MN Power) and communications companies (TV, phone, internet). These interactions create a potential cost savings for entities when sharing common infrastructure but at the same time increase the chance for confusion and risk if roles, responsibilities, and expectations are not clear and followed. There are a few aspects that should be known for awareness and reviewed to help guide plans for the system.

Since electrical system components often have long lifetimes and many require minimal attention, it can be easy to overlook preventative maintenance activities that contribute to consistent, reliable, and predictable operation. The technology has also evolved where maintenance practices used 10-40 years ago no longer apply or have been superseded by more efficient methods. There is also a need to have clearly defined processes and routines and track the results to ensure concerns are properly identified

and data available to take correct actions to remedy. This all ties in with having a good electrical maintenance program to follow.

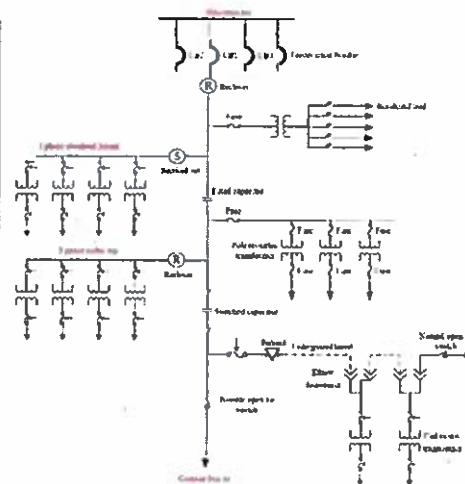
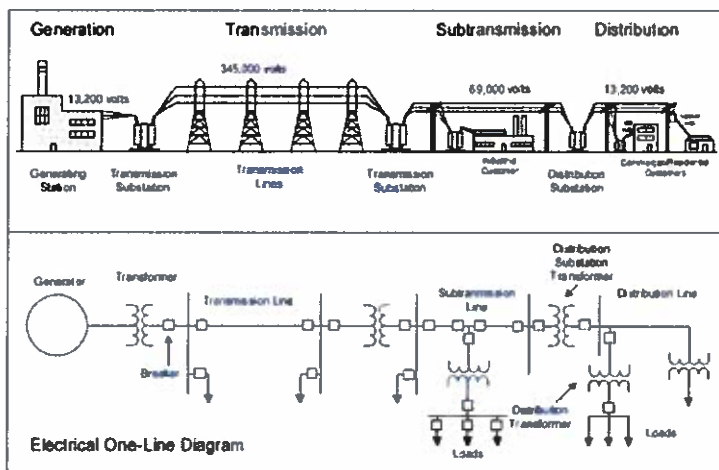
Periodic groundline inspections are part of the maintenance program of utility poles. This work has been recently performed MN Power and the results reviewed with suggestions on moving forward to remedy concerns that were identified.

Online

A typical electric distribution system and larger loads are 3-phase but is depicted on a oneline (or single-line) diagram. A oneline recognizes the typical sources and loads on these systems involve all 3 phases and it simplifies the representation to show a 3-phase line as a single line.

The main value of the oneline diagram is to know how key aspects of the system are electrically connected. For example, where sources tie into the system, feeder ties, segmenting/sectionalizing and isolation switches, protective devices, and normal operating states for these things (open, closed, running, offline, etc.). These become useful when planning switching, grounding plans, outages (de-energizing and isolating during restoration), and other operational needs. These diagrams are also the way the system is represented when modeled in engineering analysis software for performing system studies. A couple of very simple examples are shown below for visualization of these documents.

In the case of the Mountain Iron system, it wouldn't be as complex as systems containing all 4 types of electrical utility systems (generation, transmission, subtransmission, distribution) since there is only distribution system present. The recommended approach would be to depict the distribution system with focus on the 3-phase "trunks" and main portions of the 13.8kV and 4.16kV systems. All external sources would be shown, main 3-phase portions including substations and feeder, key equipment and customers/loads named and identified, etc. This would need to be kept up to date to provide the best value and avoid introducing safety issues.

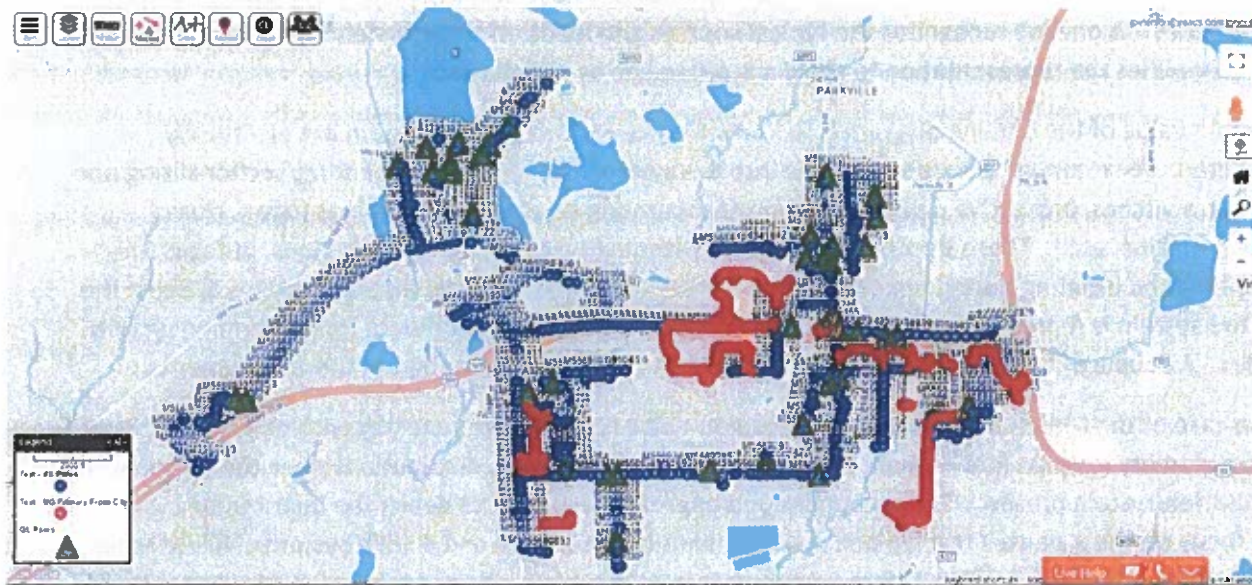


GIS/Maps

The city currently uses DiamondMaps.com as their GIS for the water system but does not use one for the electrical system. From the groundline maps provided by MN Power, there is not enough information to have a full and clear view of the system. This can impact operational efficiency, safety,

and ability to maintain the system. It would be greatly beneficial to develop a plan for getting the electrical system into a GIS.

The DiamondMaps.com system was reviewed for functionality. The company does not focus on electrical systems, but the system is very flexible and could be easily tailored to fit the needs. There is no additional cost to leverage the system and it would maintain a single GIS system for the city. The shape file with primary underground and GPS locations from the groundline analysis were easily uploaded to a test map and could be leveraged as a starting point to build from.



The first step that would be recommended would be determining the full plan for the system. The software has considerable capabilities that could be leveraged:

- Attach files for storage, document device attributes, and other details that would be useful to tie in with a maintenance program
- Export a system representation for review in electrical analysis software (and take back in data from the analysis for presentation)
- Provide inventory of system components, age, etc. for future planning needs.
- Track joint use ownership and other details
- Track the state of equipment (abandoned, out of service, troublesome, repairs, etc.)

Once a plan is determined, there would be the need to data collect and enter it into the system. It is important that this process is done intentionally and consistently to maintain a high level of data integrity. There would also be documentation, training, and other aspects to this initiative.

Joint Use

Joint use pole ownership can be beneficial, but also can make things extremely complicated. This is especially true when agreements were written many years ago under different times and conditions. Many aspects of joint use are for lawyers/legal review, but they also play into the operational and technical details and need to be considered when planning. Some aspects that should be reviewed for operational and technical impacts:

- Pole ownership (terms, which are owned by who, identification of, tracking)
- Cost sharing and process on replacement
- Process for modifying (new attachment, removal, etc.)
- Coordination of plans (knowing their plans prior to design might influence it or solutions can be collaborated on for efficiency)

As additional information related to ownership of joint use poles and groundline inspection/pole maintenance, there is the Andy Blood vs Qwest Communications case from 2004. In this situation, Andy Blood was a line worker for Xcel Energy that climbed a utility pole to remove the power attachments. There were no communications lines on the pole as Qwest had previously removed their infrastructure but still had ownership of the pole. The pole was not structurally sound, failed while Blood climbed the pole, and Blood suffered injuries that led to paraplegia. Lawsuits from the Blood family led to >\$84M in costs to Qwest since they were still the owner of the pole at the time of the incident and had not performed proper inspections/maintenance since the pole was installed in ~1958. This situation is being shared to help understand the potential risk of unclear/unresolved ownership of shared poles and the value of a diligent pole inspection and maintenance program. Websites with more details are below:

- <https://www.morelaw.com/verdicts/case.asp?d=33237&n=Unknown&s=CO>
- <https://law.justia.com/cases/colorado/supreme-court/2011/09sc534.html>

Maintenance Program

Many components of an electrical system are intended for long lifetimes. For some things such as wire, there is little to no ongoing work once installed properly. For other types of equipment there is periodic testing and analysis that should be performed to ensure it will continue to operate properly and to get the most value from them. This is necessary for safety, reliability, and cost effectiveness of the system. To capture the details of the maintenance needs and ensure they are consistently performed, it is recommended to implement a documented maintenance program.

Some aspects that could be captured in a maintenance program:

- Inventory of applicable equipment to be maintained and key features (make, model, settings, manuals, sizes)
- Details of equipment (expected/usable lifetime, guidance for replacement)
- Routine equipment visits and assessments (less formal)
 - o Visual assessment
 - o Documenting operations counts, loads and voltages
 - o Checking for errors/alarms
 - o Pulling event records (requires verification of settings to ensure details are captured)
- Periodic testing and maintenance activities (more formal)
 - o Determine capability for equipment to be taken out for service
 - o Testing requirements and details taken from many sources (NFPA70B, NETA MTS 2019, RUS Bulletin 1730-1, 2023 NESC)
- Maintaining records from testing or maintenance performed

Groundline Inspection

The report for the 2021 Ground Line Inspection performed by MN Power was reviewed. The remediation construction is discussed in the Construction section and details in the included spreadsheet, but there were some aspects worth mentioning in this section.

It was observed that there are locations that were not included in the results of the analysis but currently have poles with City of Mountain Iron system on them. These are assumed to fall into a couple of situations.

- New poles installed during construction that occurred after the analysis was performed. These are not a significant concern for urgent analysis since they would not be expected to deteriorate this quickly. These poles will be reviewed during future evaluations and inventoried/GPS located during other work.
- Locations where the Mountain Iron system is co-located on poles with MN Power. It is recommended to know the results and any planned remediation for these poles to help understand potential risks to the public/system as well as when considering system modifications. It will also allow for planning for any applicable costs that may be billed when repairs are made.
- There is a stretch of poles on the south side of Highway 169 west of McInnes Road that are currently not in service and not new construction. This pole line is being considered for potential value and will need to be reviewed by other methods before deciding whether it should be removed or repurposed.

It was observed that the poles in the report were not delineated by ownership. It is typical that communications companies own a percentage of joint use poles. In many cases, ownership was noted by barcodes that started with an A instead of an M and in this case that would include 106 of the 884 poles that were evaluated, including multiple reject poles MN Power recommended replacing. This convention is not always the case, so it is recommended to work with Lumen to ensure ownership is understood and costs can be handled appropriately. In this case, the cost for evaluating the Lumen owned poles was covered by the City of Mountain Iron.

Additional Operations and Maintenance Items

Besides the items mentioned previously, there are other operations and maintenance items that should be considered to improve efficiency, reduce risk, and be proactive for future needs.

As has been shown in recent years with supply chain issues, the availability of certain materials is considerably different than it was in the past. Because of this, it is more critical to determine what materials are critical to operations and develop a plan to ensure an adequate supply is available in case issues arise. Solutions for these materials might be increasing inventory, collective planning and agreements with other entities/municipalities, or agreements with vendors.

Development of forms and processes for handling common needs. One topic would be customer requests for available short circuit current levels. The past practice of using the theoretical maximum available from the service transformer provides artificially high numbers that can cause arc flash mitigation efforts of the customer to create unsafe conditions. Another would be applications for new or upgraded residential or commercial services (largely accounting for details such as high demand loads, EV chargers, distributed generation, etc.). This one is critical to ensure equipment serving them is

sized appropriately but not inefficiently since alternative replacements may not be readily available. A similar additional item will be to develop a city ordinance and applicable forms/processes around solar and other distributed generation. There are some publicly available resources to start with and assistance will be provided to help tailor it for the city's system and needs.

As the system becomes more complex, it provides opportunities to leverage during system operations but also risks to be careful of. For example, having one or more feeders being regulated but having ties to other feeders can cause problems if a closed transition tie is used without stepping the regulators to a minimal buck/boost position or neutral. Other similar situations exist where substations and feeders are sourced from different higher-level systems that should (or shouldn't) use closed transitions. One more is proper operations of and understanding the controls for regulators and reclosers. It might also be that certain loads, feeders, sections of lines need to be handled differently than the rest of the system due to specific conditions. Having a simple set of documented "operational guides" can reasonably ensure field workers remember the nuances and concerns in a time of need without relying on tribal knowledge or memory of what to watch for.

As a follow-up to the arc flash study would be implementation of a documented arc flash safety program. For qualified electrical workers, this involves determining PPE needs, training, etc. to safely work around arc flash hazards. For non-qualified electrical workers, it is how to avoid situations that expose them to the hazards present.

Construction

This section includes details around construction projects and initiatives. Some of the work will be multi-year efforts, some will be on a more urgent/fixed timeframe, some will be smaller and less urgent to be used as filler when opportunities arise. One benefit of having these plans summarized and documented will help be proactive if needs overlap (for instance, replacing groundline poles as part of a larger effort to ensure it solves both needs). Another benefit is planning ahead on needs like permits, licenses, land rights, material procurement, and overall sequencing of work.

Conversion of 4.16kV to 13.8kV

A large portion of the Mountain Iron distribution is a 4.16kV system. This voltage was adequate in the past for carrying residential and some commercial loads. As electrical needs increase with electric heating systems, water heaters (especially on demand), stoves, and growing use of electrical vehicle chargers, the capacity and voltage quality these systems can support are becoming less adequate and more of a concern. As the automobile industry transitions from fossil fuel to electric based vehicles, there will be a continual shift of charging load. Since cost effectively and efficiently converting a system from one voltage to another does not happen quickly, especially with supply chain and other issues, it is important to plan a staged conversion of the system. This will allow the opportunity for retirement of end-of-life equipment, capacity increase, improved redundancy, reduced complexity and inventory needs, and improved system efficiency.

To determine complete details and costs for a conversion and the best approach to executing, more system information would be needed. This will come from the development of the GIS, system studies, inventory, and other efforts. It should be noted that much of a system conversion cost would be serving the purpose of asset renewal, code compliance remediation, capacity increase, and other initiatives common to the electric utility industry rather than strictly converting the system. This is mentioned to

help understand that the cost of a conversion provides other necessary benefits, should be integrated as longer term work, and needs to be considered holistically to accurately represent the situation.

From a planning perspective, the researching and planning phase of a conversion should take place in the next couple of years to have an informed understanding of what it will take to execute. Aspects like how many transformers are already dual voltage, condition of the transformers/cable/cutouts, etc. will be critical to know. As other construction takes place on the 4.16kV system, it should be done in ways that either advance the effort or reduce the costs and complexity to do later. As portions can be transitioned, it will relieve the 4.16kV system and allow it to operate more effectively and reduce risk of failure.

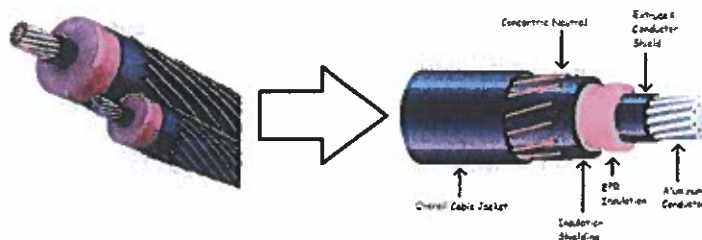
Replacement of 4.16kV Substation

In conjunction with the 4.16kV voltage conversion would be the future of the 4.16kV substation and the transition to one that sources 13.8kV. The existing substation equipment includes various ages including the station transformers of 1977 vintage. The age is not a cause for urgent concern and immediate replacement, but it is something that should be planned for to allow graceful and intention transition rather than having to deal quickly when equipment fails.

The recommended approach for the substation replacement would include planning, formal design, and procurement occurring in conjunction with the distribution system being converted to 13.8kV. This will allow the field construction to take place so redundant 13.8kV sources will be established near the end of transition. It would be beneficial to size the components of the substation in line with the existing Walmart 23kV to 13.8kV sub to allow for spares and full redundancy between the two. From a budgetary perspective, it would be reasonable to assume a substation replacement effort to be approximately ~\$40k-\$50k for engineering and ~\$1M-\$1.25M if performed in the 4-6-year timeframe.

Replacement of Open Concentric/Unjacketed Underground Cable

There are several variations of underground primary cable. The typical type of cable used in underground medium voltage electrical distribution systems includes a phase conductor and an outer/concentric neutral. In certain applications and about 40 years ago, many utilities installed an unjacketed version of the cable that had the concentric conductor on the outside of the cable. Over time and with the soils in the area, the neutral degrades and eventually will lose capacity and create opens/discontinuities in its conductive path. Depending on conditions where this occurs, it can become a serious safety hazard and will impact the way the system operates. It is recommended to have an ongoing budget to replace these situations prior to issues occurring. For cost estimating purposes, it is estimated that replacement of 3-phase cable would be ~\$50/foot to include cable, installation of cable, and terminations. This will vary greatly from the simplest of installation scenarios to most complex.



Highway 169 Crossing by L&M/Gas Station

There are aspects that could be improved with the overhead crossing near McInnes Road and modifications to prepare for highway rework in that area (anticipated 2025). The existing crossing is made of older poles, is a double feeder (with only 1 feeder used), there are complexities in the way it is constructed, and there are multiple groundline reject poles in the vicinity on the north side. Since the work will be involving work within a MN DOT right of way as well as sequencing work to minimize or avoid outages, it is a good opportunity to develop a comprehensive solution that can be executed and resolve all aspects at one time. Planning and reviewing the conditions may also allow some cost recovery during any MN DOT construction. It should be noted that due to the MN DOT permit and possibly equipment lead times, this work should be planned, designed, and permits started at least a year before planned construction.

For purposes of budgeting, this work could be done via overhead or underground solutions. For aesthetics, safety, sectionalizing, and minimizing overhead equipment in the area, an underground solution is likely favorable though will be a slightly higher initial cost. High level details:

- **Underground Solution:** It is assumed there will be a need to install a few riser poles on the north side of the intersection and south to transition from overhead to underground. There will be a 12-way primary pedestal for sectionalizing and splitting for feeds to the north, south, east, and possibly west on the north side of the highway. Then cable, terminations, and other miscellaneous components. Installation will involve directional boring due to roads, driveways, etc. A budgetary cost would be ~\$15k for engineering and ~\$150k for construction.
- **Overhead Solution:** An overhead solution would require 4 tall poles for the crossing, 3-4 more standard height poles, increased anchoring/guying, conductor and some underground to re-connect the existing underground. A budgetary cost would be ~\$10k for engineering and ~\$125k for construction.



Convert UG from 4.16kV to 13.8kV

There is a stretch of underground sourced by the 4.16kV system in between Rock Ridge Dr and Highway 169 that serves multiple businesses and the load is growing. To ensure more reliable service and power quality, it will be converted over to the 13.8kV system. This work is planned for spring/summer 2023 and will involve both overhead and underground work to complete.



Groundline Resolution

The groundline inspection report listed 105 issues on the poles inspected. None of the poles with issues were noted for urgent replacement.

There are 69 total occurrences of broken/defective guy wires, missing guy wire guards and missing ground wires. These should be quick to resolve and lower cost and taken care of as soon as practical to avoid growing into larger issues.

Since pole replacements can cost ~\$2k-\$10k per pole and are 40+ year investments, these should be planned out and performed methodically to make them efficient and beneficial for the long term of the system. Some considerations when planning these replacements:

- The cost to replace a single pole will include full cost to mobilize/de-mobilize a crew, perform the work, possible restoration after replacement, etc. It might also include costs for permitting, licensing, railroad flagmen, or impacts such as system outages. The incremental cost to replace additional poles in the vicinity at the same will often be much less than future return trips. For this reason, it adds value to review the planned work sites and include other worthwhile work.
- Stretches of poles are typically of the same vintage, height, class, etc. Though only 1 or 2 poles may have failed formal evaluation, other similar poles may be near or reasonably approaching end of life. Additionally, strength and clearance requirements have changed over the years as well as the terrain in which the poles exist. Because of this, replacing a single pole but meeting requirements might lead to unnecessary stress or complications on others (such as a single pole needing to be increased by 10' to obtain clearance needs). It may be found that undergrounding a section of line or relocating it creates a better long-term solution. It may also be possible to tie replacing the pole in with other planned projects or needs. For these reasons, it adds value to review the planned work sites and include other worthwhile work.
- Pole and other material costs and lead times are increasing. Since the poles were not noted as needing to be replaced urgently, the work should be planned out and staged such that performing the work doesn't deplete inventory or budgets that are needed for upcoming work.
- It is recommended to work with communications pole attachers to verify pole ownership for cost handling but also to determine their plans. Several local companies have gone the route of undergrounding their infrastructure during pole replacement, line rebuilds, or line relocations. There have also been some "fiber to home" initiatives that add new attachments to many poles. Understanding their plans and including them in considering the best approach may change needs or may change plans completely.

The list of reject poles was reviewed using the information in the report as well as online aerial imagery to form preliminary plans for remediation. These are summarized in the included spreadsheet with construction costs for budget planning. Engineering costs would be additional and vary based on the timing of the work, particular direction chosen, etc. Where the work would include multiple poles or could be grouped into larger scopes, it was noted. Many of the one-off and similar situations could be used as filler work to perform when resources have availability. In all cases, it is recommended to resolve the issues within the next 3-5 years unless field observations dictate differently.

The list of reject pole barcodes has been shared with the local area engineer for Lumen to see what poles they consider theirs. Their response should be considered and plans updated as appropriate.

Work by Year List

A spreadsheet was created to be a visual aid and help organize the intended work over the next 5 years and to keep future/ongoing/abled items listed so they do not get forgotten. The spreadsheet is dynamic in the ability to add additional work, break work into more granular tasks, adjust timing, add years, etc. The budgeted dollars are captured by task/line item, rolled up into category/project, and summed up by quarter and by year. This flexibility should assist in planning needs.

Initial budgetary costs have been included. For engineering work, the anticipated cost would include labor and potentially costs for specialized software or tools used for the work. For construction work, the costs estimate the overall cost to perform the work with consideration for engineering, permitting, materials, tools, construction labor, etc.

It should be noted that any costs mentioned are initial budgetary only for consideration and planning. Specific details, plans, sequencing, timing, world events, etc. might change things dramatically. It is recommended that activities such as planning, engineering, permitting, and procurement take place as early as feasible to identify and eliminate larger potential risks to budgets. For certain work and projects this may mean 12-18+ months in advance of when intended construction would start.

Exhibit A – Work Scope Addendum

1) Scope Description: System Evaluation

2) Deliverables:

- a. **Online diagram of the Mountain Iron distribution systems.**
 - i. This includes depiction of all 4 sources into the system down to the end of 3-phase main trunks or large customer loads.
 - ii. The onelines will include typical important system equipment including transformers, protective devices (reclosers, cutouts), switching devices (switches, solid blade disconnects), regulators, capacitor banks, distribution/load taps, overhead vs underground conductor, etc. Standard symbols will be used and included on a legend.
 - iii. If no existing device naming convention exists, one will be discussed with Client to facilitate clear and consistent identification of devices.
 - iv. The oneline will be provided electronically in a standard format that will be able to be maintained for future needs.
- b. **Evaluation of the Mountain Iron distribution systems. The following topics, at a minimum, will be evaluated and considered.**
 - i. General condition of the system based on visual inspection and discussion with Client personnel with the purpose of identifying higher risk situations or more urgent needs.
 - ii. The substations will be reviewed. In the case of the old 4.16kV substation, this will help determine any urgent needs to keep that system going as well as a better feel for potential system life remaining. For the 13.8kV system, it will be reviewed for configuration and high-level coordination (devices are reasonably protected, any risky configurations to avoid, etc.).
 - iii. System capacity will be evaluated for current and anticipated near term future needs. This will involve both Mountain Iron system components

and source capacity from external sources into the system (for normal and emergency situations). This review will include looking at billing information for peak levels and periodic usage as well as other sources if identified.

- iv. General system redundancy, resiliency, and contingency will be reviewed. This will determine if there are critical failure points that pose elevated levels of risk and whether there are spares, workarounds, or other ways to gracefully recover if problems occur.
- v. Observations will be documented and discussed with the Client. Any identified concerns/recommendations will be raised with urgency appropriate to the level of risk they pose to the system reliability or safety.

3) Timeline:

- a. It is anticipated that work will start within 2 weeks of authorization to proceed.
- b. It is anticipated that field/onsite work, information requests, and other investigative efforts will take place in the first 2-3 weeks of the project.
- c. Delivery of the oneline and report will be within 8 weeks of the authorization to proceed. If desired, an in-person meeting for presentation of results and discussion can be included.
- d. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. Time and Material: In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$7,540 without Client's written consent.
- b. Client Purchase Order Number: _____

5) Addendum Number: 001-0002

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: SYSTEM EVALUATION

Grand Total (USD)
\$7,540.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Number: 001-0002

Estimate Date: December 21, 2022

Expires On: December 21, 2022

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Travel_Reg 4 site visits	4	\$125.00	\$500.00
2022_Labor_Eng_Tech_Reg onsite work	16	\$120.00	\$1,920.00
2022_Labor_Eng_Tech_Reg offsite work	40	\$120.00	\$4,800.00
2022_Labor_Prof_Eng_Reg formal report time	2	\$160.00	\$320.00
Total:			\$7,540.00
Grand Total (USD):			\$7,540.00

Notes / Terms

This is an estimate for Exhibit A Addendum 0002. Invoicing will be done based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: GIS Development

- a. The goal of this project is to create a GIS data model to document the electrical system in the existing Diamond Maps system. This will provide useful information for future field work and for system modeling and analysis. The method used for the data entry will be documented to allow ongoing updates to be consistent and complete to maintain a high level of data integrity.
- b. The system model entered into the GIS will include depiction of all sources into the system down to the end of the primary system and including depiction of service transformers and secondary conductors (exclusive of service conductors). The Client will need to provide or assist in safely and practically collecting certain information including, but not limited to, transformer nameplates, protective device settings/characteristics, etc. The model will include information including poles, conductors, transformers, fuses, etc.
- c. Larger service transformers will be documented with actual nameplate transformer impedances when possible. Smaller transformers may be estimated at typical ANSI values (or can be provided by Client).
- d. Consultant will coordinate with Client to properly identify conductors and other devices as best as practical. For secondary and service conductors, it may be more practical to assume an appropriately sized conductor. In cases where assumptions are made, they will be noted so future updates can advance the accuracy of the model.
- e. The pole information from the recent MN Power provided groundline study will be used when possible.

2) Deliverables:

- a. Documented GIS Processes and Schema: a schema will be determined and used to populate the GIS model. The processes, assumptions, etc. will be documented.
- b. GIS Model: the GIS system model will be provided to the Client. This will be in CSV exports (or other data format) from a test environment as well as shared access to the map. Assistance for uploading into the Client's account will be provided.
- c. Presentation: the Consultant will present and discuss details with the Client as needed to train them on the work that was done, how to update going forward, etc.

3) Timeline:

- a. It is anticipated that work will start within 2 weeks of authorization to proceed.
- b. The first portion of work will be determination and development of the GIS schema that will be used. This is assumed to take 2-3 weeks.
- c. The next portion will be field/onsite work, information requests, and other investigative efforts to collect the data. It is anticipated this will take up to 8 weeks to gather the majority or all the necessary information.
- d. The GIS modelling and documentation creation will take place in conjunction with and after the field collection effort. It is estimated it will be complete within 2 weeks of the data collection. If any information or conditions seem suspect, additional field work may be needed. Upon completion of this phase, draft documentation will be provided to the Client and presentation/discussion scheduled.
- e. Delivery of the results and documentation will be within 2 weeks of the presentation and discussion unless significant changes are needed.
- f. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. Time and Material: In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$14,450 without Client's written consent.
- b. Client Purchase Order Number: _____

5) Addendum Number: 001-0003

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: GIS DEVELOPMENT

Grand Total (USD)
\$14,450.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Number: 001-0003

Estimate Date: December 26, 2022

Expires On: January 26, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg	110	\$120.00	\$13,200.00
2022_Labor_Travel_Reg	10	\$125.00	\$1,250.00
Total:			\$14,450.00
Grand Total (USD):			\$14,450.00

This is an estimate for Exhibit A Addendum 0003. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: System Studies (excluding arc flash and load flow)

- a. The goal of this project is to create a system model in an engineering analysis software (EAS) and perform initial evaluations for short circuit levels and protective device coordination.
- b. The system modelling and evaluation will include depiction of all sources into the system down to the end of the primary system and including depiction of service transformers and secondary conductors (exclusive of service conductors). The Client will need to provide or assist in safely and practically collecting certain information including, but not limited to, transformer nameplates, protective device settings/characteristics, etc.
- c. Larger service transformers will be modelled with actual nameplate transformer impedances. Smaller transformers can be estimated at typical ANSI values (or can be provided by Client to be modelled).
- d. Consultant will coordinate with Client to properly identify conductors and other devices as best as practical. For secondary and service conductors, it may be more practical to assume an appropriately sized conductor. In cases where assumptions are made, they will be noted so future updates can advance the accuracy of the model.
- e. This scope includes the following system studies in addition to creation of the system model:
 - i. Short circuit analysis: determines available fault currents and certain system parameters at busses in the system. If equipment ratings are found to be exceeded, recommendations to reduce risk will be made.
 - ii. Coordination: reviews the protective device characteristics compared to available fault currents to reasonably ensure they are expected to correctly operate prior to damage. In cases where miscoordination is present or can be improved, recommendations will be made.

2) Deliverables:

- a. Model: upon completion, the WindMil system model will be provided to the Client. Note: this does not include the Milsoft WindMil (or other) software to modify, view, or otherwise interact with the model.
- b. Report: a signed report summarizing noteworthy results will be created to document and communicate results and recommendations from the power system

study.

- c. **Presentation:** the results will be summarized and presented to Client. Items of concern and other significant/noteworthy aspects will be discussed.

3) Timeline:

- a. It is anticipated that work will start within 2 weeks of authorization to proceed or April 1 (if GIS development is approved), whichever is later.
- b. It is anticipated that field/onsite work, information requests, and other investigative efforts will take place in the first 4 weeks of the project and will gather the majority or all of the necessary information.
- c. The modelling, analysis, and report creation will take place in the 4-6 weeks following the investigation phase. If any information or conditions seem suspect, additional field work may be needed. Upon completion of this phase, a draft report of results will be provided to the Client and presentation/discussion scheduled.
- d. Delivery of the results and final report will be within 2 weeks of the presentation and discussion unless significant changes are needed.
- e. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. **Special Software:** This project includes use of a premium software package that is not built into the normal labor rates (Milsoft WindMil). Per the rate schedule, this will include a charge. The charge for this project is \$5,000 and is due on the next billing period following approval of the scope of work.
- b. **Time and Material:** In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation (including Special Software charge) will not exceed \$26,800 (see note below)

without Client's written consent.

- i. If Client approves Scope 001-0003 GIS Development and data collection is performed prior to this project, there is an anticipated ~\$4,000 savings due to data collection under that project.

c. Client Purchase Order Number: _____

5) Addendum Number: 001-0004

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: SYSTEM MODEL AND STUDIES

Grand Total (USD)
\$26,800.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Number: 001-0004

Estimate Date: December 26, 2022

Expires On: January 26, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg	160	\$120.00	\$19,200.00
2022_Labor_Prof_Eng_Reg	10	\$160.00	\$1,600.00
2022_Labor_Travel_Reg	8	\$125.00	\$1,000.00
Premium_Software_WindMil	5000	\$1.00	\$5,000.00
Total:			\$26,800.00
Grand Total (USD):			\$26,800.00

This is an estimate for Exhibit A Addendum 0004. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: Standards Development

- a. The goal of this project is to create documented standards for certain materials, services, and construction specifications to ensure efficient and effective design and construction.
- b. The standardized material and service specifications will be used to ensure consistent ratings, compatibility, and code compliance when used for proper application. This will ensure future purchases can be used to replace existing installations without significant rework or modification. It will also contribute to contractor installation methods being consistent.
- c. The construction standards will be drawings and details for common overhead and underground work. This will improve consistency, code compliance, efficiency, and safety when used in proper applications. Methods from several reputable industry resources will be reviewed to guide for the best approach.

2) Deliverables:

- a. Material and Service Specifications: specifications will be provided in both modifiable (.DOC) and fixed (.PDF) electronic versions.
- b. Construction Standards: drawings and necessary installation details will be provided in a format and structure to be used initially and added to as other construction needs are identified.
- c. Applicable specifications and standards will be Professional Engineer (PE) certified.
- d. Presentation: the results will be summarized and presented to Client.

3) Timeline:

- a. It is anticipated that work will start within 2 weeks of authorization to proceed.
- b. A kick-off discussion with Client will be held to get current information being used, the desired specifications and construction standards, and details to help clarify details.
- c. Samples/examples will be shared early in the process to ensure expectations are being met and to make any adjustments felt necessary.

- d. The main portion of development is anticipated to take 20-24 weeks, but will be dependent on other accepted work.
- e. Consultant will provide Client with a draft for review. Client will schedule the presentation/discussion to talk through any desired changes.
- f. Delivery of the final, signed results will be within 2 weeks of the presentation and discussion unless significant changes are needed.
- g. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. Time and Material: In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation (including Special Software charge) will not exceed \$23,540 without Client's written consent.
- b. Client Purchase Order Number: _____

5) Addendum Number: 001-0005

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: STANDARDS DEVELOPMENT

Grand Total (USD)
\$23,540.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@cl.mountain-iron.mn.us

Estimate Number: 001-0005

Estimate Date: December 26, 2022

Expires On: January 26, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg For specifications	60	\$120.00	\$7,200.00
2022_Labor_Prof_Eng_Reg For specifications	12	\$160.00	\$1,920.00
2022_Labor_Travel_Reg For specifications	2	\$125.00	\$250.00
2022_Labor_Eng_Tech_Reg For construction standards	100	\$120.00	\$12,000.00
2022_Labor_Prof_Eng_Reg For construction standards	12	\$160.00	\$1,920.00
2022_Labor_Travel_Reg For construction standards	2	\$125.00	\$250.00
Total:			\$23,540.00
Grand Total (USD):			\$23,540.00

This is an estimate for Exhibit A Addendum 0005. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: General Engineering – GE Transformer/New Pump Site Service

- a. **GE Transformer Review:** this portion of the project scope will include review of usage and load data against the currently installed transformer to identify what would be a more appropriate size (to reduce losses) and general recommendations for use of the existing transformer based on condition, primary/secondary voltages, etc.
- b. **New Pump Site Service:** this portion of the project will include review of the current plan for MN Power to serve the new pump load west of the old substation and provide design details for the City of Mountain Iron portion west of the highway.

2) Deliverables:

- a. **GE Transformer Review:** the deliverable for this scope will be a recommendation on replacement transformer to be installed at the site and use for existing transformer. Installation details for replacement transformer will be provided (assuming significant changes are not required).
- b. **New Pump Site Service:** the deliverable for this scope will be advisement of aspects of the MN Power plan to cross the highway (including correspondence with MN Power representative, if needed) and design from the west side of the highway to the point of service at the pump house.

3) Timeline:

- a. It is anticipated that work will start within 2 weeks of authorization to proceed. Completion will be planned with Client to ensure risks and impacts to any of the work are minimized.
- b. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. **Time and Material:** In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$4,375 without Client's written consent.

b. Sub-Scope Cost Breakout:

i. GE Transformer Review: \$605

ii. New Pump Site Service: \$3,770

c. Client Purchase Order Number: _____

5) Addendum Number: 001-0006_1

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: GENERAL ENGINEERING – GE TRANSFORMER/NEW PUMP SITE SERVICE

Grand Total (USD)
\$4,375.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Date: December 31, 2022

Expires On: January 31, 2023

DEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg GE Transformer Review	4	\$120.00	\$480.00
2022_Labor_Travel_Reg GE Transformer Review	1	\$125.00	\$125.00
2022_Labor_Eng_Tech_Reg New Pump Site Service	24	\$120.00	\$2,880.00
2022_Labor_Travel_Reg New Pump Site Service	2	\$125.00	\$250.00
2022_Labor_Prof_Eng_Reg New Pump Site Service	4	\$160.00	\$640.00
Total:			\$4,375.00
Grand Total (USD):			\$4,375.00

This is an estimate for Exhibit A Addendum 0006_1. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: General Engineering – Heliene Load Growth/Generator Peak Shaving

- a. **Heliene Solar Panel Load Growth Review:** this portion of the project will include review of the existing loads/demands at the plant as well as discussion with the plant for anticipated load growth in 2023. General recommendation as to adequacy of the existing service/transformer or changes will be made (detailed engineering would be additional).
- b. **Generator Peak Shaving:** this portion of the scope is to review the use of the 300kW generator for peak/load shaving and advise Client on when it would be beneficial and guidance based on their ESA and system conditions.

2) Deliverables:

- a. **Heliene Solar Panel Load Growth Review:** the deliverable for this scope will be correspondence with the Consultant, Client, and Heliene Solar Panel Plant as to whether the existing transformer/service should be adequate for the planned load growth or what change(s) may be needed. Detailed design changes will be additional and the need communicated as soon as practical (if recommended).
- b. **Generator Peak Shaving:** the deliverables for this work will be a recommendation on how to leverage the 300kW generator to reduce the city's load for peak/load shaving.

3) Timeline:

- a. It is anticipated that work on one or more scopes will start within 2 weeks of authorization to proceed. Completion will be planned with Client to ensure risks and impacts to any of the work are minimized.
- b. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. **Time and Material:** In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$2,820 without Client's written consent.

b. Sub-Scope Cost Breakout:

i. Heliene Solar Panel Load Growth Review: \$1,050

ii. Generator Peak Shaving: \$1,770

c. Client Purchase Order Number: _____

5) Addendum Number: 001-0006_2

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: GENERAL ENGINEERING – HELIENE LOAD GROWTH/GENERATOR PEAK SHAVING

Grand Total (USD)
\$2,820.00

tsatrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Expires On: January 31, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg Helene Solar Panel Load Growth Review	4	\$120.00	\$480.00
2022_Labor_Travel_Reg Helene Solar Panel Load Growth Review	2	\$125.00	\$250.00
2022_Labor_Prof_Eng_Reg Helene Solar Panel Load Growth Review	2	\$160.00	\$320.00
2022_Labor_Eng_Tech_Reg Generator Peak Shaving	10	\$120.00	\$1,200.00
2022_Labor_Travel_Reg Generator Peak Shaving	2	\$125.00	\$250.00
2022_Labor_Prof_Eng_Reg Generator Peak Shaving	2	\$160.00	\$320.00
Total:			\$2,820.00
Grand Total (USD):			\$2,820.00

This is an estimate for Exhibit A Addendum 0006_2. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: General Engineering – Convert UG from 4kV to 13.8kV

- a. Convert UG from 4kV to 13.8kV: this portion of the scope is to determine a solution to convert the portion of 4kV system onto the 13.8kV system between Rock Ridge Dr and Hwy 169.

2) Deliverables:

- a. Convert UG from 4kV to 13.8kV: the deliverables for this work will be a design for construction of the conversion as well as support for procurement/etc. to implement.

3) Timeline:

- a. It is anticipated that work will start within 4 weeks of authorization to proceed. Completion will be planned with Client to ensure risks and impacts to any of the work are minimized.
- b. Client will be communicated with as the project proceeds and any potential delays or timing concerns will be identified and discussed as soon as possible during the project.

4) Payment:

- a. Time and Material: In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$4,980 without Client's written consent.
- b. Sub-Scope Cost Breakout:
 - i. Convert UG from 4kV to 13.8kV: \$4,980
- c. Client Purchase Order Number: _____

5) Addendum Number: 001-0006_3

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: GENERAL ENGINEERING - CONVERT UG FROM 4KV TO 13.8KV

Grand Total (USD)
\$4,980.00

City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Date: December 31, 2022

Expires On: January 31, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg Convert UG from 4kV to 13.8kV	32	\$120.00	\$3,840.00
2022_Labor_Travel_Reg Convert UG from 4kV to 13.8kV	4	\$125.00	\$500.00
2022_Labor_Prof_Eng_Reg Convert UG from 4kV to 13.8kV	4	\$160.00	\$640.00
Total:			\$4,980.00
Grand Total (USD):			\$4,980.00

This is an estimate for Exhibit A Addendum 0006_3. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States

Exhibit A – Work Scope Addendum

1) Scope Description: Joint Use Engineering

- a. This project is the joint use engineering scope identified during scope-0001. The purpose is to guide and assist the City of Mountain Iron with the operational side of joint pole use with other attachers/owners such as MN Power, Lumen, etc.
- b. The goal is to determine mutually beneficial standards for construction, processes, communications, coordination between all parties to improve efficiency, save on construction and maintenance costs, and reduce overall liability and risk.
- c. Consultant will act as technical expert and advisor to Client and as facilitator between the Client and other pole owners/attachers. Any formal changes or decisions will need to be stated between parties by Client.

2) Deliverables:

- a. Discussion and communications with 3rd party owners/attachers to facilitate this work.
- b. Documentation of:
 - i. Joint ownership agreement review for technical and operational aspects to integrate or develop necessary forms, and processes. This includes but may not be limited to:
 1. Pole replacement
 2. Modification (add new, remove old, overlash, etc.)
 3. Abandonment/transfer of ownership
 4. Cost sharing so capital and maintenance can be strategic while not taking on other entity costs or risks
 - ii. Determine and document pole ownership so it is better understood and tracked (which are owned by who, identification of, ongoing tracking, etc.) and processes for ongoing updates.
 - iii. Processes for coordination of construction plans between entities (knowing other entity plans prior to design might influence or solutions can be collaborated on for mutual benefit and efficiency).

3) Timeline:

- a. It is anticipated that work will start within 4 weeks of authorization to proceed. This will be an ongoing effort throughout the 2023 year. Completion will be

planned with Client to ensure risks and impacts to any of the work are minimized.

- b. Client will be kept updated on all communications, updates on timeframe, any delays/challenges outside of Consultant's controls, etc.

4) Payment:

- a. Time and Material: In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate schedule of Exhibit B (Rate Schedule Effective 1/1/2023 – 12/31/2023). Consultant's total compensation will not exceed \$4,800 without Client's written consent.

- b. Client Purchase Order Number: _____

5) Addendum Number: 001-0007

6) Signatures

Client: _____

Signature

Typed or Printed Name: _____

Date: _____

Consultant: _____

Signature

Typed or Printed Name: Joseph (Joe) A. Peterson

Date: _____

ESTIMATE: JOINT USE ENGINEERING REVIEW

Grand Total (USD)
\$4,800.00

BILL TO
City of Mt Iron
Tim Satrang

(218) 750-0121
tsatrang@ci.mountain-iron.mn.us

Estimate Number: 001-0007

Estimate Date: December 31, 2022

Expires On: January 31, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
2022_Labor_Eng_Tech_Reg	40	\$120.00	\$4,800.00
Total:			\$4,800.00
Grand Total (USD):			\$4,800.00

This is an estimate for Exhibit A Addendum 0007. Invoicing will be based on actual hours.



**Iron Range Engineering and
Consulting Services**
United States



GPM Inc.
4432 Venture Ave
Duluth, MN 55811
Phone: 218-722-9904 Fax: 218-722-2826
Email: Orders@gpmco.com Web: www.gpmco.com

Service Order Quote

Page: 1

Sell To:

City of Mountain Iron
8586 Enterprise Dr S
Mountain Iron, MN 55768-8260
USA

Service Quote No.: SRVQ-002155
Revision: 0
Service Quote Date: 01/10/23

Ship To:

City of Mountain Iron
8586 Enterprise Dr S
Mountain Iron, MN 55768-8260
USA

Service Description: Byron Jackson 10MQ-1 stage
Projected Starting Date:
Projected Finishing Date:
Shipping Method:
Shipping Agent:
Shipping Agent Service:

Customer ID: C12030
P.O. Number: TBD
Order Date: 11/10/22
Salesperson: Blake Kolquist
Terms: Net 30 Days

Service Quote Comments

Proposed Scope of Work:

- Disassemble, Clean and Inspect
- Rework, balance and reuse impeller
- Scrap and replace all gaskets, bushings & packing
- Includes bowl and line shaft replacement
- Rework and reuse stuffing box
- Reuse discharge head, & columns
- Rework Bowl, suction bell and discharge case
- Assemble pump and paint GPM gray (Epoxy)

Repair Notes/Comments

- This budgetary quote includes the following
 - * shaft replacement.
 - * reworking the stuffing box
 - * Renewing impeller to bowl clearances
 - * labor for disassembly and assembly

This budgetary quote does not include the following:

- * Impeller replacement (\$3,847.85, 22 week lead time)
- * Bowl replacement (\$2,185.73, 18 week lead time)
- * Top case discharge (\$876.07, 10 week lead time)
- * Suction case (\$1,993.89, 18 week lead time)

Budgetary Proposal notes:

- A firm repair quote will be provided after the pump has been disassembled and inspected.
- Repair lead time based on proposed scope of work is 10-12 weeks ARO

Thank you for the opportunity to quote this service work. Based upon the current shop loads, an order placed today has a projected finish date as shown above. Please note that an order confirmation will be sent with updated estimates based upon the date the order is received. We look forward to providing you the highest quality service in a timely manner and appreciate your business partnership.

Service Items

Service Item No.	Serial No.	Description	Repair Status Code
S-18774	816M0122	Byron Jackson 10MQ-1 stage VTP	05-QUOTE



GPM Inc.
4432 Venture Ave
Duluth, MN 55811
Phone: 218-722-9904 Fax: 218-722-2826
Email: Orders@gpmco.com Web: www.gpmco.com

Service Order Quote

Page: 2

Sell To:

City of Mountain Iron
8586 Enterprise Dr S
Mountain Iron, MN 55768-8260
USA

Service Quote No.: SRVQ-002155
Revision: 0
Service Quote Date: 01/10/23

Ship To:

City of Mountain Iron
8586 Enterprise Dr S
Mountain Iron, MN 55768-8260
USA

Service Description: Byron Jackson 10MQ-1 stage
Projected Starting Date:
Projected Finishing Date:
Shipping Method:
Shipping Agent:
Shipping Agent Service:

Customer ID: C12030
P.O. Number: TBD
Order Date: 11/10/22
Salesperson: Blake Kolquist
Terms: Net 30 Days

Type	No.	Description	Quantity	U/M	Unit Price Excl. Tax	Total
Item	G40222	S, Stuffing Box Renewal, VTP	1.00	EA		
Item	G24200	S, Clearance Renewal, 1-stage, Impeller Balance, VTP	1.00	EA		
Item	G40217	S, Bowl Clearance Renewal, VTP, 1-Stage Pump	1.00	EA		
Item	G49668	SHAFT PUMP 1.438X 40.062 1.000THD	1.00	EA		
Item	G39524	Sleeve, Bottom, Bearing, BJ, 1.45 X 1.88 X 5.13LG W/GRV	1.00	EA		
Item	G49669	CAP SAND F/1.44/SFT MACH	1.00	EA		
Item	G39526	Collet, DR, BJ, 1.44/SFT, 1.77/OD X 1.88/LG	1.00	EA		
Item	G39527	Bearing, Sleeve, BJ, 1.45 2.00 3.50/LG	1.00	EA		
Item	G39528	Bearing, Rub, BJ, 1.45 2.19 7.50/LG	1.00	EA		
Item	G39529	CPLG, SFT, THRD, BJ, 1.00LH 2.50	1.00	EA		
Item	G32997	O-Ring -267 NBR 20A11CM267	2.00	EA		
Item	G49671	O-Ring	1.00	EA		
Item	G49672	GLD SPLIT BJ 2.63BC 1.00SFT 2 PCS REQD TO MAKE 1	2.00	EA		
Item	G39531	Ring, LTRN, Half, BJ, F/1.00/SFT 1.03/ID 1.44/OD .75/Thk	2.00	EA		
Item	G49673	NUT SFT DRVR 1.000RH 14-UNF 3B	1.00	EA		
Item	G49674	SHAFT HEAD 1.00RH 1.00LH .25 22.00	1.00	EA		
Item	G49675	HEAD SHAFT 1 OD X 5 5 3/8 LG	1.00	EA		
Item	G39529	CPLG, SFT, THRD, BJ, 1.00LH 2.50	1.00	EA		
Item	G49676	DEFLECTOR .970 3.130OD X .380THK	1.00	EA		
Item	G49677	GASKET .06/THK 2.44/OD 1.88/ID	1.00	EA		

Service Center - Labor Total: 3,120.00

Amount Subject to
Sales Tax

0.00

Amount Excluded from
Sales Tax

14,700.54

Service Center - Parts Total: 11,580.54

Subtotal: 14,700.54

Total Sales Tax: 0.00

Total: 14,700.54

Mountain Iron Public Library

2023 Policy Manual

MISSION:

The mission of the Mountain Iron Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming and respectful to all.

The Mountain Iron Public Library will serve residents of the community and the public library system area. Service will not be denied or abridged because of religious, social, economic, or political status; or because of mental, emotional, or physical condition; age; or gender identification or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay fines/ fees, destruction of library property, disturbance of other patrons, or other illegal, disruptive, or objectionable conduct on library premises.

Mountain Iron Public Library Services

- Select, organize, and make available necessary books and materials
- Provide guidance and assistance to patrons
- Sponsor and implement programs, exhibits, displays, book lists, etc.
- Cooperate with other community agencies and organizations
- Secure information beyond its own resources when requested
- Lend to other libraries upon request
- Develop and provide services to patrons with additional needs
- Maintain a balance in its services to various age groups
- Provide service during hours which best meet the needs of the community
- Regularly review library services being offered
- Use media and other public mechanisms to promote the full range of available library service

Mountain Iron Public Library Board

The Library Board will consist of five (5) community members appointed by the Mayor, approved by the City Council.

The Library Board will meet monthly between September and May in the Library or at City Hall.

Library Board members will serve a three-year term. They may serve for up to 3/ three-year consecutive terms.

The Library Board will hold annual Election of Officers for President and Secretary. This term begins with the ANNUAL MEETING each January. Officers are sworn in at this meeting.

The Library Board acts as a Committee of the Whole.

The Library Director shall make every attempt to be present at all Library Board Meetings.

The Library Board will establish quorum when at least three (3) members are present. Meetings may be held with less than three (3) members but no actions may be taken.

Volunteers and Friends of the Library

The Library Board encourages individuals and groups to volunteer their time, talents and efforts in the service of the Mountain Iron Public Library. In appreciation of volunteer services, the Library Board acknowledges the need to organize volunteer activities and provide for appropriate recognition benefitting to the Library and the communities it serves.

A Friends of the Library group is a formal 501(c)(3) organization of community patrons who unite and execute, in conjunction with library goals and the needs of the Library staff, programs and events to benefit the Mountain Iron Public Library. In particular, the Friends of the Library is often heavily involved in fund-raising for the Library and will oversee periodic book sales and special events. The Friends of the Library serve at the pleasure of the Library Board, which is the only body with legal authority to set policy for the development of the Library.

Intellectual Freedom

The Mountain Iron Public Library upholds patrons' intellectual freedom according to the American Library Association's Library Bill of Rights.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all

types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they

examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from

establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

Circulation Policy

The goals of this policy are to encourage accountability for and the timely return of Library materials so that there is optimal sharing of the collection.

Library Card: Patrons must have a library card in good standing (with fines/ fees below \$10) in order to borrow materials from the Mountain Iron Public Library.

Citizens should present a MN State Identification card (i.e. driver's license) or some other current form of identification to obtain a Library card. If a patron loses their card, they should notify the Library as soon as possible and request a replacement.

ALS Public Library Card Online Application:

ALS is helping to ensure patrons have access to library cards. Individuals may request a public library card (if they live in the ALS seven-county service area) by applying online. With an ALS Public Library Card, patrons are able to access many of the free digital resources available 24/7 online and can use it to check out books, DVDs, audiobooks, and more at any of the 27-member public libraries in the region. New ALS Public Library Cards will be sent via mail to the mailing addresses listed in the applications. If a patron knows they have a library card but can't find it, call 218-741-3840 and help is available to renew a library card or issue a new library card for free.

<https://www.alslib.info/how-to-get-a-library-card/>

Holds: As a member of the Arrowhead Library System, the Mountain Iron Public Library will attempt to fulfill requests for materials either currently checked out or not owned locally first within and then without the Arrowhead Library System. Patrons may place requests for items not owned by the Mountain Iron Public Library in person, over the phone, via email, the online catalog or through MNLink (if not owned by the Arrowhead Library System).

Loan Periods:

DVD's – Feature Films are checked out for 7 days. Series are checked out for 21 days. These items may be renewed if no other Mountain Iron patron is waiting on them.

Magazines – 7 days

Books/ Books on CD – 21 days

All other items – 21 days

Renewals may be obtained by phone, via email or the online catalog.

Some reference materials may be accessed at the Library ONLY.

Copies made at the Library are \$.25/ copy. Fees may be waived if they are related to legal, financial or medical needs.

Fines:

Library materials are purchased for use by all citizens of the City of Mountain Iron and are considered local government property. The Mountain Iron Public Library establishes regulations for the loan of materials, including circulation periods and renewal processes.

The Mountain Iron Public Library does not charge patrons late/ overdue fees but DO expect items to be returned on time. Library staff will inform patrons of overdue items and will use discretion in allowing patrons to check out additional items. The Library will attempt to recover overdue materials and will notify patrons of unpaid fees (including Lost/ Damaged Item fee and overdue fees from other Arrowhead Library System/ MN Link locations) according to procedures. The Library will also provide sufficient information to allow any individual other than the card holder or the borrower to settle unpaid fees on that card. However, authors, titles, or subject of the lost or overdue items will not be disclosed without the presentation of the borrower's card and/or current identification that matches library records.

Lost or Damaged Items: Patrons are responsible for paying replacement fees for items they or their minor children have lost or damaged. Lost or Damaged Item fees over \$10 MUST BE PAID before additional items can be checked out.

Materials Selection Policy

Statement of Purpose: The Mountain Iron Public Library contributes to an informed, connected community by providing books, technology, and special programs and events that support early literacy and academic achievement, and encourage patrons of all ages to become lifelong learners.

The Library Director and the Assistant Librarian are responsible for selecting all materials.

General Principle: The Library shall provide materials in all subject areas and in varied formats, print and non-print. Specific criteria to be considered are:

- Analysis from standard review sources (Booklist, Publisher's Weekly, etc.)
- Patron demand and prominence of book on bestseller lists
- Accuracy and objectivity of viewpoint
- High standards of quality in format, content, artistic quality and literary style
- Authors or publishers who excel in knowledge or authority of subject content
- Clarity in the presentation and organization of subject matter
- Value to collection based on permanency, timeliness, and lack of other library materials on topic
- Broad coverage of viewpoints and subjects within budget limitations.

Duplication of titles will be held to a minimum in an effort to expand the library's overall subject resources as much as possible.

In addition, the Library will make the following considerations for special materials as listed:

- Local history or area authors – the library tries to collect local materials whenever possible.
- Gifts – gifts must be in good condition and meet the same criteria as library purchased materials to be included in the library's collection.
- Reference – because the library emphasizes a circulating collection, the reference collection will be kept small and updated with the latest titles. Reference titles that are being updated will be moved to the circulating collection.

The library may remove titles from the library under the following guidelines:

- Duplicate titles that are not in high demand (excluding local authors/history).
- Items in poor physical condition
- Items that contain obsolete or inaccurate subject matter
- Items that have not been used for a considerable length of time

When materials are removed from the library, consideration shall be given to replacing the title or subject matter to ensure a well-rounded collection

Suggestions and requests from other librarians, patrons and citizens of Mountain Iron will be considered.

These general principles apply to both adult and youth reading materials.

Controversial Materials

In seeking to accomplish its stated mission, the Mountain Iron Public Library subscribes to the following in the Library Bill of Rights:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

The Library Board recognizes the right of each individual to approve or reject material for personal consideration and use based on his or her ideals and beliefs. However, individuals do not have the right to make these choices for the community as a whole. The Board defends the library's inclusion of materials with wide variety of topics and styles and will not remove controversial materials from the library when censorship is involved except under the orders of a court of competent jurisdiction.

A Mountain Iron Public Library patron and/ or citizen of the City of Mountain Iron has the right to request a reconsideration of any library material in circulation at Mountain Iron. Requests for reconsideration must be made in writing to include the item for review, the individual's name and contact information, and the reason for the review. Items requested for review will be presented to the Library Board in a timely manner. The item will remain in circulation until such time as a review is complete. The individual requesting the review will be notified of the outcome.

Confidentiality of User Records Policy

The Mountain Iron Public Library respects the rights of its patrons to privately seek information and borrow library materials. In accordance with Minnesota State Law (Statute 13.40), the library considers information in a patron's record – including both personal data and links to information on materials borrowed or requested – to be private. Such records will not be made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to local, state or federal law relating to civil, criminal, or administrative discovery procedures or legislative power. The library will resist issuance or enforcement of any such process, order of subpoena until such time as proper showing of good cause has been made in court of competent jurisdiction.

If any agent or officer of the court or law enforcement approaches library staff for access to library records, staff will immediately ask for identification and alert the Library Director that a request has been made. The Library will request to have its legal counsel present before and during the execution of a search warrant to assure that the search conforms to the terms of the warrant. Any court orders will be examined by the Library's legal counsel for defect. If a defect exists, the Library's counsel will advise on the best method to resist the order.

Policy of Internet Access and Computer Terminal Use

Statement of Purpose: The Mountain Iron Public Library will provide internet access as one means of fulfilling its mission “to provide access to information and materials which promote education, intellectual stimulation and entertainment to the citizens of Mountain Iron.”

The internet, as an information resource, enables the library to provide information beyond the regular collection. The internet offers a variety of information that is professionally and culturally stimulating; however, information is constantly changing, making it impossible to predict what information is available. Individual users must accept responsibility for determining content of information found on online.

The Mountain Iron Public Library subscribes to the American Library Association’s Library Bill of Rights:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Individuals may not use the computer terminals to display graphics that are obscene under the Minnesota State Statutes (section 617.241). They may not use the computer terminals for illegal purposes. It is also the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Mountain Iron Public Library resources and facilities.

The Arrowhead Library System receives federal funding in support of internet access. Federal Law requires libraries receiving such funding to install a technological device to block access to imagery defined as being harmful to minors. Federal Law allows an adult to request that a Children’s Internet Protection Act – CIPA – affected site be temporarily unblocked for “bonafide research or other legal purposes”.

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However, the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy.
Adopted 2015

The Mountain Iron Public Library affirms the right and responsibility of parents/ guardians to provide guidance for their children's use of Library materials and resources, including electronic resources.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Parents/ guardians are encouraged to work closely with their children in obtaining access to and selecting material that is consistent with personal and family values. Parents/ guardians are encouraged to share with their children rules for online safety when using computer terminals.

<https://www.consumernotice.org/data-protection/internet-safety-for-kids/>

Unattended Child Policy

Children are always welcome at the Mountain Iron Public Library. We are concerned about their safety and welfare.

Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children in the library.

A child less than nine (9) years old must be accompanied by a responsible party at all times. "Responsible parties" may include a parent or guardian, an older sibling or caregiver who is at least 16 years old, a library staff person overseeing an activity or an authorized adult group leader.

If unattended children ages 9 and older are being disruptive, are habitually left unattended for long periods of time, or are deemed to be at risk of coming to harm, efforts will be made to locate the responsible parent, guardian, or caregiver. If we are unable to contact the responsible adult, we will notify authorities to ensure the child's safety.

We respect the privacy of all library patrons and will intervene only when, in the opinion of library staff, the safety of a child is threatened.

Tutor Usage Policy

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.

- Tutoring sessions are to be held in the lower level small meeting room only.
- Tutoring sessions must be kept as quiet as possible as not to disturb other library patrons or library staff.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patron.
- Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Children under the age of eight must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- No exchange of money may take place between the student and tutor in the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.
- No tutoring supplies should be left at the Library.
- Library kitchen facilities are not available for tutor or student.
- Library furniture shall not be moved from where it is placed by Library staff.
- Students must bring their own supplies and money to pay for copies.



CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
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email: info@bm-eng.com

January 31, 2023

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
Bid Package 2

Dear Mr. Wainio;

Enclosed please find Pay Request No. 8 for the Proposed Well #3, Bid Package 2 project in the amount of **\$16,150.00**, for approval at your next scheduled City Council meeting. These amounts include 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: Clay Witkofsky, TNT Construction Group, LLC.

RECOMMENDATION OF PAYMENTNo. 8

Owner's Project No.: _____

Engineer's Project No.: MI15-08Project: Proposed Well #3 Bid Package 2CONTRACTOR: TNT Construction Group, LLC., 40 Country Road 63, Grand Rapids, Mn 55744For Period Ending: January 31, 2023

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 January 31, 2023By **STATEMENT OF WORK**

Original Contract Price	\$ <u>139,000.00</u>	Work & Materials to Date	\$ <u>169,901.00</u>
Net Change Orders	\$ <u>40,264.00</u>	Amount Retained (5%)	\$ <u>8,495.05</u>
Current Contract Price	\$ <u>179,264.00</u>	Subtotal	\$ <u>161,405.95</u>
		Previous Payments	\$ <u>145,255.95</u>
		Amount Due this Payment	\$ <u>16,150.00</u>



Application and Certificate for Payment

TO OWNER:	CITY OF MOUNTAIN IRON 8586 ENTERPRISE DRIVE S MT. IRON, MN 55768	PROJECT:	MT IRON WELL PUMP HOUSE MT IRON, MN	APPLICATION NO: 008	Distribution to:
FROM:	TNT CONSTRUCTION GROUP, LLC 40 COUNTY ROAD 53 GRAND RAPIDS, MN 55744	VIA	BENCHMARK ENGINEERING 8878 MAIN STREET PO BOX 251 MT. IRON, MN 55768	PERIOD TO: January 31, 2023	OWNER: <input type="checkbox"/>
CONTRACTOR:		ARCHITECT:		CONTRACT FOR: General Construction	ARCHITECT: <input checked="" type="checkbox"/>
				CONTRACT DATE: December 08, 2020	CONTRACTOR: <input type="checkbox"/>
				PROJECT NOS: M115-08 / 21148 /	FIELD: <input type="checkbox"/>
					OTHER: <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703®, Continuation Sheet, is attached.

- | | |
|--|--------------|
| 1. ORIGINAL CONTRACT SUM | \$139,000.00 |
| 2. NET CHANGE BY CHANGE ORDERS | \$40,264.00 |
| 3. CONTRACT SUM TO DATE (Line 1 + 2) | \$179,264.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$169,901.00 |

5. RETAINAGE:

- a. 5.00 % of Completed Work
(Column D + E on G703)
- b. 0 % of Stored Material
(Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703)

- | | |
|--|---------------------|
| 6. TOTAL EARNED LESS RETAINAGE
(Line 4 Less Line 5 Total) | <u>\$161,405.95</u> |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) | <u>\$145,255.95</u> |

- | | |
|---|-------------|
| 3. CURRENT PAYMENT DUE | \$16,150.00 |
| 4. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) | \$17,858.05 |

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$40,264.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$40,264.00	\$0.00
NET CHANGES by Change Order		\$40,264.00

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User Notes:

(VSTWOTBGR)



AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

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User Notes:

Tim

I Thank you for the
opportunity you have given
me to work for the city
of Mountain Iron.

This is my Two week
Notice

Thank you


1-13-23

COUNCIL LETTER 020623-VI2

PERSONNEL COMMITTEE

POSITION POSTING

DATE: February 2, 2023

FROM: Personnel Committee

Craig J. Wainio
City Administrator

The Personnel Committee is recommends that the City Council authorize the internal posting for two Equipment Operator positions as specified in the Collective Bargaining Agreement.

CITY OF MOUNTAIN IRON

INTERNAL JOB POSTING

EQUIPMENT OPERATOR

The City of Mountain Iron has two immediate openings for the position of full-time Equipment Operator. This position reports to the Director of Public Works.

Responsibilities of this position are described in the Equipment Operators position analysis.

The position is Job Class 12 at \$27.86 per hour.

Applications will be accepted until 4:00 p.m., February 17, 2023. Submit letter of application to Craig J. Wainio, City Administrator.

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



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 01-23

CENSURING COUNCILMEMBER EDMUND ROSKOSKI

WHEREAS, the City Council for the City of Mountain Iron ("City Council") has adopted a Code of Conduct and adopted a resolution confirming a commitment to service and civility to clarify the conduct expectations of Council members and the Mayor; and

WHEREAS, the Code of Conduct describes the manner in which the Mayor and Council members should treat one another, city staff, consultants, constituents, and others with whom they have contact while representing the City of Mountain Iron; and

WHEREAS, the Code of Conduct reflects the work of the Mayor and City Council in defining more clearly the behavior, manners, and courtesies that are suitable for various occasions; and

WHEREAS, the constant and consistent theme through all of the Code of Conduct guidelines is "respect;" and

WHEREAS, the Code of Conduct notes that despite the pressures of making decisions that impact the lives of citizens, elected officials are called upon to exhibit appropriate behavior at all times; and

WHEREAS, the Code of Conduct specifically states in part that all Councilmembers are:

- 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.
- To be accountable for their actions and behaviors and accept responsibility for their decisions.
- To oppose all forms of harassment and unlawful discrimination.
- 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.

WHEREAS, the City Council and members of the public observing Council meeting have observed that Council member **Edmund Roskoski** violates the Code of Conduct by failing to observe and respect the authority of the Mayor in the control of the meeting in that he fails to move discussion forward or refrain from interruption and delay within the meetings, has made personal attacks in

discussion, to wit, referring to the Mayor as “a bitch” which conduct can be observed approximately twenty-four and one half minutes into the regular Council meeting held January 3, 2023; and

WHEREAS, said complaint is documented in the recording of the proceedings of the January 3, 2023 meeting; and

WHEREAS, the City Council has considered all evidence presented to it with respect to the aforementioned complaint, all of which is hereby incorporated into this Resolution; and

WHEREAS, Councilor Roskoski has previously been censured by the Council during the fall of 2022.

NOW, THEREFORE, the City Council of the City of Mountain Iron hereby resolves as follows:

1. That during his tenure as a member of the Mountain Iron City Council, Councilmember Roskoski violated the Code of Conduct through his actions at City Council meetings as outlined and described above.

2. That pursuant to its authority under the rules of procedure, Councilmember Roskoski is censured and it is specifically noted that conduct such as alleged above is not in line with the expectation or tradition of the City of Mountain Iron.

3. That Councilmember Roskoski is once again directed to henceforth abide by the Code of Conduct. Without limitation, Councilmember Roskoski is specifically directed to observe and respect the authority of the Mayor, to refrain from personal attacks including calling names and the use of foul language and to treat members of the Council, staff, and those working for and with the City of Mountain Iron with respect and free from harassment and intimidation.

BE IT FURTHER RESOLVED, that this resolution shall be effective immediately upon passage.

DULY ADOPTED BY THE CITY COUNCIL THIS 6th DAY OF FEBRUARY, 2023.

Mayor Peggy Anderson

ATTEST:

City Administrator



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RESOLUTION NUMBER 02-23

APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, the City Engineer has prepared plans and specifications for Improvement Number 21-07, the construction of the Parkville Trail Interconnect and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on March 3, 2023, at which time they will be publicly opened in the Mountain Iron Room of the Community Center by the City Administrator and engineer, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on March 6, 2023, in the Mountain Iron Room of the Community Center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for ten percent of the amount of such bid.

DULY ADOPTED BY THE CITY COUNCIL THIS 6th DAY OF FEBRUARY, 2023.

Mayor Peggy Anderson

ATTEST:

City Administrator



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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RESOLUTION NUMBER 03-23

AUTHORIZING EXECUTION OF A LIMITED USE PERMIT BETWEEN THE CITY OF MOUNTAIN IRON AND THE COMMISSIONER OF TRANSPORTATION, STATE OF MINNESOTA

WHEREAS, the City of Mountain Iron is the administrator of the Parkville Interconnect Trail; and

WHEREAS, part of the Parkville Interconnect Trail runs within the right-of-way of State Hwy 169 in Mountain Iron.

NOW, THEREFORE BE IT RESOLVED, that the City of Mountain Iron, as the trail sponsor, has the responsibility for the maintenance and repair of the Parkville Interconnect Trail within the right-of-way of State Hwy 169 in Mountain Iron and authorizes execution of a Limited Use Permit between the City of Mountain Iron and the Commissioner of Transportation, State of Minnesota.

DULY ADOPTED BY THE CITY COUNCIL THIS 6th DAY OF FEBRUARY, 2023.

Mayor Peggy Anderson

ATTEST:

City Administrator



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

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

February 6th, 2023

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

Re: 2023 Parkville Trail Interconnect
City of Mountain Iron
Project No. MI21-07

Dear Mr. Wainio,

Benchmark Engineering has completed a set of construction plans and specifications for the 2023 Parkville Trail Interconnect project and is requesting City Council action to first approve the plans and specifications and then to advertise for bids.

The project will be advertised for 21 days, and a tentative bid opening would be set for Friday, March 3rd. Bids could be considered at a council meeting in March.

The plans and specifications are attached for your review.

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

Sincerely,
Benchmark Engineering, Inc.

Jeremy D. Schwarze, PE
Project Engineer

ADVERTISEMENT FOR BIDS

PROJECT NO:

OWNER: CITY OF MOUNTAIN IRON, MINNESOTA

SEALED BIDS FOR: **Parkville Trail Interconnect** including the approximate quantities:

Removals; Common Excavation – 100 Cu. Yd.; Common Borrow – 1,200 Cu. Yd.; Geotextile Fabric Type 5 – 6,100 Sq. Yd.; Aggregate Surfacing Class 5 – 140 Cu. Yd.; Aggregate Base Class 5 – 1,100 Cu. Yd.; Type SP 12.5 Wearing Course Mix – 840 Tons; Culvert Pipe, Aprons, and Riprap; Adjust Gate Valve and Box – 5 Each; Construct Drainage Structure – 4 Lin. Ft.; 4" Concrete Walk – 280 Sq. Ft.; Truncated Domes – 112 Sq. Ft.; Relocate Mail Box – 9 Each; Relocate Sign – 9 Each; Traffic Control; Sign Panels – 40 Sq. Ft.; Silt Fence – 3,425 Lin. Ft.; Rock Ditch Checks – 17 Each; Turf Establishment; Crosswalk Paint - 736 Sq. Ft.

Bids will be received by City of Mountain Iron, City Administrator, City Hall, 8586 Enterprise Drive until **10:00 A.M. local time Date**, and then at said office publicly opened and read aloud.

The information for Bidders, Form of Bid, Form of Contract, Plans and Specifications, and Forms of Bid Bond, Performance and Payment Bond, and other contract documents may be examined at the following: Benchmark Engineering, Inc. and the City of Mountain City Hall.

Copies may be obtained at the office of Benchmark Engineering Inc. located at 8878 Main Street PO Box 261, Mountain Iron, MN upon payment of **\$50.00**. Non-refundable, sales tax included. Electronic documents are available from QuestCDN, Project No. **8377547** at a non-refundable cost of \$25.00.

The Owner reserves the right to waive any informality or to reject any or all bids.

Each Bidder must deposit, with their bid: security in the amount, form and subject to the conditions provided in the Information for Bidders. The bid should be in a sealed envelope with the project name, bid date and time clearly labeled on the outside.

All applicable state laws relative to wage rates shall apply on this project. Contractors will be required to submit payroll reports.

No Bidder may withdraw their bid within 35 days after the actual date of the opening thereof.

Craig Wainio
City Administrator



8878 Main Street
P.O. Box 261
Mountain Iron, MN 55768
Phone: 218-735-8914
Fax: 218-735-8923
E-Mail: info@ben-eng.com
Web Site: www.ben-eng.com

- CIVIL ENGINEERING
- ENVIRONMENTAL ENGINEERING
- LAND SURVEYING
- PLANNING
- MINING
- LAND DATA BASE MAPPING

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of MINNESOTA.

James D. Schaefer
Printed name: James D. Schaefer
Date: 1/18/2023 Lic. No. 55298

PROJECT NO. M2-107
DATE: JAN 2023
DRAWN BY: JDS
CHECKED BY: ALJ

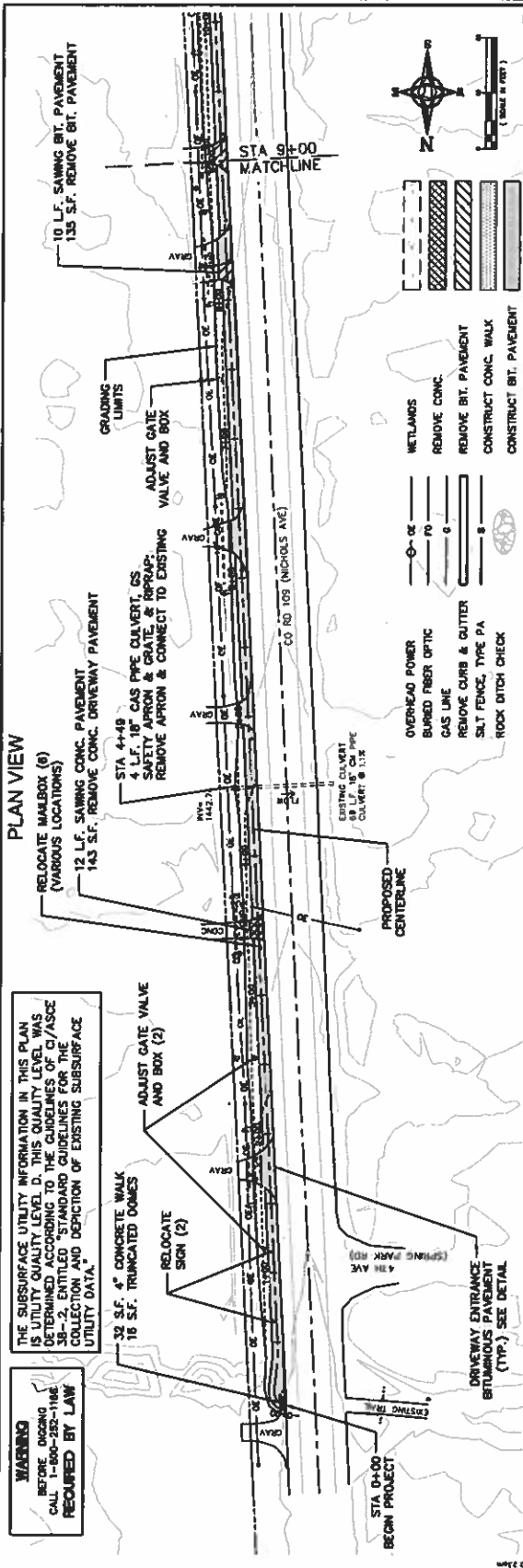
DATE	REVISIONS	DESCRIPTION

PARKVILLE TRAIL
INTERCONNECT

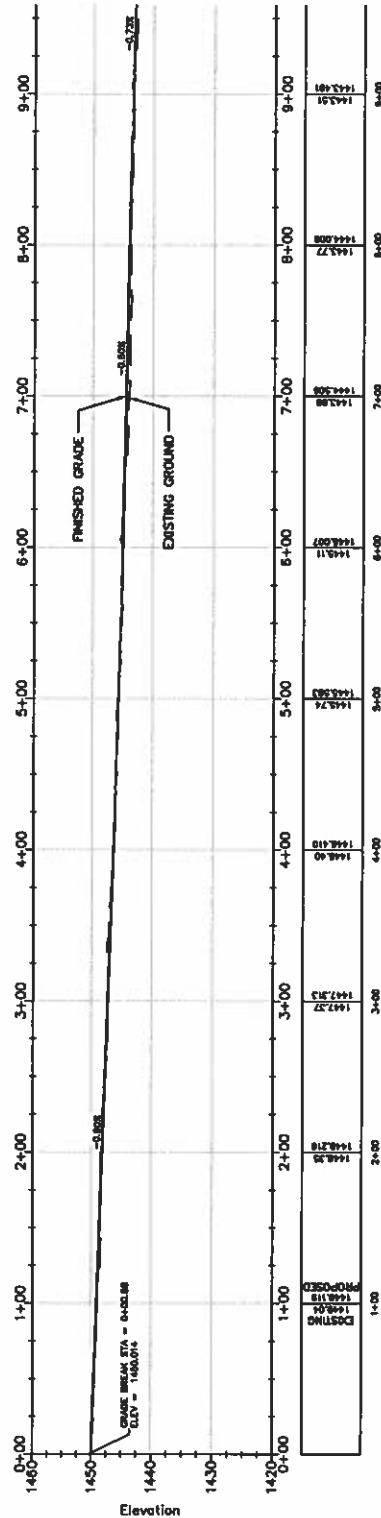
MTN IRON, MINNESOTA

PLAN & PROFILE

SHEET NO.
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CENTERLINE PROFILE





6878 Main Street
P.O. Box 261
Mountain Iron, MN 55768
Phone: 218-735-8914
Fax: 218-735-8823
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Website: www.ben-eng.com

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James D. Schaefer
James D. Schaefer, P.E.
Date: 11/29/23 Lic. No. 554589

PROJECT NO: M21-07
DATE: JAN 2023
DRAWN BY: JDS
CHECKED BY: AU

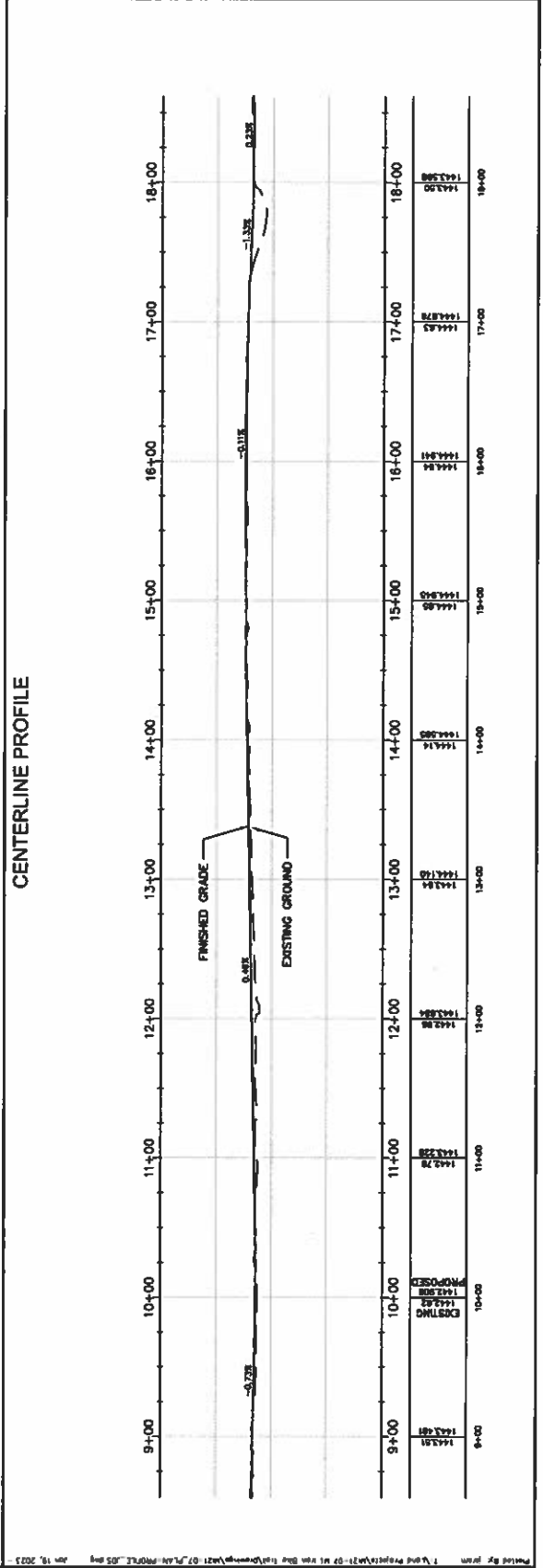
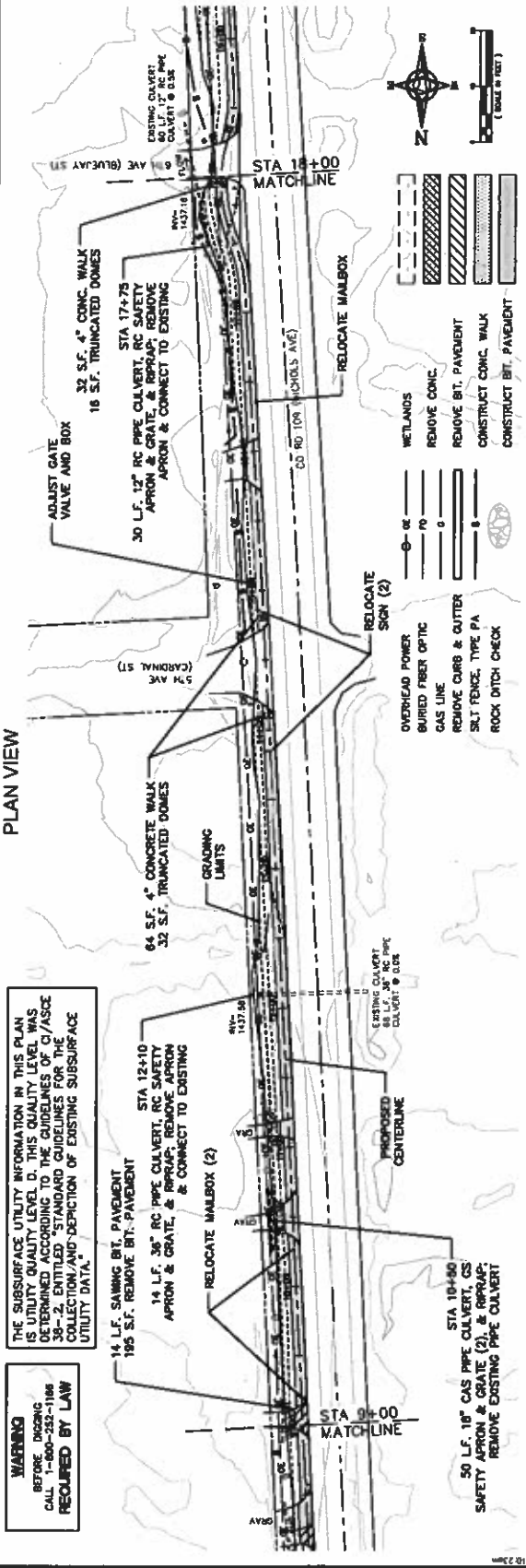
DATE	REVISIONS	DESCRIPTION

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PLAN & PROFILE

SHEET NO.
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6975 Main Street
P.O. Box 281
Mountain Iron, MN 55768
Phone: 218-735-0814
Fax: 218-735-0823
E-Mail: info@benchmark-eng.com
Website: www.benchmark-eng.com

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James D. Schaefer
Printed name: James D. Schaefer
Date: 1/19/23, Lic. No. 55488

PROJECT NO: M21-07
DATE: JAN 2023
DRAWN BY: JDS
CHECKED BY: AU

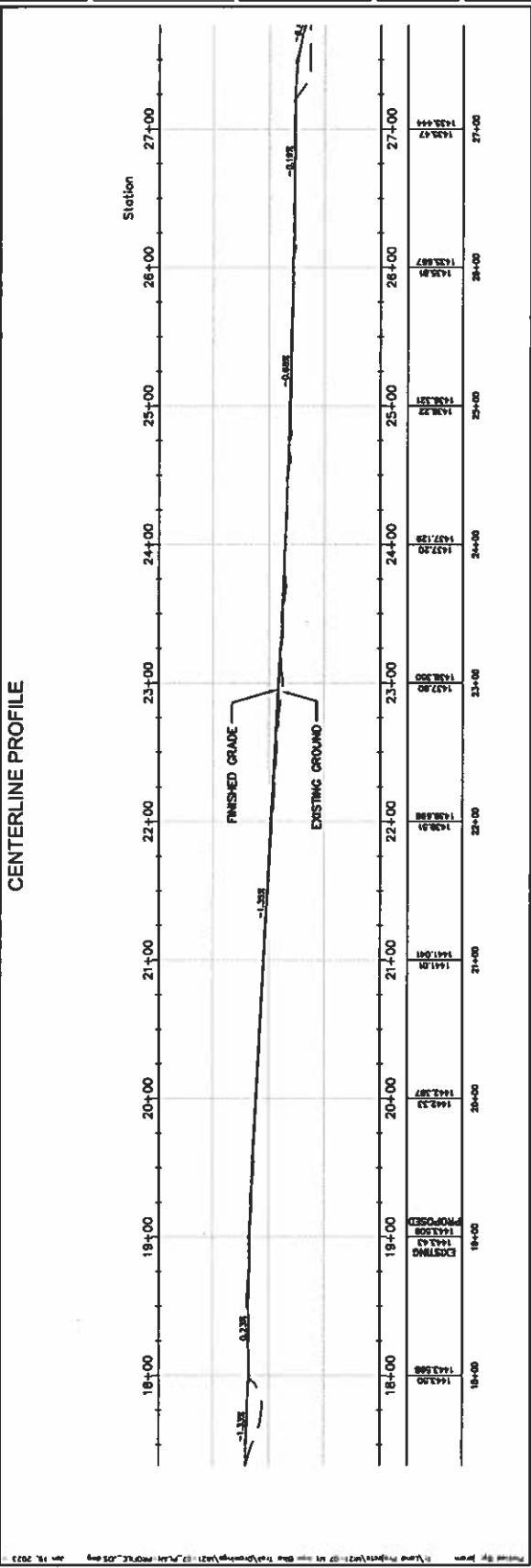
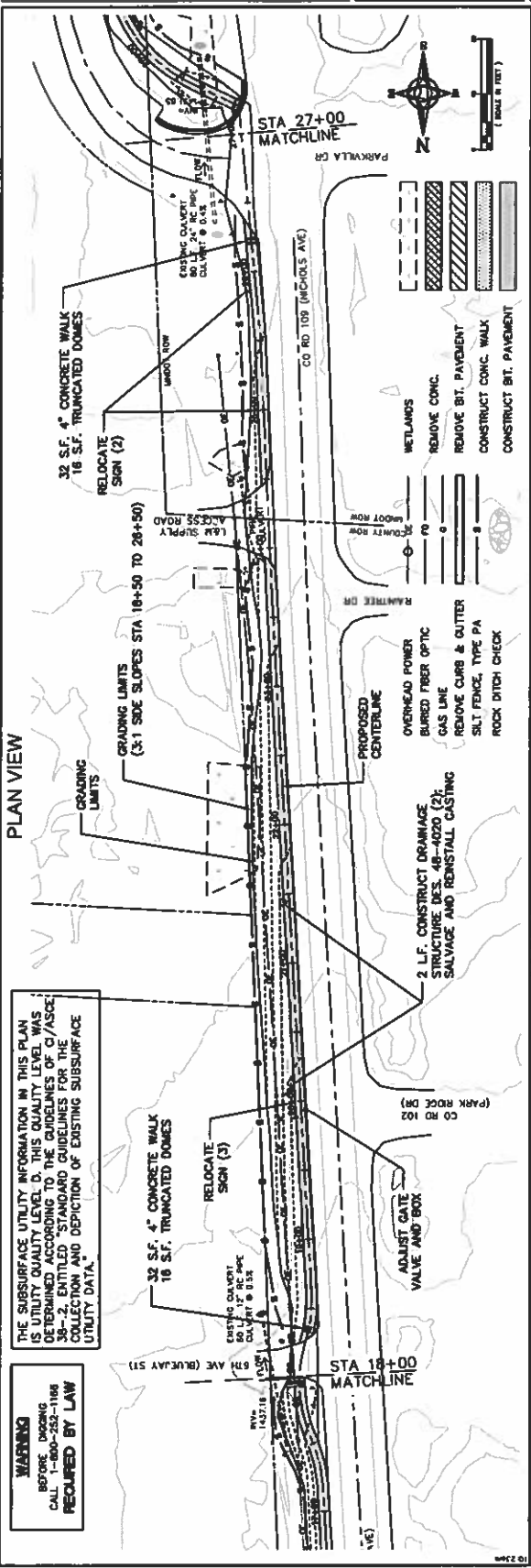
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6975 Main Street
P.O. Box 281
Mountain Iron, MN 55768
Phone: 218-795-8014
Fax: 218-735-8823
E-Mail: info@ben-eq.com
Website: www.ben-eq.com

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- ENVIRONMENTAL ENGINEERING
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- LAND DATA BASE MAPPING

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA.

Printed name: James D. Schaefer
Lic. No. 55488

PROJECT NO: M21-07
DATE: JAN 2023
DRAWN BY: JDS
CHECKED BY: AU

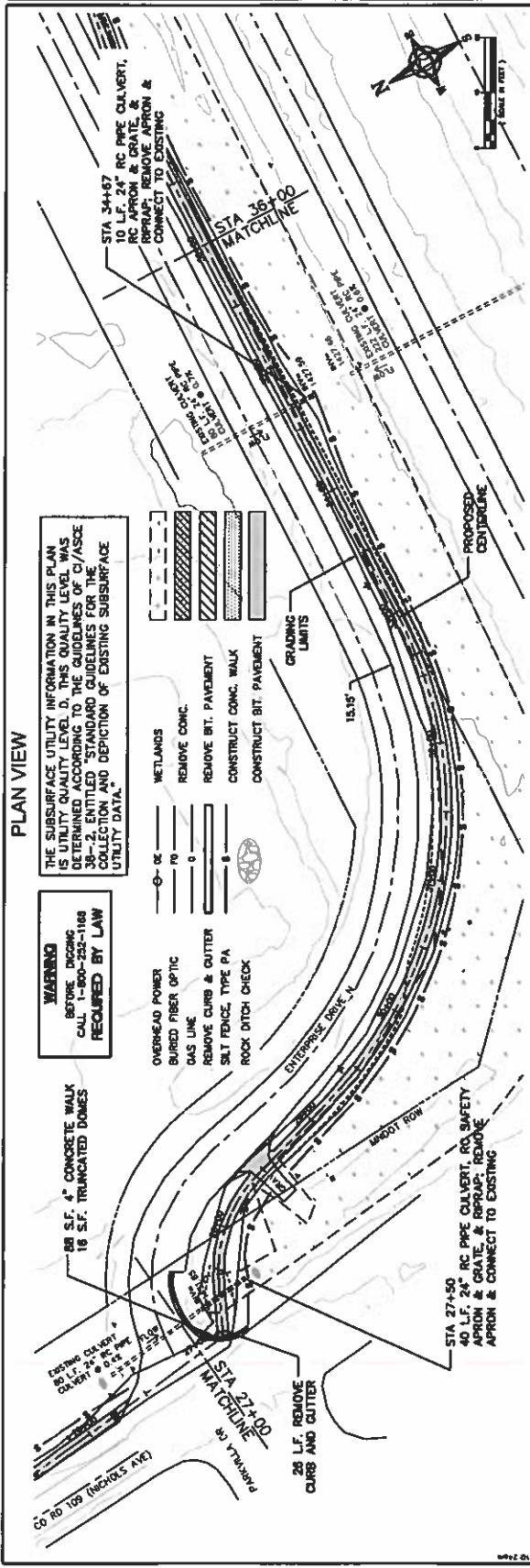
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PARKVILLE TRAIL
INTERCONNECT

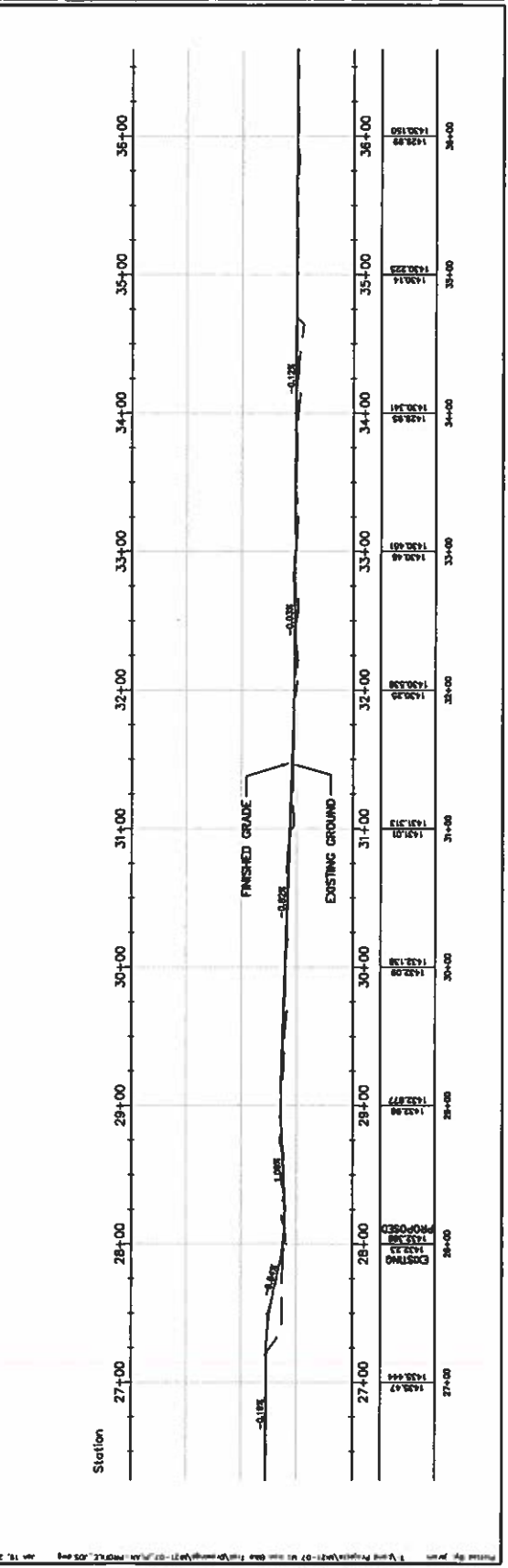
MTN IRON, MINNESOTA

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CENTERLINE PROFILE





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- LAND DATA BASE MAPPING

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James D. Schmitt
Printed name: JAMES D. SCHMITT
Date: 1/19/23 Lic. No. 55458

PROJECT NO: M21-07
DATE: JAN 2023
DRAWN BY: JDS
CHECKED BY: AU

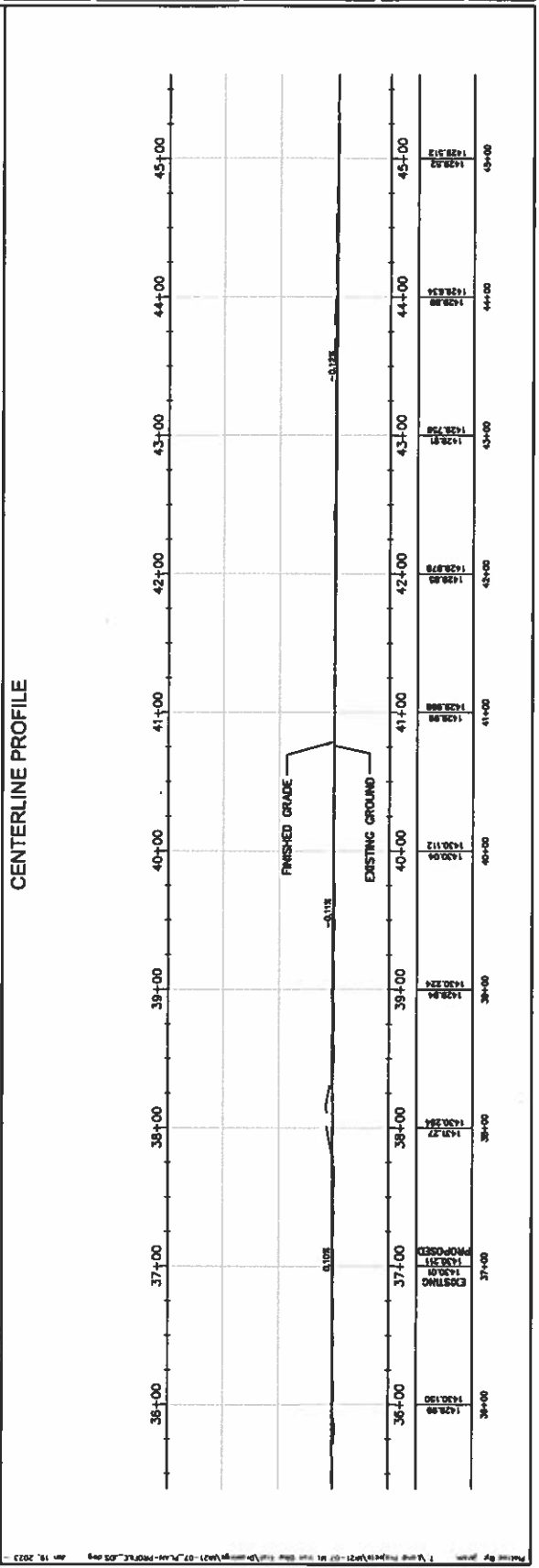
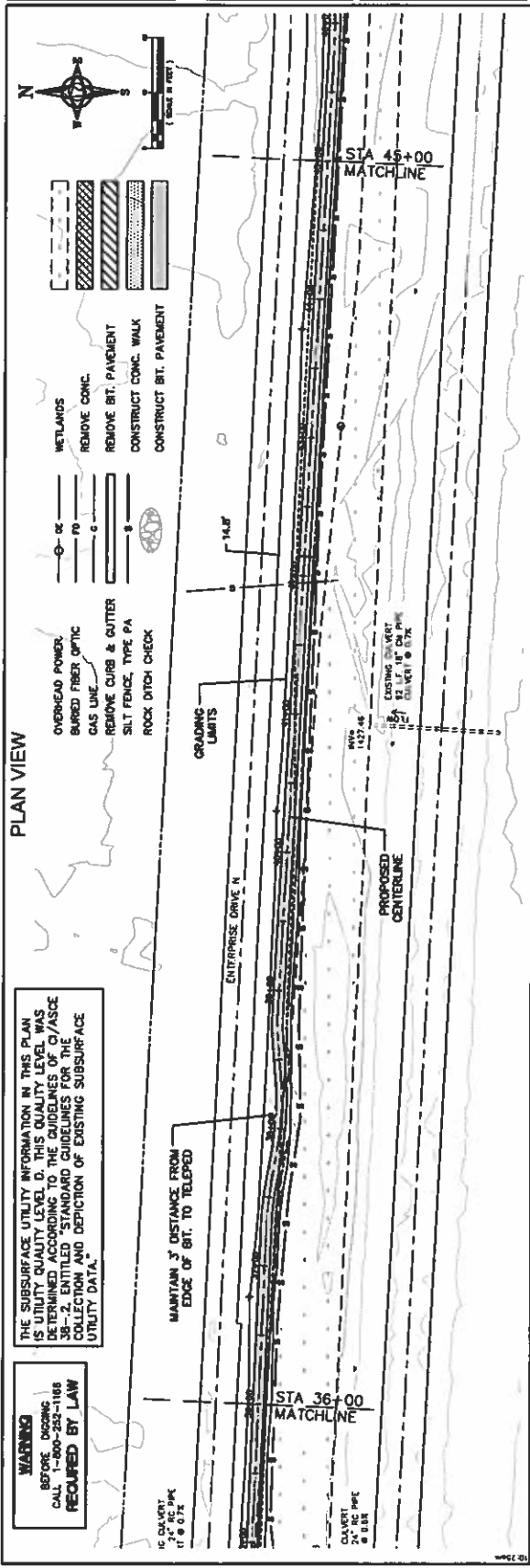
DATE	REVISIONS	DESCRIPTION

PARKVILLE TRAIL
INTERCONNECT

MTN IRON, MINNESOTA

PLAN & PROFILE

SHEET NO.
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Thank you so much for your
contribution! The play went phenomenal
and the speech season is going smoothly

Stay safe,

Emma Elias 10th grade



Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Mountain Iron
8586 Enterprise Drive South

Jurisdiction Type: City

Mountain Iron, MN 55768

Contact: Craig Wainio

Phone: (218) 748-7570

E-Mail: cwainio@ci.mountain-
iron.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Bulletin Board

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body)

Peggy Anderson

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$1397321.73

is the annual payroll for the calendar year just ended December 31.

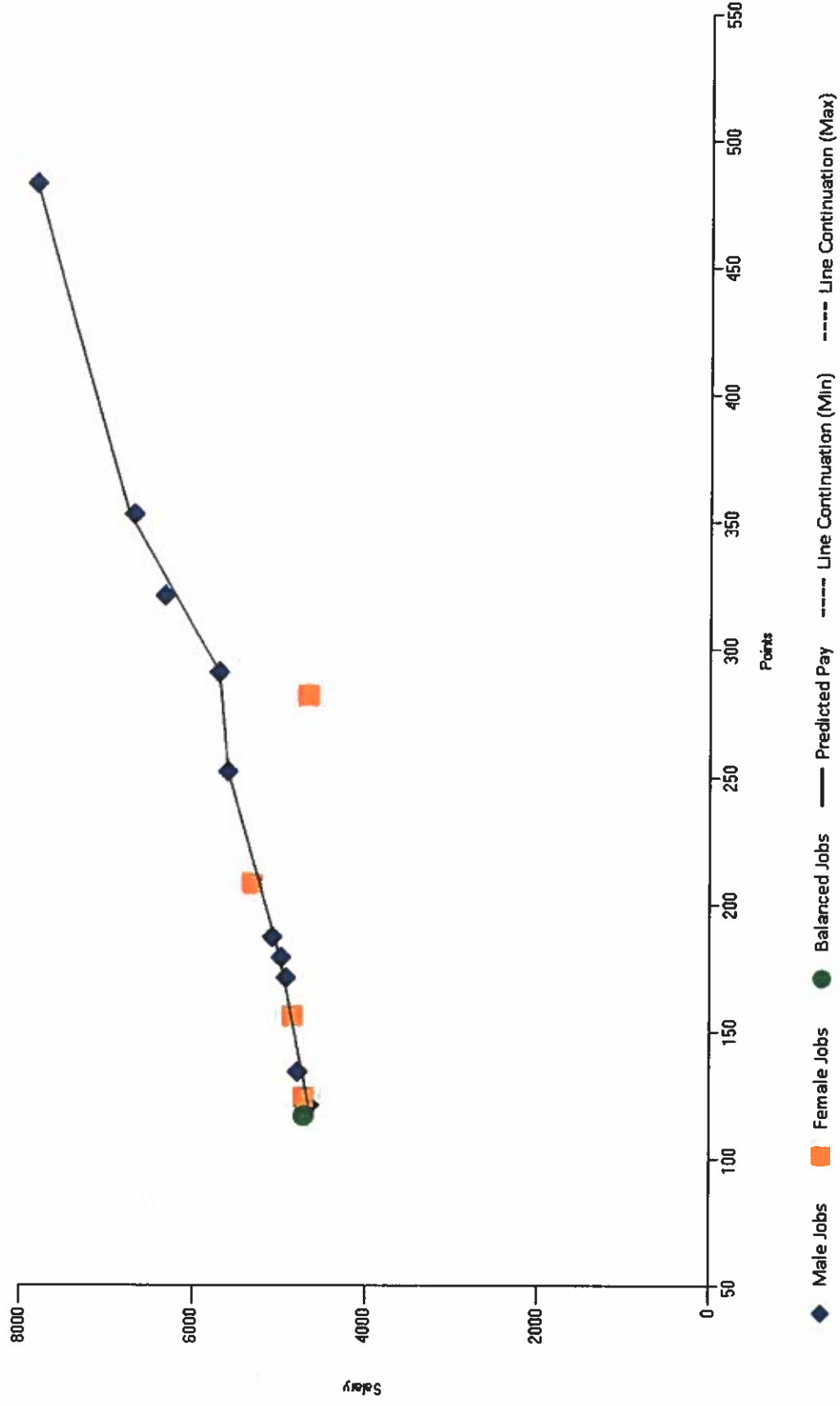
- ☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/31/2023

Predicted Pay Report for: Mountain Iron

Case: 2023 Data



Compliance Report

Jurisdiction: Mountain Iron
8586 Enterprise Drive South

Report Year: 2023
Case: 1 - 2023 Data (Submitted)

Mountain Iron, MN 55768

Contact: Craig Wainio

Phone: (218) 748-7570

E-Mail: cwainio@ci.mountain-iron.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	12	4	1	17
# Employees	16	4	2	22
Avg. Max Monthly Pay per employee	5426.22	4871.94		5259.49

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 100 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	2
b. # Below Predicted Pay	6	2
c. TOTAL	12	4
d. % Below Predicted Pay (b divided by c = d)	50.00	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 18

Value of T = 1.932

a. Avg. diff. in pay from predicted pay for male jobs = 2

b. Avg. diff. in pay from predicted pay for female jobs = -231

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 58.33 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)