

# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 ▪ FAX: 218-748-7573 ▪ [www.mtniron.com](http://www.mtniron.com)  
8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

## **COMMITTEE-OF-THE-WHOLE MEETING**

**MOUNTAIN IRON CITY COUNCIL  
MOUNTAIN IRON ROOM  
MOUNTAIN IRON COMMUNITY CENTER  
TUESDAY, JANUARY 13<sup>th</sup>, 2004 - 6:00PM**

### **AGENDA**

- I. Roll Call
- II. HRA/EDA Proposal (#1-10)
- III. 2004 – 2008 Capital Improvement Plan (#11-15)
- IV. RFP Review (#16-17)
- V. Adjourn

# THE TRENTI LAW FIRM

## ATTORNEYS

Sam A. Aluni  
Paul D. Cerkvenik  
Joseph Lyons-Leoni\*+  
Scott C. Neff ++  
J. Carver Richards  
Patrick J. Roche\*  
Robert H. Stephenson

225 First Street North  
Suite 1000  
P.O. Box 958  
Virginia, MN 55792  
(218) 749-1962  
FAX (218) 749-4308  
E-mail trenti@trentilaw.com

## RETIRED

Vernon D. Saxhaug  
John A. Trenti

## LEGAL ASSISTANTS

Helen Marsh  
Barbara Shosten  
Donna M. Leritz  
Kristen M. Hennis  
Sharon K. Fredrickson

December 11, 2003

## HAND DELIVERED

Mountain Iron City Council  
8586 Enterprise Drive South  
Mountain Iron, MN 55768

RE: Mountain Iron Economic Development Authority  
Our File No. 55,345-1

Dear Members of the Council:

Enclosed herewith pursuant to your direction please find the following items:

1. Proposed Resolution Enabling the Creation of an Economic Development Authority in the City of Mountain Iron.
2. Proposed Resolution Dissolving the Mountain Iron Housing and Redevelopment Authority.

These documents are to be reviewed for council input and with a view toward ultimate implementation of these Resolutions.

A third document which will need to be adopted is a set of Bylaws for the new Mountain Iron Economic Development Authority. These Bylaws will be prepared by our office in due course as part of the operative documents for the new authority.

It would be our recommendation that in addition to the above documents that the HRA Executive Director prepare a summary of the assets, liabilities, existing projects and obligations of the current Mountain Iron HRA in order that the transfer of assets, rights, obligations and debts of the existing entity are specifically identified and understood by all interested parties.

+Civil Trial Specialist Certified by the National Board Trial Advocacy

++Real Property Law Specialist Certified by Minnesota State Bar Association

\*Civil Trial Specialist Certified by the Minnesota State Bar Association

**THE TRENTI LAW FIRM**

Mountain Iron City Council

Page 2

December 11, 2003

We look forward to further discussion regarding this important matter at the December 15, 2003 council meeting.

Very truly yours,



SAM A. ALUNI

SAA:skf  
Encs.

CITY OF MOUNTAIN IRON  
ST. LOUIS COUNTY, MINNESOTA

COPY

RESOLUTION ENABLING THE CREATION OF  
AN ECONOMIC DEVELOPMENT AUTHORITY  
IN THE CITY OF MOUNTAIN IRON

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Mountain Iron, Minnesota as follows:

**Section 1. Findings.**

1.01 The City of Mountain Iron (the "City") is authorized generally by Minnesota Statutes Chapter 469 ("the Act") and specifically by Minnesota Statutes §469.091 to establish an Economic Development Authority pursuant to the provisions of Minnesota Statutes §469.090 to §469.108.

1.02 The City desires to encourage, attract, promote and develop economically sound industry and commence within the City for the prevention and reduction of unemployment of its citizens.

1.03 The encouragement and financial support of economic development and redevelopment within the City is vital to the orderly development and financial health of the city, and is in the best interests of the health, safety, prosperity and welfare of the citizens of the city.

1.04 The City Council finds the accomplishment of the foregoing purposes and ends which are in the best interests of and vital to the citizens of the City can be best accomplished by the creation of an Economic Development Authority ("EDA") pursuant to the Act.

1.05 The City Council has, in accordance with Minn. Stat. §469.093, provided public notice and conducted a public hearing on \_\_\_\_\_, 2004 concerning the establishment of and EDA for the City, at which hearing all persons wishing to express their views were given an opportunity to be heard on the proposal to establish an EDA.

**Section 2. Enabling Resolution.**

2.01 Creation. The Economic Development Authority of the City of Mt. Iron ("the Authority") is hereby created and established, and hereafter it shall be known as the "Mt. Iron Economic Development Authority."

2.02 Members; Appointment; Terms. The Authority shall consist of five members who shall be appointed by the Mayor with the approval of the City Council. Those persons initially appointed shall be appointed for terms of one, two, three, four, and five years, respectively. Thereafter, all members shall be appointed for six-year terms. At all times, two members of the Authority shall be members of the City Council. One of the members of the Authority shall also be a member of the City Planning and Zoning Board. The term of any member of the Authority who is a City Councilor shall not extend beyond that member's term of office as a member of the City Council, and a vacancy in the membership of the Authority shall automatically arise and exist when the elected term of office of a City Council member of the Authority ends, or when such person dies, resigns, or is removed from the office of City Councilor.

2.03 Powers and Duties of the Authority. Except as specifically limited by this Resolution, the Authority shall have all of the powers, authority, responsibilities, and duties set forth in the Act, as it may be amended from time to time, and all other applicable laws, including but not limited to the following powers, authority, responsibilities, and duties:

- (a) The powers and duties of a Housing and Redevelopment Authority pursuant to §469.001 to §469.047 of the Act;
- (b) The powers and duties of a City Council under §469.124 to §469.134, subject to the limitation set forth in Section 1.04(g);
- (c) The authority may contract for services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.
- (d) The Authority may use the services of the City Attorney for its legal needs.
- (e) The Authority may purchase the supplies and materials it needs to carry out its duties.
- (f) The Authority may create and define the boundaries of economic development districts as authorized by the Act.
- (g) The Authority may be a limited partner in a partnership whose purpose is consistent with the Authority's purpose.
- (h) The Authority may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the Authority.

- (i) The Authority may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the Act of any other related federal, state or local law in the area of economic development district improvement.
- (j) The Authority may study and analyze community development needs in the City and ways to meet those needs.
- (k) The Authority may join an official, industrial, commercial, or trade association, or other organization concerned with such purposes, hold receptions of officials who may contribute to advancing the City and its community development, and carry out other appropriate public relations activities to promote the City and its community development.
- (l) The Authority may carry out the law on economic development districts to develop and improve the lands in an economic development district to make it suitable and available for community development uses and purposes. In general, with respect to an economic development district, the Authority may use all of the powers given an economic development authority by law. (By means of example and not to limit the powers given to the Authority by law, see those powers listed at MSA 469.101).

2.04 Limitations of Power. The power and actions of the Authority shall be limited as follows:

- (a) Except when previously pledged by the Authority, the city council may by resolution require the authority to transfer any portion of the reserves generated by activities of the Authority that the city council determines is not necessary for the successful operation of the Authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the city;
- (b) The sale of all bonds or obligations issued by the Authority must be approved by the city council before issuance;
- (c) The authority must follow the budget process for city departments as provided by the city and as implemented by the city council and mayor;
- (d) All official actions of the authority must be consistent with the adopted comprehensive plan of the city, and any official controls implementing the comprehensive plan;
- (e) The Authority must submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the city council for approval;

- (f) The authority must submit its administrative structure and management practices to the city council for approval;
  - (g) The Authority may not exercise any specific powers contained in §469.124 to §469.134 without the prior express approval of the City Council;
  - (h) The Authority may not, formally or informally, offer or promise any incentives, package of incentives, funding, infrastructure, land (whether by sale or gift), or other development assistance to any person, business, developer, or entity without the prior express approval of such action by the City Council;
  - (i) The Authority must develop annual goals and plans for development and redevelopment within the City and shall submit those plans to the City Council for its review and approval, and any substantial additions or variations from the annual development plans approved by the Council must be timely submitted to the Council for review and approval;
  - (j) The Authority shall propose and adopt bylaws to govern its procedures, which bylaws and any amendments thereto which might be adopted from time to time by the Authority, must be approved by the City Council before they shall be effective.
  - (k) Except as expressly otherwise approved by the City Council, the City's administrative, managerial, and personnel practices, rules, and policies shall apply to the Authority and its employees.
- 2.05 No Impairment of Existing Obligations. As provided for in §469.092, nothing herein nor any activities of the Authority shall be construed to impair the existing obligations of the City or its Housing and Redevelopment Authority under any of their contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or its Housing and Redevelopment Authority.
- 2.06 Obligations. The Authority must fulfill all of the obligations set forth at §469.100 of the Act.

**Section 3. Implementation.**

- 3.01 Officers Authorized to Act. The Mayor, City Council, City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.
- 3.02 Reservation of Authority to Amend. The City Council reserves the authority to adopt such ordinances and further resolutions as are required or may permitted by the Act to give full effect to this resolution, and to modify this resolution (and the authority granted and limitations set forth herein) as it may from time to time deem appropriate or necessary. Nothing herein is intended or shall be construed to prevent the City Council from modifying this enabling resolution to impose new or different limitations upon the Authority as authorized by the Act or to grant additional powers to the Authority as authorized by the Act.
- 3.03 Severability. If any section, subsection, or part of this Resolution shall be held unconstitutional or void, the remaining provisions shall nonetheless remain in full force and effect.
- 3.04 Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED by the City Council of the City of Mt. Iron, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

CITY OF MT. IRON

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

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
City Clerk/City Administrator



CITY OF MOUNTAIN IRON  
ST. LOUIS COUNTY, MINNESOTA

COPY

RESOLUTION DISSOLVING THE MT. IRON  
HOUSING AND REDEVELOPMENT AUTHORITY

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Mountain Iron, Minnesota as follows:

**Section 1. Findings.**

1.01 The City of Mountain Iron (the "City") is authorized generally by Minnesota Statutes Chapter 469 ("the Act") and specifically by Minnesota Statutes §469.091 to establish an Economic Development Authority pursuant to the provisions of Minnesota Statutes §469.090 to §469.108.

1.02 The powers and authority of an Economic Development Authority under the Act may include all of the powers and authority of Housing and Redevelopment Agency.

1.03 The City finds that economic development and redevelopment within the City can be best promoted by a single unified development authority that has all of the powers and authority of an Economic Development Authority.

1.04 The City Council did, on the \_\_\_\_ day of \_\_\_\_\_, 2004, establish the Mt. Iron Economic Development Authority pursuant to the Act, and did grant the Mt. Iron Economic Development Authority all of the powers, authority, and duties of a Housing and Redevelopment Authority.

1.05 The City Council finds that with the establishment of the Mt. Iron Economic Development Authority, the purpose and need for a separate Housing and Redevelopment Authority of the city of Mt. Iron (the "Mt. Iron HRA") no longer exists.

1.06 The City Council has, in accordance with Minn. Stat. §469.093, provide public notice and conducted a public hearing on \_\_\_\_\_, 2004 concerning the establishment of and Economic Development Authority for the City, at which hearing all persons wishing to express their views were given an opportunity to be heard on the proposal to establish an Economic Development Authority, and on this proposed resolution to dissolve the Housing and Redevelopment Authority of Mt. Iron.

## **Section 2. Transfer and Dissolution.**

2.01 Transfer of Authority. Pursuant to §469.094 of the Act, City does hereby transfer to the Mt. Iron Economic Development Authority all activities, programs, operations, and authority of the Mt. Iron HRA, including the transfer of control, authority, and operation of any project or development of the Mt. Iron HRA within the City. The Mt. Iron Economic Development Authority shall accept the control, authority, and operation of all projects, programs, or activities of the Mt. Iron HRA.

2.02 Transfer of Assets and Employees. All property, records, assets, cash or other funds held or used by the Mt. Iron HRA shall be transferred to and become the property of the Mt. Iron Economic Development Authority. All employees of the Mt. Iron HRA shall be transferred to the authority, supervision, and control of the Mt. Iron Economic Development Authority.

2.03 Transfer of Rights, Obligations and Debts. All rights of the Mt. Iron HRA, whether contractual or of any other kind or character, against any person, firm, or corporation shall accrue to and be enforced by the Mt. Iron Economic Development Authority. Upon dissolution, any and all obligations, debts, or liabilities of the Mt. Iron HRA shall be the obligation, debt, or liability of the Mt. Iron Economic Development Authority.

2.04 Covenant of Mt. Iron Economic Development Authority. The Mt. Iron Economic Development Authority shall and does hereby covenant and pledge to perform the terms, conditions, and covenants of any bond indentures or other agreements executed for the security of bonds issues by the Mt. Iron HRA. Notwithstanding any other provision of this resolution or any other resolution or ordinance of the City, the Mt. Iron Economic Development Authority exercise all of the powers necessary to perform the terms, conditions, and covenants of any indenture or other agreement executed for the security of bonds and shall become obligated on any such bonds by reason of the transfers provided in Section 2.01 of this resolution.

2.05 Dissolution. Pursuant to the authority granted to the city in §469.03, subd. 7, the Mt. Iron Housing and Redevelopment Authority is hereby dissolved.

**Section 3. Implementation.**

- 3.01 Officers Authorized to Act. The Mayor, City Council, City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.
- 3.02 Effective Date. The transfers provided for herein and the dissolution of the Mt. Iron HRA are effective the \_\_\_\_ day of \_\_\_\_\_, 2004.

PASSED AND DULY ADOPTED by the City Council of the City of Mt. Iron, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

CITY OF MT. IRON

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

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
City Clerk/City Administrator

**CITY OF MOUNTAIN IRON  
CAPITAL IMPROVEMENT PLAN**

2004 - 2008

2004 Capital Improvement Plan

Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Street Maintenance	Streets	A \$ 50,000.00					\$ 100,000.00
Park Ridge Development	Development	A \$ 250,000.00				\$ 50,000.00	\$ 300,000.00
Pumper/Tanker	Fire	A \$ 50,000.00	\$ 180,000.00				\$ 230,000.00
Street Improvements	Streets	A			\$ 300,000.00		\$ 300,000.00
Library Renovations	Library	A \$ 100,000.00	\$ 100,000.00				\$ 200,000.00
Pickup Truck	Streets	A \$ 25,000.00					\$ 25,000.00
Playground Equipment	Parks	A \$ 25,000.00					\$ 25,000.00
Squad Car	Sheriffs	A \$ 33,000.00					\$ 33,000.00
Sliplining	Wastewater	A \$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration	A \$ 10,000.00					\$ 10,000.00
Heated Slabs - Skating	Parks	A \$ 8,000.00				\$ 5,000.00	\$ 13,000.00
Tanker	Fire	B \$ 125,000.00					\$ 125,000.00
Expand Camping Sites	W2R	B \$ 100,000.00					\$ 100,000.00
Historic Areas	Parks	C \$ 15,000.00					\$ 15,000.00
<b>OVERALL 2004 TOTAL</b>		<b>\$ 811,000.00</b>	<b>\$ 280,000.00</b>	<b>\$ -</b>	<b>\$ 300,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 1,446,000.00</b>

**CITY OF MOUNTAIN IRON  
CAPITAL IMPROVEMENT PLAN  
2004-2008**

2005 Capital Improvement Plan

Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Street Maintenance	Streets	A \$ 50,000.00				\$ 50,000.00	\$ 100,000.00
Park Ridge Development	Development	A \$ 250,000.00					\$ 250,000.00
Library Renovations	Library	A \$ 100,000.00	\$ 100,000.00				\$ 200,000.00
Lights at SG	Parks	A \$ 62,000.00					\$ 62,000.00
Patrol Car	Sheriffs	A \$ 26,500.00					\$ 26,500.00
Sliplining	Wastewater	A \$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration	A \$ 10,000.00					\$ 10,000.00
Fire Apparatus	Fire	B \$ 60,000.00				\$ 5,000.00	\$ 60,000.00
<b>OVERALL 2005 TOTAL</b>		\$ 578,500.00	\$ 100,000.00	\$ -	\$ -	\$ 55,000.00	\$ 733,500.00

**CITY OF MOUNTAIN IRON  
CAPITAL IMPROVEMENT PLAN  
2004-2008**

2006 Capital Improvement Plan

Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Commercial Site Development	Development A	\$ 250,000.00					\$ 250,000.00
Fire Appartuas	Fire A	\$ 200,000.00					\$ 200,000.00
Street Maintenance	Streets A	\$ 50,000.00			\$ 50,000.00		\$ 100,000.00
1 -ton Grass Rig	Fire A	\$ 120,000.00					\$ 120,000.00
Patrol Car	Sheriffs A	\$ 34,650.00					\$ 34,650.00
Sliplining	Wastewater A	\$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration A	\$ 10,000.00			\$ 5,000.00		\$ 15,000.00
<b>OVERALL 2006 TOTAL</b>		<b>\$ 684,650.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ 739,650.00</b>

**CITY OF MOUNTAIN IRON  
CAPITAL IMPROVEMENT PLAN  
2004 - 2008**

2007 Capital Improvement Plan

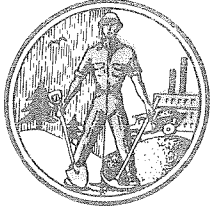
Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Commercial Site Development	Development	A \$ 250,000.00					\$ 250,000.00
Street Maintenance	Streets	A \$ 50,000.00				\$ 50,000.00	\$ 100,000.00
Locomotive Park	Parks	A \$ 20,000.00	\$ 80,000.00				\$ 100,000.00
Fire Apparatus	Fire	A \$ 100,000.00					\$ 100,000.00
Patrol Car	Sheriffs	A \$ 28,000.00					\$ 28,000.00
Sliplining	Wastewater	A \$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration	A \$ 10,000.00			\$ 5,000.00		\$ 15,000.00
<b>OVERALL 2007 TOTAL</b>		<b>\$ 478,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ 613,000.00</b>

**CITY OF MOUNTAIN IRON  
CAPITAL IMPROVEMENT PLAN  
2004 - 2008**

2008 Capital Improvement Plan

Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Commercial Site Development	Development	A \$ 250,000.00					\$ 250,000.00
Fire Apparatus	Fire	A \$ 380,000.00					\$ 380,000.00
Street Maintenance	Streets	A \$ 50,000.00				\$ 50,000.00	\$ 100,000.00
Patrol Car	Sheriffs	A \$ 36,500.00					\$ 36,500.00
Sliplining	Wastewater	A \$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration	A \$ 10,000.00				\$ 5,000.00	\$ 15,000.00
<b>OVERALL 2008 TOTAL</b>		<b>\$ 496,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ 551,500.00</b>





# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

TO: Honorable Mayor and City Council

FROM: Craig J. Wainio, City Administrator

DATE: January 7, 2004

SUBJECT: RFP Review and Recommendations

---

City Staff has reviewed the proposals for City Attorney, City Engineer and City Auditor and offers the following conclusions and recommendations for your consideration.

## CITY ATTORNEY

Two proposals were received, one from the current City Attorney Sam Aluni of the Trenti Law Firm and one from Larry C. Minton. Both firms have good backgrounds in the area of municipal law and as City Attorney's for various municipalities. When considered in aggregate, both firms' hourly rates are comparable. The Trenti Law Firm, due to its size and diversity, would provide a wider variety of expertise in all areas. Based upon these factors and the City's current relationship with the Trenti Law Firm, in particular Sam Aluni, it is Staff's recommendation that the City Council appoint Sam Aluni of the Trenti Law Firm as the City Attorney for the City of Mountain Iron.

## CITY AUDITOR

Three proposals were received for City Auditor, one from the current Auditor, Walker Giroux and Hahne (WGH), one from Larson Allen Weishair & Co. LLP (LAW) and one from Virchow Krause and Company (VKC). All three firms have good backgrounds in performing municipal audit work. Both VKC and LAW make provisions in their proposals for the implementation of the required GASB 34 which Staff recommends for early implementation. WGH quote is the lowest however there is no consideration for the implementation of GASB 34. LAW quoted a price that would include comprehensive implementation of GASB 34, also included in the quote from LAW is the audit of the Housing and Redevelopment Authority which would be deducted from the City's portion. VKC has quoted a middle of the road price however the exceptions they listed, that would be billed for outside of the quote, seem extraneous. VKC has a very close relationship to the current software system we use for all accounting matters. Based upon the implementation of GASB 34 and the comprehensiveness of their proposal and based upon the need for a "new" look at the City's financial systems, City Staff recommends appointing Larson Allen Weishair & Co. as the City Auditor.

NOTE: GASB 34 is the new fixed asset accounting system that the City needs to implement. Phase 1 was implemented after the last audit. Phase one included the identification and appraising of all City assets.

### CITY ENGINEER

A total of five engineering proposals were received and reviewed. Due to the fact that all five have the qualifications needed to act as the City Engineer Staff narrowed the list of recommended proposals based solely upon compensation amounts proposed. The two firms, with the lowest compensation, are Benchmark Engineering and SEH Engineering.

The rates of the two firms are very comparable with Benchmark Engineering being a bit lower on their hourly rates with construction rates being even. Based upon this and the City's long standing relationship with Benchmark Engineering, Staff recommends retaining Benchmark Engineering as City Engineer.

If you have any questions or comments regarding this matter, please do not hesitate to contact me at 748-7570 or email [cityadm@mtniron.com](mailto:cityadm@mtniron.com).

PUBLIC LIBRARY BUILDING ACCESSIBILITY MATCHING GRANTS

Public libraries, or cities or counties on behalf of their public libraries, have until April 26, 2004 to submit competitive proposals for matching state grants to renovate an existing building to remove architectural barriers in public areas.

The renovations must alter the building to comply with Americans With Disability Act Architectural Guidelines and the state building code regarding persons with disabilities. Renovation of an existing building may include an addition to the building if the additional space is necessary to provide accessibility or if relocating public spaces to the ground level provides improved overall accessibility

Applicants may apply for up to \$150,000 per site. Applicants must match the state grant dollar for dollar with non-state funds and no in-kind match. The grant program is competitive. Approximately \$500,000 is available.

Cost estimates should be based on soliciting bids in August 2004.

Additional information, the application, criteria, and mandatory building survey form are available as electronic files by contacting Bruce Pomerantz at 651-582-8890 or by email at [bruce.Pomerantz@state.mn.us](mailto:bruce.Pomerantz@state.mn.us) <<mailto:bruce.Pomerantz@state.mn.us>> .

Applicants are strongly encouraged to submit draft proposals for assistance to Bruce Pomerantz, Library Development and Services (LDS)

grant administrator, Minnesota Department of Education (MDE).

Bruce Pomerantz, Library Development Specialist Library Development and Services Minnesota Department of Education F28 1500 Highway 36 W Roseville, MN 55113-4266

Phone: 651-582-8890

Fax: 651-582-8874 (Please advise about transmission)

Email: [bruce.pomerantz@state.mn.us](mailto:bruce.pomerantz@state.mn.us)

----- End of forwarded message -----

## SMALL CITIES UPDATE JANUARY 5, 2004

### **Drink, Drive and Flush**

Drink, drive and flush. That's what people want from government. They want clean, drinkable water, good roads, and well-working sanitary systems. That all takes money, which is why MAOSC will be working hard to make sure the 2004 bonding bill will include funding to help small cities provide these basic services. However, this holiday season legislators have visions of stadiums floating in their heads, so they will need grounding from local officials in order to keep their priorities in order.

If your local legislators need a little nudge in the right direction, please ask them to check out a report issued by West Central Initiative (WCI), based in Fergus Falls. According to the report, the estimated cost of current and future needs for water, wastewater and storm sewer repair and replacement in the state amounts to more than \$6.9 billion. The full infrastructure study report can be found on WCI's web site at [www.wcif.org](http://www.wcif.org) or by phone at 218-739-2239.

### **Proposed constitutional amendment would affect cities**

Conservative legislators have teamed up with the Taxpayers League of Minnesota in proposing a Taxpayer's Bill of Rights that would limit how much governments, including cities, can spend. They are seeking an amendment to the constitution that would give voters the right to cap both state and local government taxes and spending.

The proposal, which has gained favor with both Governor Pawlenty and the House and Senate GOP, would limit growth in city spending to increases in the rate of inflation plus increases in local property values. If it passes the Legislature, gets on the ballot and is approved by voters, your city tax rates could not be increased unless approved by voters. The sponsors of the amendment, Sen. Michele Bachmann, R-Stillwater, and Rep. Phil Krinke, R-Shoreview, admit that their goal is to slow government growth.

What this really signals is a lack of trust of local officials, who are much closer and more accountable to the public than members of the State Legislature. It's a mystery as to why legislators think they are incapable of making fiscally responsible decisions, but even if they think they need the public to put brakes on their spending, they shouldn't penalize local officials for their incompetence. Please talk to your legislators and remind them that we still have a representative form of government that requires elected officials to make decisions based on the needs of their constituents, not the Taxpayers League.

### **A message from Executive Director Nancy Larson**

Sorry it's been so long since the last Update, but I've been laid up for over a month due to surgery. The operation was elective, but also major, so I'm off heavy lifting for at least six weeks – except with words, that is. I'm doing fine, am back full time and will be in shape to tear around the Capitol halls when session starts in February. That's the month when I begin my marathon sessions of non-stop meetings with legislators, but your time is now. Call both your Senator and House member now and ask them to meet with you in January. That way, your issues will be fresh in their minds when the gavel comes down on February 3.

## **Polling place accessibility grants available**

The Secretary of State has received a federal grant to assist individuals with disabilities to make polling places accessible. A Polling Place Accessibility Diagnostic Tool, which addresses parking, exterior and interior pathways, restrooms and the actual voting experience, is available to cities for self-assessments of polling places. If needs are identified, cities can submit an application for grant funds to pay for improvements. The grant application form and the diagnostic tool are available on the Secretary of State website, [www.sos.state.mn.us](http://www.sos.state.mn.us). Grant proposals are due on Wednesday, March 31, 2004 to the Office of the MN Secretary of State, Attn: Kathy Sibbel, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul MN 55155.

## **Atlas of Minnesota available at reduced cost to MAOSC members**

In order to adapt to change, rural communities need to understand the present and prepare for the future. That is why MAOSC agreed to partner with the Center for Rural Policy and Development, helping to get information out to our cities about its new edition of the Atlas of Minnesota. The Atlas, which helps citizens make sense of change so that they can make decisions about public policy, organizational goals and community action, is available to member cities for only \$39, a 33 percent reduction from the retail cost. Atlas maps cover 150 topics within eleven themes, and the CD-ROM version allows users to explore data in greater depth for specific projects and questions. For information, contact the University of Minnesota Extension Service at 1-800-876-8636, 612-624-4900 or [order@extension.umn.edu](mailto:order@extension.umn.edu). If you would like to view a sampler of the Atlas, visit [www.extension.umn.edu](http://www.extension.umn.edu) and click on *Community*.

## **Electronic reporting project could save cities time and money**

State Auditor Pat Awada has announced the implementation of a new reporting system that will allow cities to report financial information electronically rather than by filling out paper forms. As part of the "No More Forms Project" the State Auditor's office is giving away, at no charge, the Small City and Town Accounting System (CTAS).

"This is a classic win-win situation," according to Awada. "Cities and townships win because they no longer have to fill out long reporting forms. Small cities and townships also win because they will have access to a proven accounting system that is customized to meet their needs. It's a win for the state's taxpayers because it will cost less to process information that is reported electronically."

For more information about the "No More Forms Project" go to the State Auditor's website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

## **Please copy and share this Update with your council and staff**

MN Assn of Small Cities, Nancy Larson Exec Dir, 21950 CSAH 4, Dassel MN 55325, (O) 320-275-3130 (C) 612-961-5408  
Katherine Fenrich, Assoc Dir, 25770 CSAH 1, Litchfield MN 55355, (O) 320-693-1283 (F) 320-693-1284  
[maosc@mchsi.com](mailto:maosc@mchsi.com)

*Minnesota Association off Small Cities  
Board of Directors...*

The Board of Directors are always available to assist you or to answer any questions you may have. Please feel free to contact any of the Board members listed below.

**Dave Bovee, President, Reg. 7,**  
Manager, City of Dawson

**Nelda Remus, Immed. Past Pres., Reg. 8,**  
Clerk-Treasurer, City of Zimmerman

**Carlene Perfetto, Vice Pres., Reg. 4**  
Councilor, City of Silver Bay

**Daniel Buchholtz, Sec.-Treas., Reg. 12,**  
Administrator, City of Dassel

**Tim Urbaniak, Reg. 1,** Clerk-Treasurer,  
City of Argyle

**Sharon Edlund, Reg. 2,** Clerk-  
Administrator, City of Fertile

**Tina Rennemo, Reg 3,** Clerk-Treasurer,  
City of Kelliher

**Debbie Carlson, Reg. 6,** Mayor,  
City of Sebeka

**Joel Young, Reg. 9,** Clerk-Treasurer,  
City of Chatfield

**Clell Hemphill, Reg. 10,** Mayor,  
City of Madison Lake

**Greg Isaackson, Reg. 11,** Clerk-Treasurer,  
City of Cottonwood

**John Young, Jr, At-large,** Councilor,  
City of Hawley

**Myron Malecha, At-large,** Mayor,  
City of Dundas

---

**MAOSC would like to thank the following Business  
Associates for their support of Rural Minnesota**

- \* Ayres Associates
- \* Bolton & Menk, Inc.
- \* PeopleService
- \* Liesch Associates
- \* Fryberger, Buchanan, Smith &  
Frederick, P.A.
- \* Northwest Service Cooperative
  - \* RLK Kuusisto, LTD
  - \* Paulson Architects
- \* Ehlers & Associates, Inc.
- \* Civic Systems / Virchow Krause &  
Company, LLP



## League of Minnesota Cities

145 University Avenue West, St. Paul, MN 55103-2044  
(651) 281-1200 • (800) 925-1122  
Fax: (651) 281-1299 • TDD: (651) 281-1290  
www.lmnc.org

December 29, 2003

**TO:** City Administrator/Manager/Clerk

**FROM:** Gary Carlson  
Director, Intergovernmental Relations

**RE:** 2004 CITY POLICIES

---

Enclosed is a copy of the final 2004 League of Minnesota Cities Legislative Policies. These policies are based on recommendations of the League's policy committees and were approved by the Board of Directors on November 20, 2003. In advance of this meeting, the Board sought member input by posting the Proposed 2004 City Policies on the League's website ([www.lmnc.org](http://www.lmnc.org)) for review.

I would like to thank every city official who dedicated significant amounts of their time and energy to the LMC's policy development process. Their input was instrumental in shaping and directing the LMC's legislative agenda. Lists of committee members can be found in the attached policy book.

As you will recall, in 2002 there were changes to the policy adoption process. The membership adopted a constitutional amendment that places responsibility for final adoption of legislative policies with the Board. The Policy Adoption Conference and Legislative Conference were combined into the new State of the Cities Conference.

In 2003, the Board built upon the 2002 changes. When the new process is fully implemented, policy committees will meet three times the first year of the state's biennium and only one time the second year of the biennium. The changes will be fully implemented for the policy process starting June 2004. Also in 2004, the League's Annual Conference will move to mid-October and the Regional Meetings will move to July. **The 2004 State of the Cities Conference is scheduled for March 3, 2004, in St. Paul.** The conference will be an important event for all city officials. Additional information on the conference will follow.

Your LMC Intergovernmental Relations staff will work hard to represent city interests during the session, but our greatest strength is you and your continued involvement.

If you have any questions, comments, or need assistance on these issues, please feel free to contact any member of the LMC Intergovernmental Relations Department.

Enclosure

## FACSIMILE COVER PAGE

---

To : City of Mountain Iron

From :

Sent : 1/7/2004 at 8:19:56 PM

Pages : 2 (including Cover)

Subject : LMC Workshops

---

Following this cover sheet is an announcement from the League of Minnesota Cities regarding workshops they're offering statewide. There are a variety of sessions from which to choose.

We would like to encourage the staff of your city to consider attending one of these workshops. Check the details on the announcement for the registration information.

Thank you,

Latherine Fenrich, Associate Director  
Minnesota Association of Small Cities  
5770 CSAJ #1  
Itchfield, MN 55355  
Phone: 320-693-1283  
Fax: 320-693-1284  
maosc@mchsi.com





## League of Minnesota Cities

145 University Avenue West, St. Paul, MN 55103-2044  
(651) 281-1200 • (800) 925-1122  
Fax: (651) 281-1299 • TDD: (651) 281-1290  
www.lmnc.org

FOR IMMEDIATE RELEASE  
DATE: January 5, 2004

CONTACT: Stephanie Lake, Communications Coordinator  
PHONE: 651.215.4035 or 800.925.1122

### Elected, appointed city officials develop skills to enhance employee, community safety

ST. PAUL – Providing city officials with tools for enhanced safety is the focus of a series of statewide workshops slated during April and May, and sponsored by the League of Minnesota Cities Insurance Trust. The workshops will provide practical tips cities of all sizes can apply to reduce losses, and are tailored to the varied needs and responsibilities of administrators, peace officers, firefighters, public works staff and small cities.

Workshops are geared toward key staff areas, but participants can choose sessions from across tracks to develop a learning program that suits the needs of their city. Highlights for each training track include:

- **Administrators** will focus on emerging concepts for health care cost control; overtime rules; investigation of recurring employee injuries; legal issues related to development and redevelopment; and reasonable workplace accommodations.
- **Peace officers** will learn how about preventing injuries through ergonomics, driving safety and reduced chemical exposure; discuss issues related to ride-alongs; examine issues related to data and data practices; and examine potential liability issues related to tasers, police dogs and other equipment.
- **Firefighters** will learn about liability related to inspections; review the heart and cancer presumption related to the Minnesota Workers' Compensation Act; discuss discretionary immunity and National Fire Protection Association standards; focus on objective procedures in fire department membership and promotion; and discuss alcohol-related issues.
- **Public works employees** will learn about proposed federal regulations related to wastewater collection; review permit policies, location of public and private utility lines and private structures in the right-of-way; understand street and sewer compliance through a training game; learn about innovative safety solutions by municipal employees; and learn how to help minimize complaints and liabilities.
- **Small cities staff** will learn about terminating an employee; development of a comprehensive safety plan; how to detect and prevent employee theft; land use issues, including changes to the 60-Day Rule and the importance of Findings of Fact; and reducing conflicts in joint powers agreements.

Workshops are:

- March 30 – Redwood Area Community Center, Redwood Falls;
- March 31 – St. Cloud Civic Center, St. Cloud;
- April 6 – Northland Inn, Crookston;
- April 7 – Bigwood Event Center, Fergus Falls;
- April 15 – Grove Community Center, Inver Grove Heights;
- April 20 – Holiday Inn, Fairmont;
- April 21 – Mayo Civic Center, Rochester;
- April 27 – Iron World Discovery Center, Chisholm; and
- April 29 – Community Activity Center, Brooklyn Park.

The workshops are open to elected and appointed city officials. Cost is \$20 per person and includes materials and lunch. To register, please visit the League's web site beginning Jan. 15 at [www.lmnc.org](http://www.lmnc.org). Questions can be directed to Chris White at [cwhite@lmnc.org](mailto:cwhite@lmnc.org) or by phone at (651) 215-4069 or (800) 925-1122.

- END -

## Craig J. Wainio

---

**From:** Chris Townsend [ctownsend@ardc.org]  
**Sent:** Wednesday, January 07, 2004 2:50 PM  
**To:** amcdonou@duluthport.com; Randy Lasky; robert.olson@co.itasca.mn.us; rwagner@co.aitkin.mn.us; sarneson@co.aitkin.mn.us; sdane@cityofbiwabik.com; sen.tom.saxhaug@senate.mn; sertich@ironworld.com; sheryl.kochevar@irrrb.org; steve\_bradach@dayton.senate.gov; tcotruvo@ci.duluth.mn.us; teresa.jaksa@co.koochiching.mn.us; thdc@lakenet.com; tobalkan@cpinternet.com; tom@northlandfdn.org; tsmith@silverbay.com; veda@rangenet.com; veda@rangenet.com; Vickie Shea; wilma.rahn@co.lake.mn.us; kcswans@uslink.net; eda@boreal.org; barcpark@uslink.net; colerain@lcp2.net; grtwp@uslink.net; bigfalls@citlink.net; looperlaron@hotmail.com; Tharbors@lakenet.com; clerk@gilbertmn.org; floodwood@mail.meadows.net; drcity@paulbunyan.net; crousseau@msa-ps.com; towncotton@aol.com; David Tunell; archres@arimn.com; bfritsinger@ci.cloquet.mn.us; bhiti@irrrb.org; barthur@direcway.com; Bob Palmquist; buhladmin@rangenet.com; businessgrowth@charterinternet.net; chaa@cpinternet.com; christensonc@co.st-louis.mn.us; cityadmn@mtiron.com; cityofml@lcp2.net; cityoftowner@citlink.net; clerk@hoytlakes.com; cmclynn@uslink.net; ctyclerk@mail.bigfork.net; dave.hart@irrrb.org; ddanz@rangenet.com; dick.walsh@irrrb.org; dnorthagen@ci.hibbing.mn.us; doug.gregor@irrrb.org; eada@elymn.com; elyclerk@cpinternet.com; erjpb@cpinternet.com; etreska@ci.grand-rapids.mn.us; eveleth@evelethmn.com; granda@lakecountrypower.com; harrys@ci.international-falls.mn.us; haydenb@co.st-louis.mn.us; info@babbitt-mn.com; j.jurkovich@mail.mnscu.edu; jack.lavoy@irrrb.org; janet.simonen@co.cook.mn.us; janette.paul@irrrb.org; John Chell; jean.dolensek@irrrb.org; jeanette.wain@irrrb.org; jfoschi@ci.proctor.mn.us; jim.wrobleski@state.mn.us; jorlfedo@uslink.net; jpeterson@ci.hibbing.mn.us; jtourville@ci.hibbing.mn.us; keda@northwinds.net; keewatin@uslink.net; larsonn@co.st-louis.mn.us; lfedo@hibbing.org; llander@hermantownmn.com; lori.spielman@irrrb.org; lutra@mchsi.com; marcel@bujarski.com; marlene.pospeck@irrrb.org; martinson@cookmn.com; marym@entrepreneurfund.org; matt.sjoberg@irrrb.org; mbirkeland@lakecountrypower.com; mconlan@ci.duluth.mn.us; mike.larson@irrrb.org; mphillips@neventures.com; nashwauk@uslink.net; nnorr@mnpower.com; orrmn@rangenet.com; paul.gassert@co.carlton.mn.us; Jeff Lackner; rams@uslink.net; raukars@co.st-louis.mn.us; rep.tom.rukavina@house.mn; richard.anderson@irrrb.org; rick@itascadv.org; cookmn@rangenet.com

**Subject:** Northeast Minnesota JOBZ Update

Dear Northeast Minnesota JOBZ members:

After the scramble to award the JOBZ sites, the Dept. of Employment and Economic Development is preparing the administrative follow-up for the regions and communities managing the JOBZ program. ARDC and IRR will be at a zone administrators meeting with DEED folks on Jan. 29th. While it may have been better to hold regional meetings with all participants, I believe DEED decided that a smaller workshop to discuss on-going issues would be more efficient for them.

Workshop agenda items include:

- \* JOBZ Agreements/Roles and Responsibilities (DEED JOBZ Staff)
- \* Business Subsidy Agreements/Business Surveys (DEED IMO Staff)
- \* Zone Modification Rules (DEED JOBZ Staff)
- \* Getting Your Tax Benefits (Dept of Revenue)
- \* Who to call with what kind of questions (DEED JOBZ Staff)
- \* JOBZ Reporting - Business Subsidy/Annual Reports (DEED IMO/JOBZ Staff)
- \* Workforce Participation (DEED Workforce Staff)
- \* MNPro/Marketing (DEED Business Development Staff)

After the workshop training is complete, we will set up a meeting for all of you with vested interest in the JOBZ program in our region during the second week in February in Eveleth. Would either Thursday the 12th or Friday the 13th work for you?

Also, at our regional meeting we need to discuss/define our various roles, marketing

strategies at the regional and local level, and discuss other implementation procedures to keep us working together. The transmittal letter for the JOBZ application highlighted several tasks that need further discussion: developing an interactive website, community to community discussions of the JOBZ program, engaging our existing industries in using and promoting JOBZ sites, and leveraging the JOBZ program to identify key barriers and opportunities for economic development in Northeast Minnesota. Both IRR and ARDC are committed to accurately communicating JOBZ information to you and serving your needs within the JOBZ program. Thank you for your consideration.

Chris Townsend  
Program Coordinator  
ARDC  
221 W. First St.  
Duluth, MN 55802  
Direct (218) 529-7527  
email: ctownsend@ardc.org