



# **MOUNTAIN IRON CITY COUNCIL MEETING**

**MONDAY, June 5, 2023**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, JUNE 5, 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 May 15, 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 Work's Report
    - 1. Mixer Quote (#7-8)
    - 2. Transformer Quote (#9)
    - 3. Wire Quote (#10)
  - D. Library Director/Special Events Coordinator's Report
  - E. Sheriff's Department Report
  - F. City Engineer's Report
  - G. Fire Department's Report
    - 1. Hire Firefighter (#11)
  - H. Liaison Reports
- VI. Unfinished Business
- VII. New Business
  - A. Federal Awards Administration Policy (#12-20)
  - B. Authorization to Serve Alcohol (#21)
  - C. MOU Juneteenth (#22)
  - D. Reschedule Next Meeting due to Holiday
- VIII. Communications (#23-25)
- IX. Announcements
- X. Adjourn

# Page Number in Packet  
\*Enclosed

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
May 15, 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, Director of Public Works; Anna Amundson, Library Director/Special Events Coordinator; Amanda Inmon, Municipal Services Secretary; SGT Toma, Sheriff's Department; Al Johnson, City Engineer; and Bryan Lindsay, City Attorney.

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

1. Approve the minutes of the May 1, 2023 Local Board of Appeal and Equalization.
2. Approve the minutes of the May 1, 2023 regular meeting.
3. 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.
4. To acknowledge the receipts for the period May 1-15, \$293,104.01 (a list is attached and made a part of these minutes),
5. To authorize the payments of the bills and payroll for the period May 1-15, totaling \$383,759.91 (a list is attached and made a part of these minutes).

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

It was moved by Roskoski to amend the original motion to remove the Napa Christenson Parts bills in the amount of over \$780.00 from the consent agenda for separate consideration. The motion failed due to lack of support.

Public Forum:

- David Durbahn, General Contractor working with School District to put up concession stand at baseball field, submitted Conditional Use permit to P&Z, waiting on recommendation and approval
- Discussion ensued regarding School District Conditional Use permit

The Mayor reported on the following:

- City crew has been doing a great job patching pot holes

City Administrator:

- No formal report

Director of Public Works:

- City crews sweeping, patching pot holes and painting streets
- City participated in "Truck Night" at Mountain Iron School on May 8<sup>th</sup>

It was moved by Prebeg and seconded by Roskoski to accept the proposed quote from Minnesota Pump Works for the Enterprise Drive North Lift Station near Floor to Ceiling, in the amount of \$19,005.70. The motion carried on roll call vote (5:0).

It was moved by Roskoski and seconded by Buria to approve the large trash pick-up for City of Mountain Iron residents with garbage service fee of \$10.00, scheduled for the first couple of weeks of June. Completed form and payment must be turned in and paid for by June 2<sup>nd</sup> by 4pm, with utility bill current. The motion carried.

Library Director/Special Events Coordinator:

- City wide Rummage sale
  - Paper flyers available
  - May 19<sup>th</sup> and May 20<sup>th</sup>
  - 8am-4pm

Sheriff's Department:

- No formal report

City Engineer:

- Pre-construction meeting with Mesabi Bituminous, starting on trail through Parkville; section north/south across from Nichols Town Hall first completing around end of June
- Work at 2<sup>nd</sup> Street, street by UPS, occur later this summer, update with start date once known

City Attorney:

- No formal report

It was moved by Roskoski to have the City Attorney research the four pages given and go over the questions that had been made during the original motion made by Councilor Roskoski. So the City knows for sure who has to do this, as the public out there does not know who does or does not have to. The motion failed due to lack of support.

- Discussion ensued regarding Knox box, those who need them, how long business owners have to comply, Ordinance changes have been discussed and explained in detail by Chief Madden

It was moved by Stanaway and seconded by Roskoski to accept the recommendation of the Planning & Zoning Committee and approve the Conditional Use (CUP) and Variance permit for Danielle and Alan Mattson. The Conditional Use is for an installation of a garage that is over 900sq ft. and the Variance permit is for construction of a building over 15ft. high. The property is legally described as follows:

**Parcel Code: 175-0017-00070**

**LEGAL DESCRIPTION:** PLAT NAME: LAMBERT ADDITION; SECTION: - ; TOWNSHIP: - ;  
RANGE: - ; LOT - ; BLOCK: 001; DESCRIPTION: LOTS 7 & 8

**Address:** 5479 Marion Lane, Mountain Iron, MN 55768

The motion carried.

It was moved by Prebeg and seconded by Buria to hire the following as summer temporary employees:

Public Works:

Lacey Jacobson  
Thomas Debeltz  
Ava Butler  
Peyton Sandberg

Parks & Recreation:

Landon Kniefel  
Carter Mavec

Library:

Jordan Zubich

Coaches:

Jordan Rautio  
Anthony Allegrazza  
Charlie Overby  
Jimmy Janckila  
Dom Delcaro  
Allison Fink  
Megan Priener  
Abigail White  
Jenna Norman

Anthony Farley  
Amy Mattson  
Mike Larson  
Bob Fox  
Julia Lindseth  
Jesse White  
Elle Otto  
Samantha Hoff  
Christina Bergman

Umpires:

Rick Sebuni  
Louis Parentou  
Monte Speidel  
Nicole Bergman  
Jayden Lang

The motion carried.

It was moved by Buria and seconded by Prebeg to approve the closing/blocking of Main Street in the area in front of Mac's Bar, on Friday, June 2, 2023 from 2:00pm – 8:00pm, for three families' graduation parties. The motion carried with Mayor Anderson abstaining.

It was moved by Prebeg and seconded by Stanaway to authorize Mac's Inc. dba: Mac's Bar to serve alcohol at the Mesabi Fit Coalition event on Saturday, June 15, 2023, to be held at the Mountain Iron Community Center. The motion carried with Mayor Anderson abstaining.

It was moved by Prebeg and seconded by Stanaway to donate \$250.00 to the 47<sup>th</sup> Annual Iron Range Rotary club Gary Carlson Memorial Kids Fishing & Casting Contest, monies to come from the Charitable Gambling Fund. The motion carried on roll call vote.

Announcement:

- Merritt Days Celebration Committee meeting
  - Every Tuesday @ 5:30pm at MIB High school Commons area (use main entrance #4)

At 7:14p.m., it was moved by Prebeg and seconded by that the meeting be adjourned. The motion carried (Yes: Stanaway, Prebeg, Anderson, Buria; No: Roskoski).

Submitted by:



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

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	200.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	150.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	101-36-6200-091	141.74
CAMPGROUND RECEIPTS	FEES	101-36-6200-091	4,050.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	101-20803	120.00
CAMPGROUND RECEIPTS	PAVILION FEES	101-36-6200-091	230.00
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR	101-20800	315.74
CD INTEREST	CD INTEREST 101	101-36-6200-000	603.14
CD INTEREST	CD INTEREST 378	378-36-6210-000	272.39
CD INTEREST	CD INTEREST 601	601-36-6200-010	9.73
CD INTEREST	CD INTEREST 602	602-36-2100-062	29.18
CD INTEREST	CD INTEREST 603	603-34-4400-010	58.37
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	604-37-4100-000	60.00
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	602-36-2100-000	4.04
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	601-36-1001-000	37.50
FINES	CRIMINAL	101-35-5100-000	337.15
METER DEPOSITS	ELECTRIC	604-22000	500.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	60.00
MISCELLANEOUS	BC/BS - MEDICA PAYABLE	101-21709	64,985.01
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	230-31-1010-000	1,131.95
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	1,940.00
MISCELLANEOUS	REC DEPT-VARIOUS FEES/PMTS	101-36-6200-090	1,615.00
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	1.90
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	412.34
PERMITS	BUILDING	101-32-2100-000	46.90
PERMITS	VENDOR	101-32-2100-000	50.00
UTILITY	UTILITY	001-11105	215,741.93
Grand Totals:			293,104.01

## Report Criteria:

Report type: Summary

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/16/2023	159032	130011	UNITED STATES POSTAL SERVICE	604-20200	636.31
05/23	05/16/2023	159033	10056	A T & T MOBILITY	101-20200	1,366.90
05/23	05/16/2023	159034	10070	A-1 RENTAL SERVICES INC	101-20200	9.32
05/23	05/16/2023	159035	10012	ABE ENVIRONMENTAL SYSTEMS, INC	301-20200	12,462.65
05/23	05/16/2023	159036	10055	ALTEC INDUSTRIES INC	604-20200	.00 V
05/23	05/16/2023	159037	60033	ANDREW POCKET	101-20200	150.00
05/23	05/16/2023	159038	1819	ANNA WEIBERG	101-20200	250.00
05/23	05/16/2023	159039	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	254.00
05/23	05/16/2023	159040	20009	BARBER GRAPHICS INC.	101-20200	4,553.25
05/23	05/16/2023	159041	20022	BENCHMARK ENGINEERING INC	101-20200	4,920.00
05/23	05/16/2023	159042	20033	BIG ASPEN DESIGN COMPANY	101-20200	180.00
05/23	05/16/2023	159043	1818	BRETT SAMPLE	101-20200	200.00
05/23	05/16/2023	159044	30055	BTAC ACQUISITION CORP.	101-20200	1,263.55
05/23	05/16/2023	159045	30084	CARDMEMBER SERVICE	603-20200	7,967.42
05/23	05/16/2023	159046	170001	CENTURY LINK	101-20200	286.28
05/23	05/16/2023	159047	30016	CHAMPION AUTO	101-20200	40.63
05/23	05/16/2023	159048	1820	CHELSEA MNANS	101-20200	200.00
05/23	05/16/2023	159049	220003	CITY OF VIRGINIA	101-20200	100.23
05/23	05/16/2023	159050	1901024	CTC	101-20200	537.01
05/23	05/16/2023	159051	496	ELYSE SCHAEFBAUER	101-20200	200.00
05/23	05/16/2023	159052	1608	ESTATE OF LESTER HALFORS	604-20200	104.95
05/23	05/16/2023	159053	60008	FAIRVIEW CLINIC-MOUNTAIN IRON	101-20200	2,914.00
05/23	05/16/2023	159054	60029	FERGUSON ENTERPRISES INC	101-20200	560.28
05/23	05/16/2023	159055	1218	FLOOR TO CEILING STORE	101-20200	855.78
05/23	05/16/2023	159056	50048	FRONTIER ENERGY	604-20200	674.78
05/23	05/16/2023	159057	70016	GOPHER STATE ONE CALL INC	604-20200	12.15
05/23	05/16/2023	159058	80001	HILLYARD/HUTCHINSON	101-20200	360.40
05/23	05/16/2023	159059	80037	HOMETOWN MEDIA PARTNERS	101-20200	2,222.85
05/23	05/16/2023	159060	180089	IRON RANGE ROTARY	230-20200	250.00
05/23	05/16/2023	159061	190102	IRON RANGE TOOLS LLC	101-20200	106.00
05/23	05/16/2023	159062	706	JODY NEGEN	101-20200	200.00
05/23	05/16/2023	159063	1606	KATHRYN HANSON	604-20200	135.72
05/23	05/16/2023	159064	120006	L & M SUPPLY	101-20200	2,350.11
05/23	05/16/2023	159065	120047	LAURENTIAN CHAMBER OF COMMERCE	101-20200	200.00
05/23	05/16/2023	159066	120002	LAWSON PRODUCTS INC	101-20200	494.23
05/23	05/16/2023	159067	1821	LISA FORD	101-20200	200.00
05/23	05/16/2023	159068	130030	MACQUEEN EQUIPMENT	603-20200	693.99
05/23	05/16/2023	159069	130004	MESABI TRIBUNE	101-20200	329.55
05/23	05/16/2023	159070	1227	MICHELLE HARRIS	101-20200	100.00
05/23	05/16/2023	159071	130194	MID-STATE TRUCK SERVICE INC.	603-20200	268.92
05/23	05/16/2023	159072	1462	MINDY KUHL	101-20200	200.00
05/23	05/16/2023	159073	130039	MINNESOTA DEPT OF COMMERCE	604-20200	545.04
05/23	05/16/2023	159074	140026	MINNESOTA ENERGY RESOURCES	602-20200	3,084.55
05/23	05/16/2023	159075	80050	MINNESOTA NORTH COLLEGE	101-20200	400.00
05/23	05/16/2023	159076	130009	MINNESOTA POWER (ALLETE INC)	604-20200	169,852.49
05/23	05/16/2023	159077	120007	MOTION INDUSTRIES INC	603-20200	49.24
05/23	05/16/2023	159078	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	18,383.10
05/23	05/16/2023	159079	30001	NAPA AUTO PARTS	101-20200	610.59
05/23	05/16/2023	159080	1901018	NORTH CENTRAL LABORATORIES	602-20200	56.24
05/23	05/16/2023	159081	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	280.98
05/23	05/16/2023	159082	170007	QUILL CORPORATION	101-20200	337.47
05/23	05/16/2023	159083	180030	REINDERS, INC.	101-20200	508.83
05/23	05/16/2023	159084	180006	RMB ENVIRONMENTAL LABORATORIES	602-20200	412.73

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/16/2023	159085	1398	SCOTT ABERNATHY	101-20200	64.43
05/23	05/16/2023	159086	190045	SERVICE SOLUTIONS	101-20200	27.00
05/23	05/16/2023	159087	1607	TRYSTAN KINNEY	604-20200	336.67
05/23	05/16/2023	159088	30072	VC3	101-20200	3,114.15
05/23	05/16/2023	159089	220020	VISA OR PARK STATE BANK CC PMT	101-20200	6,119.81
05/23	05/16/2023	159090	240001	XEROX CORPORATION	101-20200	570.84
05/23	05/16/2023	159091	10055	ALTEC INDUSTRIES INC	604-20200	978.04
05/23	05/17/2023	159092	140042	NORTHERN DOOR & HARDWARE INC	101-20200	90.25

Grand Totals:

254,634.71

PP-Ending 04/28

129,125.20

**TOTAL EXPENDITURES****\$383,759.91**

**Submersible NSF61 Tank Mixer Proposal**

**To:** Tim Satrang – City of Mountain Iron, MN

**Date:** 5.24.23

**Engineer:** N/A

**Project:** 1M Gal Water Reservoir

**Bid date:** 5.24.23

**Kasco Distributor:** Great Northern Environmental  
Attn: Tony Belden  
(612) 868-1097  
1300 Helmo Avenue North  
Oakdale, MN 55128

---

Great Northern Environmental appreciates the opportunity to provide a proposal for one (1) **Submersible active mixer** on above mentioned project. Below you will find a brief description of our recommended equipment and project pricing.

**Spec. Section - NA**

GNE offers **one (1) 3/4 HP Model 3400C61 Kasco Marine CertiSafe NSF 61/372 mixers** for this application. Pricing includes the cable length of **50ft**. GNE offers the Kasco **Rocket (Floor) tri-pod** mount for this tank application. GNE also offers a Kasco control panel that is UL listed, NEMA 4X, 120v/1phase, with SCADA monitoring and control, HOA switch, run and fault Lights, automatic low water level inhibitor feature and GFCI surge protection.

If you have any questions, please contact GNE Via **Tony Belden 612-868-1097**. The GNE team appreciates the opportunity to work with you to implement this solution.

Pricing follows.

Great Northern Environmental  
1300 Helmo Ave. N  
Oakdale, MN 55128  
P: (651)281-9100  
[www.gnenv.com](http://www.gnenv.com)

Qty	Description	Price
1	<p>Kasco Municipal mixer complete package (s)</p> <ul style="list-style-type: none"> <li>Kasco 3400C61, 3/4 hp, CertiSafe NSF Potable Tank Mixer (120V) with 50ft UL power cord. Order part number <b>3400C61050</b>.</li> <li>Kasco Rocket Mount kit includes 316 SS tri-pod and all SS chain and hardware to complete installation. Order part number <b>RM100</b>.</li> <li>Kasco SCADA CS150 (120V) control panel is UL listed, NEMA 4X, 120v 1phase, with Scada monitoring and control, HOA switch, Run and Fault Lights, automatic Low water level inhibitor feature and GFCI surge protector. Order part number <b>CS150</b>.</li> <li>Three (3) Year Standard 100%, non-prorated warranty, includes mixer and panel</li> </ul>	<ul style="list-style-type: none"> <li>\$ 11,570.00</li> </ul>
	<p>Total price includes equipment as stated above. Freight to job site paid. <b>Note: manufacture startup service and sales tax are not included in price.</b></p>	\$ 11,570.00

**Clarification and exceptions:**

-Shipping Cost Estimated to be \$125.00 - Prepaid and Add

-A 50ft NSF61 underwater power cable is included but electrical junction box, outside tank conduit, wiring must be provided and installed by a licensed electrician.

**Note: Installation by others. Electrical hook-up, etc. mentioned above must be completed by a certified electrician. It is the norm to have an electrician install these mixers.**

-Manufacture or local representative startup, supervision or training are not included in price. If required, **please add \$750.00 – travel and expenses inclusive.**

Respectfully,

Anthony (Tony) J. Belden, Outside Sales – Mixers/Cell: 612-868-1097

Great Northern Environmental  
1300 Helmo Ave. N  
Oakdale, MN 55128  
P: (651)281-9100  
www.gnenv.com



Quote To:  
City of Mt. Iron

Pay Terms: Net 30

Contact Your Sales Rep  
Kurt Robinson  
Phone: 208-910-2466  
Email: kurt@maddoxtransformer.com

Ship To:  
5742 Mountain Avenue  
Mountain Iron Minnesota 55768 United States

#	Description	Count	Price	Amount
1	<b>3-Phase Padmount Transformer</b>  Reconditioned 300 kVA 3-Ph Padmount Transformer High Voltage: 13800 GY 7970, 95 kV BIL Low Voltage: 208 Y 120, 30 kV BIL Taps: None HV Bushings: (6) 200A Wells & Inserts (dead front, loop feed) LV Bushings: (4) 4-Hole Spades (common H0/X0) Fluid: Mineral Oil Frequency: 60 Hz Temperature Rise: 65°C Cooling Class: ONAN Conductor: Al / Al Features & Accessories: -Drain and sample valve -Pressure Vacuum Gauge -Pressure Relief Valve -Gas Sampler  Shipping: Free within contiguous US, CPT plant (5-7 day service) Warranty: 3 Years Lead Time: In stock, ready to ship MT19729-S	1	\$23,229.00	\$23,229.00



Quote Lines		Additional Cost		Total Quote	
Before Tax	\$23,229.00	Before Tax	\$0.00	Before Tax	\$23,229.00
Tax	\$1,713.14	Tax	\$0.00	Tax	\$1,713.14
<b>Total</b>	<b>\$24,942.14</b>	<b>Total</b>	<b>\$0.00</b>	<b>Total</b>	<b>\$24,942.14</b>

**Notes:**

Pricing is based on the quantities above. Price to be reviewed if partial order is placed.

Prices valid for 30 days. Items are subject to prior sale. Payment terms offered on this quote are contingent on an established account in good standing. Sales taxes, if applicable, may be added unless an exemption certificate is provided. Enclosed photos may not represent finished product.

MIT's Standard Terms & Conditions apply: [www.maddoxtransformer.com/documents](http://www.maddoxtransformer.com/documents)



STUART C IRBY BR673 BURNSVILLE  
12501 DUPONT AVE SOUTH  
BURNSVILLE MN 55337  
763-588-0545

## Quotation

QUOTE DATE	ORDER NUMBER
05/23/23	S013560393
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384-1001	PAGE NO.  1

SOLD TO:  
CASH SALE BR673 BURNSVILLE  
DO NOT MAIL  
BURNSVILLE, MN 55337

SHIP TO:  
CASH SALE BR673 OTHER  
City of Mountain Iron  
8586 Enterprise Drive  
MOUNTAIN IRON, MN 55768-8260

\*\* C.O.D. \*\* C.O.D. \*\* C.O.D. \*\*

ORDERED BY: Joe Peterson/Tim Sat

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
204462					HOUSE ACCOUNT BR 673	
INSIDE SALESPERSON			REQD DATE	FRGHT ALLWD	SHIP VIA	
Susan K Hill			05/23/23	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION		Prc/UOM	Ext Amt
8250FT		1	*OKON 161-23-3069 1/0-SOL AL 220M EPR 15KV 16X14 2750' (+/-) 3 X 2750' +/-05% Tolerance STock - Subject to prior sale		3803.000M	31374.75

### \* This is a quotation \*

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

OUR PRODUCT AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT [www.irby.com/terms](http://www.irby.com/terms).  
ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID AND OF NO FORCE OR EFFECT.

Subtotal	31374.75
S&H CHGS	0.00
Sales Tax	2313.89
<b>TOTAL</b>	<b>33688.64</b>

\*\* Reprint \*\* Reprint \*\* Reprint \*\*

**COUNCIL LETTER 060523-VG1**

**FIRE DEPARTMENT**

**HIRING**

**DATE:** June 1, 2023

**FROM:** Mark Madden  
Fire Chief

Craig J. Wainio  
City Administrator

---

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

Lisa Richards

# FEDERAL AWARDS ADMINISTRATION POLICY

**Policy Number 2023-01**

**Adopted June 5, 2023**

## 1. Grant Development, Application, and Approval –

- a. Legislative Approval – City Council approval is required before any application for grant and/or loan funding is submitted on behalf of the City of Mountain Iron
- b. Matching Funds – Any required matching funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
- c. Grant Budgets – Most grants require the submission of an expenditure budget. The City Administrator shall review this portion of the grant request prior to submission.

## 2. Grant Program Implementation –

- a. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the City Council and/or other official designated in the original grant proposal. The authorization to actually spend grant funds is derived from the City Council through the approval of a grant budget.

Establishment of Accounts – The City of Mountain Iron will establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.

- b. Purchasing Guidelines – All other Government purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements apply. The City will comply with Uniform Guidance procurement guidelines applicable to federal grant awards.

## 3. Financial and Budgetary Compliance –

- a. Monitoring Grant Funds – All financial information will be maintained in the City's finance software. The finance software is considered to be the City of Mountain Iron's "official" accounting system.
- b. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the City's fiscal year. This may require adjustments to the internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the City Administrator to oversee grant budgets and to bring any

discrepancies to the attention of the City Council at the time the grant accounts are established.

- c. Grant Budgets – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the City Administrator be authorized to exceed the total budget authority provided by the grant.
- d. Capital Assets – The City of Mountain Iron is responsible for maintaining an inventory of assets purchased with grant monies. The City is accountable for them and must make them physically available for inspection during any audit.

4. Record Keeping –

- a. Audit Workpapers – All grants will be provided to the City’s external auditors at the end of each fiscal year.
- b. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The City Administrator will maintain copies of all grant draw requests, and approved grant agreements (including budgets).

**Uniform Guidance Compliance Supplement - Activities Allowed/Unallowed and Allowable Costs/Cost Principles**

The requirements for allowable costs/cost principles are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, City policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that considered reasonable and necessary for the administration of the program.
2. The terms and conditions of the Federal Award will be considered when approving payment of any invoice. Accounts payable disbursements will not be processed for payment by until necessary approval has been obtained.
3. Payroll costs will be tracked and time allocated in accordance with the federal grant award. Specifically, compensation for personal services will be will be handled as set out in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.

4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

#### **Uniform Guidance Compliance Supplement - Cash Management**

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. Most of the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken in order to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance.
2. Cash draws will be initiated by the City Administrator who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the City's existing Accounts Payable policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.
3. Physical draw of cash will be processed in the City's finance software, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

#### **Uniform Guidance Compliance Supplement - Eligibility**

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the existing City policies:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the City Administrator based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

### **Uniform Guidance Compliance Supplement - Equipment and Real Property Management**

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the existing City policies:

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The City Administrator will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained, a physical inventory shall be taken every two years, which will indicate the condition of the equipment purchased with federal funds, and an appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The City shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

### **Uniform Guidance Compliance Supplement - Matching, Level of Effort and Earmarking**

Source of Governing Requirements – The requirements for matching are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The City of Mountain Iron defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non- Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of City Administrator.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

#### **Uniform Guidance Compliance Supplement - Period of Performance**

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the City Administrator. All AP disbursements are subject to the review and approval of accounts payable staff and the department head as part of the payment process.

#### **Uniform Guidance Compliance Supplement - Procurement, Suspension and Debarment**

Source of Governing Requirements – The requirements for procurement are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the City.
2. Contract files will document the history of the procurement
3. Procurement will provide for full and open competition.
4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
5. The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The City will also analyze other means, as described in §200.318 of the Uniform Guidance, in order to ensure appropriate and economic acquisitions.
6. The Government is prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

“Covered transactions” include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$20,000 or meet certain other specified criteria. All non-procurement transactions (i.e., sub-awards to subrecipients), irrespective of award amount, are considered covered transactions.
7. The City of Mountain Iron will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Government immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
8. The City Administrator or designee will be responsible for running a year-to-date transaction report from the City’s accounting system. Any vendor with accumulated transactions equaling or exceeding \$20,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is

not on file will be subject to additional procedures. The City Administrator or designee will check the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed-up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

9. If a vendor is found to be suspended or debarred, the City will immediately cease to do business with this vendor.
10. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the City Administrator.

### **Uniform Guidance Compliance Supplement - Program Income**

Source of Governing Requirements – The requirements for program income are found in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The City will allow program income to be used in one of three methods:
  - a. Deducted from outlays
  - b. Added to the project budget
  - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code (whether it be division or project in New World ERP) as the Federal grant.

### **Uniform Guidance Compliance Supplement - Reporting**

Source of Governing Requirements – Reporting requirements are contained in the following documents:

Uniform Guidance, Performance reporting, 2 CFR section 215, Performance reporting, 2 CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future

additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e- mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will either be prepared or reviewed by the City Administrator and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of City Administrator. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic timestamps of approval.
7. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass- through or grantor agencies, as requested.

#### **Uniform Guidance Compliance Supplement – Subrecipient Monitoring**

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

A risk assessment will be performed on all subrecipients. The City will review and oversee subrecipient activity and obtain a copy of their single audit. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

## **Uniform Guidance Compliance Supplement - Special Tests and Provisions**

Source of Governing Requirements – The laws, regulations, and the provisions of contract or grant agreements pertaining to the program

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with City policies.

In order to ensure compliance with these requirements, The City of Mountain Iron has implemented the following policies and procedures:

1. The City Administrator will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

Bg's bar & grill requests permission to serve  
alcoholic beverages at the Mtn Iron recreation  
center on

June 10<sup>th</sup> 2023

for Dennis Stordahl

All applicable rules and laws will be adhered to.

Thank you

A handwritten signature in black ink, appearing to read "Wayne Russo", with a long horizontal flourish extending to the right.

Wayne Russo  
Bg's Bar & Grill

**MEMORANDUM OF UNDERSTANDING RE: MODIFICATION OF THE 2021-2023 COLLECTIVE  
BARGAINING AGREEMENT BETWEEN AFSCME COUNCIL 65, LOCAL 453, AND THE CITY OF MT. IRON**

**Observance of Juneteenth Holiday in accordance with the 2023 amendment of Minnesota Statute  
645.44**

This memorandum confirms the agreement reached by the parties to modify the current contract language of Article 4, Holidays, to allow for implementation of the State of Minnesota's official recognition of Juneteenth as a state holiday.

The contract will be modified as follows, with the language below being considered the current Article 4, Section A of the 2021 to 2024 collective bargaining agreement between the parties.

**Section A.**

All regular employees shall receive the following paid holidays, provided they work their last scheduled day of work before and their first scheduled day of work after the holiday:

New Year's Day	Martin Luther King Day	Presidents Day
Good Friday	Memorial Day	<b><u>Juneteenth</u></b>
Fourth of July	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day

The parties agree that this memorandum will remain current until this language becomes part of a future agreement beginning in 2024 and/or is further modified.

FOR THE EMPLOYER

FOR THE UNION

\_\_\_\_\_  
Mayor, City of Mt. Iron

\_\_\_\_\_  
President, AFCME Local 453

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

\_\_\_\_\_  
Labor Representative, Council 65

5-15-23

Dear Mayor Anderson,  
Council members and  
Craig Wainio —

Thank you so very much  
for contributing to our  
Senior Citizens Club. The  
money was much appreciated,  
We are staying busy and  
trying to increase our mem-  
bership.

Thank you again on behalf  
of our group.

Carolyn Olsen  
Pres.



May 22, 2023

CITY OF Mountain Iron  
Attn: Administrator  
8586 Enterprise Dr S  
Mountain Iron, MN 55768-8260

Dear Mayors and Administrators,

Greetings from all of us at the League of Minnesota Cities! Over the course of the past five and a half years, I've had the chance to get to know many of you in my travels around the state or at an event through my service as deputy director at the League. Today, I'm writing to you in my very first day in a new role – executive director. I'm deeply passionate about the work of our organization and greatly value the partnership that we have with you and our 836 member cities across Minnesota.

I'm writing to let you know that at its most recent meeting, the League's Board of Directors approved a preliminary maximum dues schedule increase of 4.5 percent for the fiscal year 2023-2024 that runs from September 1, 2023 through August 31, 2024. Dues are used to support the League's mission which is to promote excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

Setting the maximum dues schedule increase is similar to a city setting its preliminary levy increase, in that the final dues schedule increase to be approved by the League Board cannot exceed the preliminary approved increase. The Board will formally discuss and approve a final dues schedule increase along with the League's fiscal year 2024 budget at its scheduled August meeting.

If you have questions or want additional information on the League's dues and budget, please feel free to contact me at (651) 281-1279 or [lfischer@lmc.org](mailto:lfischer@lmc.org).

Also, we want to see you soon and would like to invite you join us in Duluth June 21-23 for the League's Annual Conference for city officials. To learn more about the Conference and register, visit [lmc.org/ac23](http://lmc.org/ac23).

The League board and staff takes seriously our responsibility to carefully manage member assets, and we thank you for your continued support of the work we do on your behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Luke Fischer", written in a cursive style.

Luke Fischer  
Executive Director

5/30/2023 5:30pm MIB Commons

Minutes from 5/23/23 meeting

- Thomas Family
- Peggy Anderson
- Ed Roskoski
- Karen Kniefel
- Jason Gellerstedt
- Kim Johnson

**1<sup>st</sup> National Bank (B2) \$659.96**

**Park State Bank (savings) \$6,484.49 (checking) \$222.31**

- Received \$100.00 gift certificate from Firestone – use at raffle ticket booth for a drawing?

Approved to use old school grounds for parking – should we have signage for that?

Kids Corner: Dunk Tank – Fire Dept. to fill

- PENDING: R&R Rental \$85.00/day with \$60.00 delivery fee = \$145.00 total, ANNA to confirm
- Dousette's in Duluth as back up? Jetz party rentals (image sent on GroupMe)
- PENDING: Bounce House-information sent through GroupMe app on a vendor to possibly use
- Firetrucks/games/sawdust pile 1-3pm
- Facepainting: Northstar Church? John to confirm this

LOCATION: Locomotive park or old school grounds?

Race: Family Glo-run on Friday evening – Anna to provide more information

Raffle: 2023ft camper \$25,000 from Roth RV-Grand Rapids (jason to pick up and store the night before)  
2<sup>nd</sup> prize: \$800.00 gift certificate for Blue Fin bay, 3<sup>rd</sup> \$379.00 pellet smoker/grill

Vendors: Mystery Mobile Catering, Yannis, Schweiby's, Kona Ice, Borealis Ice Cream, Becky's Oriental, Sugarlicious, Domo's Donuts (Kim to confirm this one)

Music: Wednesday-Chimelski 5pm-7pm, Thursday @ macs 4 blue teardrops

Saturday: Bill Bergeson band, Honkeytonks & Hangovers, Christopher David Hanson band, Iron Range Funk Machine, Duluth Transit Authority

Lakes Jam bidding- still at \$300.00 for highest bid

Ends 6/3/23 @ 8pm

Need to confirm winner's address and phone number – Karen can reach out to them

Need to confirm how payment will be made – Jason/venmo?