

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, OCTOBER 18, 2004 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the October 4, 2004 Regular Meeting (#1-9)
 - B. Bills and Payroll
 - C. Receipts
 - D. Communications
- III. Public Forum
 - A. Ron McGriff, Consulting Librarian (#10-35)
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - C. Director of Parks and Recreation's Report
 - 1. West Two Rivers Pavilion (#36-37)
 - D. City Engineers Report
 - 1. Pay Request Number 2 (#38-39)
 - 2. Railroad Quite Zones (#40-42)
 - E. City Attorney's Report
 - F. Sheriff's Department Report
 - 1. Monthly Report (#43)
- V. Unfinished Business
 - A. Resolution Number 30-04 (#44-50)
 - B. HRA/EDA (#51-52)
- VI. New Business
 - A. Business Subsidy Agreement (#53-60)
 - B. TEA-21 Pre-Application (#61-69)
 - C. Set Special Meeting to Canvass the Election
 - D. Communications
- VII. Open Discussion
- VIII. Announcements
- IX. Adjourn # Denotes page number in packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
OCTOBER 4, 2004

Mayor Skalko called the City Council meeting to order at 6:30 p.m. with the following members present: Joe Prebeg, Jr., Allen Nelson, Dale Irish, Ed Roskoski, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Jill M. Forseen, Municipal Services Secretary; Don Kleinschmidt, Director of Public Works; and Rod Flannigan, City Engineer.

It was moved by Nelson and supported by Prebeg that the consent agenda be approved as follows:

1. Add the following items to the agenda:
 - IV. D. 1. Mesabi Trail Map/Plan-Downtown Mountain Iron
2. Approve the minutes of the September 20, 2004, City Council meeting amended as follows:

Page 2, Paragraph 10, "After further discussion, Councilor Roskoski amended the motion to include a member or two from the following Boards and Committees to meet and review the insurance report and make a recommendation to the City Council: Parks and Recreation Board, the Downtown Committee, and the Streets and Alleys Committee.

Page 5, add Paragraph 2, "Councilor Roskoski expressed concerns regarding the Mashkenode Lake developers requesting the City to take over the streets in the Mashkenode Lake area. He stated that after he reviewed the streets by digging approximately 40 holes, he discovered that there was not enough granular fill on the streets."

3. That the communications be accepted, 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 September 16-30, 2004, totaling \$761,020.13, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period September 16-30, 2004, totaling \$193,062.34, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

During the public forum, Steve Duerre, Minnesota Pollution Control Agency (MPCA), works with training wastewater treatment operators and offers assistance to the smaller wastewater treatment plants. He said that he was referred to Mountain Iron by John

Thomas, who was the compliance contact for the City of Mountain Iron from the Duluth office. Mr. Duerre said that there had been some reorganization at the MPCA and Ben Weiner has now replaced John Thomas. Mr. Duerre said that he was in Mountain Iron to review the odor complaint. He said that he had been at the wastewater treatment plant several times and he hadn't notice any odor problems, which does not mean that there is not an odor problem. He said that the way he understood the odor problem occurring was when the aerobic digester was shut off to load the sludge on the truck. He further stated that most wastewater treatment plants are located in more remote areas and he does not like to see new homes being constructed so close to a wastewater treatment plant. Councilor Prebeg asked Mr. Duerre if the City is in compliance with the regulations. Mr. Duerre said that the City is within the MPCA regulations.

It was moved by Roskoski and supported by Irish to form a committee including the City Engineer, the Director of Public Works, a Senior Wastewater Treatment Plant Employee, a Representative from the MPCA (Mr. Wiener and/or Mr. Duerre), the City Administrator, Councilor Irish, Council Roskoski, and a Representative from the LaMourea family to review sources of noise and odor from the operation of the Wastewater Treatment Plant. This group would work together to isolate some main causes of odors and noise, review various remedies, prepare a report with proposed costs, and forward it to the City Council. And further, to have any meetings set after 4:00 p.m. And further, to have a deadline for this project as sometime in January or February of 2005. After further discussion, Councilor Roskoski amended the motion to change from a committee to an informal group. Councilor Irish supported the amendment. The amended motion carried with Councilors Prebeg and Nelson voting no.

It was moved by Skalko and supported by Roskoski to direct the Recreation Director to contact a private party to see if they would be willing to hay the Wolf Park field area or if no one can cut it before November 1, 2004, to have the City Crew cut the grass. The motion carried with Councilor Nelson voting no.

Councilor Roskoski questioned the City Administrator regarding the City purchase of property in Parkville from the Rail Authority and offer of the extra land to the adjoining property owners. He asked if Werner Herzog had been contacted regarding this matter. The City Administrator said that he would research if there was property adjacent to Mr. Herzog.

Councilor Irish questioned the City Administrator regarding how many property owners had purchased land and how much the City was charging for the land. The City Administrator stated that several property owners have been interested in the land and the price varied with the area of the land purchased. Councilor Irish requested a list of the costs for the transfer of the land.

It was moved by Nelson and supported by Prebeg to accept the low bid of Jola and Sopp Excavating for the emergency water connection to the City of Virginia water system at a cost of \$45,478.00. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and supported by Skalko to accept the recommendation of the Utility Advisory Board and approve the proposal from Minnesota Power to complete the substation construction at a cost not to exceed \$62,960.00. The motion carried unanimously on a roll call vote.

Councilor Roskoski asked who received the Connector publication. The Director of Public Works stated that residents that purchase electricity from the City receive the publication.

It was moved by Roskoski and supported by Irish that in reference to the map/plan of the Mesabi Trail Plan in the Downtown Mountain Iron area, (a copy is attached and made a part of these minutes) that the following be coordinated by City Staff and completed by the City Crew:

1. To notify Saint Louis County to move the sign on the south side of the sidewalk area, if possible.
2. The area that is where the City sidewalk connects to the Mesabi Trail be blended in with the Mesabi Trail.
3. To have the City Crew remove the dirt and debris from the sidewalk over the entire length, down to the bare concrete.
4. To clean and cut the boulevard area down to the original level so that it is even with the curb and sidewalk tops.
5. With the completion of this project by Fall freeze up of 2004.

The motion carried with Councilors Prebeg and Nelson voting no.

It was moved by Roskoski to approve the Variance application for Rebecca Wilkins to construct an accessory building eight feet closer to the lot line than allowed by the Zoning Ordinance on parcel 175-0057-00150. The **motion died** for lack of support.

It was moved by Nelson and supported by Prebeg to deny the Variance application for Rebecca Wilkins for parcel 175-0057-00150, on the advice of the Zoning Administrator, because the property owner can meet all of the setback requirements on her property to construct an accessory building without a variance. The motion carried with Councilors Irish and Roskoski voting no.

It was moved by Prebeg to make a recommendation that the accessory building be built on parcel 175-0057-00150 as planned, as per the size of the building, but that the building be constructed to meet the proper setbacks. After further discussion, Councilor Prebeg **withdrew** his motion.

It was moved by Skalko and supported by Roskoski to direct the Zoning Administrator to meet with Ms. Wilkins, this week, and discuss the accessory building location and verify the numbers. The motion carried with Councilor Nelson voting no.

Councilor Roskoski said that the Downtown Committee would like to have the Recreation Director seek quotes on installing an outdoor drinking fountain at Locomotive Park.

Councilor Roskoski said that he was contacted by Ron Alto, 5731 Mesabi Avenue, regarding his neighbor storing junk cars on his leased land. The City Administrator stated that Mr. Alto would have to come into the City Hall to sign a complaint regarding the issue.

At 8:20 p.m., Councilor Prebeg left the meeting.

Councilor Roskoski stated that the vent at the Parkville School was still open. The Director of Public Works said that the City Crew had gone in and secured everything that needed to be secured at the Parkville School, but he would check further into the matter.

At 8:22 p.m., Councilor Prebeg returned to the meeting.

It was moved by Skalko and supported by Roskoski to set up a meeting with the Virginia Street and Alley Commission and the City of Mountain Iron Street and Alley Committee to discuss improvements to 16th Avenue. The motion carried.

It was moved by Prebeg and supported by Irish to authorize payment request number three to Hardrives, Incorporated for the 2004 Street Overlay Project in the amount of \$7,095.30. The motion carried unanimously on a roll call vote.

It was moved by Roskoski and supported by Irish to direct the City Engineer to check with Seppi Brothers or Ulland Brothers on their “crushed rock/mill feed” and see how much they would charge for it. And further, if the price is within \$1,000 of the genuine mill feed that the City proceed to purchase the necessary amounts and have it placed on Heather Avenue and have this project completed before the road freezes up, at a cost not to exceed \$7,500. The motion carried unanimously on a roll call vote.

It was moved by Skalko and supported by Roskoski to reject the quotes on the improvements to Locomotive Park. The motion carried.

It was moved by Nelson and supported by Prebeg to direct the City Administrator to contact North Star Fire Department and advise them that the City is willing to donate the 1975 Chevrolet Pumper Fire Truck to them. The motion carried with Councilors Roskoski and Irish voting no.

The City Administrator advised the City Council that there were no bids received on the Tuck Pointing Project for the Mountain Iron Library.

Councilor Roskoski asked the City Administrator if the City would be able to satisfy all the documentation to the Minnesota Department of Education for the library grant. The

City Administrator advised Councilor Roskoski that the City would absolutely get it completed.

During the open discussion, Councilor Irish advised the Director of Public Works to contact St. Louis County regarding clearing the brush from around the signs at the northeast corner of the intersection of Old Highway 169 and County Road 102 in Downtown Mountain Iron.

At 8:55 p.m., it was moved by Roskoski and supported by Prebeg that the meeting be adjourned. The motion carried.

Respectfully submitted:



Jill M. Forseen, CMC/MMCA
Municipal Services Secretary

COMMUNICATIONS

1. Minnesota Department of Education, forwarding the grant agreement and outlining the requirements of the \$112,500 grant.
2. Coalition of Greater Minnesota Cities, forwarding information regarding becoming a committee member.
3. Coalition of Greater Minnesota Cities, forwarding the September 27, 2004, small cities update.
4. Mountain Iron-Buhl CAPP Committee, forwarding a thank you for providing the hookup facility for the Rolling Plains Art Museum traveling artist at the West II Rivers Campground.

Summary By Category And Distribution

Category	Distribution	Amount
PERMITS	BUILDING	94.00
UTILITY	UTILITY	75,497.25
BUILDING RENTALS	COMMUNITY CENTER	600.00
MISCELLANEOUS	REIMBURSEMENTS	299.46
MISCELLANEOUS	ASSESSMENT SEARCHES	70.00
FINES	CRIMINAL	555.98
INTERGOVERNMENTAL REVENUE	TACONITE MUNICIPAL AID	315,386.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	800.00
BUILDING RENTALS	NICHOLS HALL	80.00
CAMPGROUND RECEIPTS	FEES	50.00
CD INTEREST	CD INTEREST 101	1,930.94
CD INTEREST	CD INTEREST 301	2,188.39
CD INTEREST	CD INTEREST 378	901.10
CD INTEREST	CD INTEREST601	193.09
CD INTEREST	CD INTEREST 602	386.18
CD INTEREST	CD INTEREST 603	708.01
CD INTEREST	CD INTEREST 604	128.76
CD INTEREST	SMITH BARNEY CASH CD/FUND 101	192,000.00
MISCELLANEOUS	CHECK RETURN FEE	40.00
BUILDING RENTALS	SENIOR CENTER	50.00
METER DEPOSITS	ELECTRIC	450.00
MISCELLANEOUS	FAX CHARGES	1.00
INTERGOVERNMENTAL REVENUE	FEDERAL GRANT-FIRE TRUCK	127,236.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	15.00
INTERGOVERNMENTAL REVENUE	CDBG/ST LOUIS CO/I & I REDUCT.	832.42
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	300.00
INTERGOVERNMENTAL REVENUE	IRRRB-COMMERCIAL SITES	15,000.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	25,226.55
Summary Totals:		<u>761,020.13</u>

Check Issue Date(s): 09/25/2004 - 10/08/2004

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/04	10/07/2004	30625	140026	AQUILA	002-20200	288.68
10/04	10/07/2004	30626	10010	ARROW AUTO	002-20200	21.25
10/04	10/07/2004	30627	10021	ARROWHEAD LIBRARY SYSTEM	002-20200	487.50
10/04	10/07/2004	30628	1076	BECKY KOSKELA	002-20200	100.00
10/04	10/07/2004	30629	20010	BISS LOCK INC	002-20200	4.79
10/04	10/07/2004	30630	30017	CARQUEST (MOUNTAIN IRON)	002-20200	465.73
10/04	10/07/2004	30631	220003	CITY OF VIRGINIA	002-20200	87.13
10/04	10/07/2004	30632	30005	CLERK OF CONCILIATION COURT	002-20200	220.00
10/04	10/07/2004	30633	30024	COALITION OF GREATER MN CITIES	002-20200	3,921.00
10/04	10/07/2004	30634	30026	COMO LUBE & SUPPLIES INC	002-20200	248.40
10/04	10/07/2004	30635	40034	DAMBERG SCOTT GERZINA WAGNER	002-20200	6,766.75
10/04	10/07/2004	30636	40032	DEPARTMENT OF ADMINISTRATION	002-20200	357.06
10/04	10/07/2004	30637	40028	DITCH WITCH OF MINNESOTA INC	002-20200	227.19
10/04	10/07/2004	30638	40027	DULUTH/SUPERIOR COMMUNICATIONS	002-20200	576.44
10/04	10/07/2004	30639	60006	FISHER PRINTING	002-20200	1,144.88
10/04	10/07/2004	30640	5007	FORTIS BENEFITS	002-20200	510.40
10/04	10/07/2004	30641	70009	GULBRANSON EXCAVATING CO	002-20200	9,350.00
10/04	10/07/2004	30642	80003	H R DIRECT	002-20200	87.98
10/04	10/07/2004	30643	80012	HARDRIVES INC	002-20200	7,095.30
10/04	10/07/2004	30644	80022	HAWKINS INC	002-20200	430.11
10/04	10/07/2004	30645	80009	HIBBING DAILY TRIBUNE	002-20200	143.52
10/04	10/07/2004	30646	80002	HILLYARD	002-20200	578.32
10/04	10/07/2004	30647	90002	INGRAM BOOK COMPANY	002-20200	81.85
10/04	10/07/2004	30648	1077	IRON RANGE DOG TRAINING CLUB	002-20200	150.00
10/04	10/07/2004	30649	90004	IRON TRAIL CONVENTION AND	002-20200	1,685.00
10/04	10/07/2004	30650	100019	JOLA & SOPP EXCAVATING INC	002-20200	950.00
10/04	10/07/2004	30651	120013	L & L RENTALS INC	002-20200	2,241.97
10/04	10/07/2004	30652	120032	LAKE COUNTRY POWER	002-20200	128.72
10/04	10/07/2004	30653	1075	LAURA PULFORD	002-20200	100.00
10/04	10/07/2004	30654	120002	LAWSON PRODUCTS INC	002-20200	615.02
10/04	10/07/2004	30655	120003	LEAGUE OF MINNESOTA CITIES	002-20200	40.00
10/04	10/07/2004	30656	120039	LEEF SERVICES	002-20200	23.60
10/04	10/07/2004	30657	120004	LITERARY GUILD	002-20200	91.04
10/04	10/07/2004	30658	130106	MEDIACOM - MIDWEST	002-20200	55.95
10/04	10/07/2004	30659	130006	MESABI HUMANE SOCIETY	002-20200	854.87
10/04	10/07/2004	30660	130039	MINNESOTA DEPT OF COMMERCE	002-20200	163.89
10/04	10/07/2004	30661	130008	MINNESOTA MUNICIPAL UTILITIES	002-20200	3,839.38
10/04	10/07/2004	30662	130009	MINNESOTA POWER	002-20200	32,726.16
10/04	10/07/2004	30663	130059	MINNESOTA POWER	002-20200	409.60
10/04	10/07/2004	30664	130049	MINNESOTA STATE TREASURER	002-20200	528.95
10/04	10/07/2004	30665	130013	MOUNTAIN IRON FIREMEN'S RELIEF	002-20200	17,077.00
10/04	10/07/2004	30666		Information Only Check	002-20200	.00 V
10/04	10/07/2004	30667	130015	MT IRON WATER AND LIGHT DEPT	002-20200	12,510.12
10/04	10/07/2004	30668	140013	NATIONAL WATERWORKS	002-20200	713.47
10/04	10/07/2004	30669	1078	PAT MCGAULEY PUBLISHING	002-20200	16.95
10/04	10/07/2004	30670	170007	QUILL CORPORATION	002-20200	366.66
10/04	10/07/2004	30671	170001	QWEST	002-20200	98.93
10/04	10/07/2004	30672	180008	RADKO IRON & SUPPLY INC	002-20200	123.49
10/04	10/07/2004	30673	180025	RANDY PRICE	002-20200	50.00
10/04	10/07/2004	30674	180032	RANGE PORTABLES	002-20200	215.66
10/04	10/07/2004	30675	180017	RELIABLE OFFICE SUPPLIES	002-20200	53.73
10/04	10/07/2004	30676	190049	SCHOLASTIC LIBRARY PUBLISHING	002-20200	140.70
10/04	10/07/2004	30677	190010	SEPPI BROTHERS	002-20200	202.36
10/04	10/07/2004	30678	190045	SERVICE SOLUTIONS	002-20200	398.36
10/04	10/07/2004	30679	190014	SHERWIN WILLIAMS	002-20200	148.31
10/04	10/07/2004	30680	190004	SKUBIC BROS INC	002-20200	124.56
10/04	10/07/2004	30681	200003	TACONITE TIRE SERVICE	002-20200	53.85

M = Manual Check, V = Void Check

10/14/2004

7

CITY COUNCIL

Check Issue Date(s): 09/25/2004 - 10/08/2004

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/04	10/07/2004	30682	1074	TERESA LESEMANN	002-20200	50.00
10/04	10/07/2004	30683	200036	TRITEC OF MINNESOTA INC	002-20200	60.24
10/04	10/07/2004	30684	200027	TRUE VALUE HOME CENTER	002-20200	596.83
10/04	10/07/2004	30685	210030	U S BANK TRUST SERVICES	002-20200	201.25
10/04	10/07/2004	30686	220025	VERIZON WIRELESS, BELLEVUE	002-20200	13.08
10/04	10/07/2004	30687	220001	VIDMAR IRON WORKS	002-20200	88.40
10/04	10/07/2004	30688	230028	WISCONSIN ENERGY CONSERVATION	002-20200	403.76
10/04	10/07/2004	30689	240001	XEROX CORPORATION	002-20200	335.84
10/04	10/07/2004	30690	250002	YOUNG PLUMBING & HEATING CO	002-20200	68.79
Totals:						<u>111,910.77</u>
Payroll-PP Ending 9/24/04						<u>82,151.57</u>
TOTAL EXPENDITURES						<u>\$193,062.34</u>

Troquois Mine

New Mesabi Trail

County 102

TO Minntac

② Blend this area in with the Mesabi Trail.

③ Remove all dirt and debris from the sidewalk over the entire length down to bare concrete.

① Notify the County to move this sign south of the sidewalk area if possible.

④ Clean/cut the boulevard area down to the original level - even with the curb and sidewalk tops.

"Low" Area

⑤ Completion of this project will be by freeze-up of 2004.

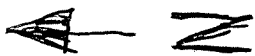
Alley

Roy Seari

Ken Jacobsen

Present sidewalks

Mineral Ave



Trail Route

Main Street

Through -> Down

Church

Schoolyard COUNCIL

10/14/2004

COUNCIL LETTER 101804-III A

LIBRARY

NEEDS ASSESSMENT

DATE: October 14, 2004

FROM: Craig J. Wainio
City Administrator

Mr. Ron McGriff will be present at the meeting to discuss the Preliminary Space Needs Assessment for the Mountain Iron Public Library.

MOUNTAIN IRON PUBLIC LIBRARY

Mountain Iron, Minnesota

PRELIMINARY

SPACE NEEDS ASSESSMENT

September, 2004

Consulting Librarian

Ron McGriff
3102 – 413th Ave. N.W.
Braham, MN 55006
320/396-3957

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SUMMARY

The following findings and short-term recommendations, concerning library space improvement for the Mountain Iron Public Library, result from the consulting librarian's review of library and community documents, on-site interviews and assessments and generally recognized guidelines for space planning.

FINDINGS

- The Mountain Iron Public Library building has been in service since 1915 serving a historic and important role in the community.
- The library lacks off-street parking usually a major factor in the daily success of public library service. There are 8 to 10 street spaces available. Due to the current low use of the library, these spaces may be adequate for now.
- For purposes of this study and for calculation, the service area population of the Mountain Iron Public Library is defined as approximately 3,000 persons. This is the legally defined population for the library and represents the population of the city which covers 70 square miles. Mountain Iron residents also use other nearby community libraries.
- The interior of the building on both levels is generally pleasing and improvements continue. The exterior of the building requires substantial work which is in planning, including a roof renovation and tuck pointing. ADA access will be provided by the installation of an elevator.
- The library's use, measured by the number of checkouts, continues to decline. The library's location in the Old Town District has become increasingly isolated from other attracting services, such as supermarkets, banks or restaurants, and is distant from the community's major traffic arterials. It is uncertain if the library's service area will grow in the future.
- The present library has a very large collection and a high number of seats for the public given the space available on the main level. This has resulted in a very congested interior space environment. Affected negatively also are staff work spaces and people paths throughout the main level.

SHORT-TERM RECOMMENDATIONS

- That, with the probable installation of an elevator to serve both levels of the building, it will be critical to achieve better people paths on the main level. It will achieve little if people in wheelchairs reach the main level but cannot get through aisles in the library.
- That, if the elevator service point remains at the southeast portion of the building, an ADA parking space be created in the green space east of the facility, allowing better access to the ADA entry from the alley.
- That, to make collections more appealing and for overall better display and storage, a collection improvement project involving considerable weeding be initiated. Although this requires more evaluation, somewhere between 15% and 25% of the print and audio-visual collection could be withdrawn. Libraries, that have undergone weeding projects and have improved their collection display, generally experience increases in the annual circulation of materials.
- That the existing numerous wall units shelving be retained and gradually more functional and attractive special display units be obtained for paperback and audio-visual display. There is no substantial advantage in removal of the numerous wall units but some could be modified for special needs.
- That, as collection improvement develops, more audio-visual items be purchased. The ratio between print and non-print items is substantially off balance.
- That, as part of the collection improvement project, a special area be established and well identified for local history items, including the unique newspaper clippings scrapbook collection.
- That, very seldom used materials, which should not be weeded, be stored in the southwest corner room of the lower level or in the librarian's office.
- That, to better highlight the original artwork that exists on the walls on the main level, circulating art prints be displayed in a special displayer and not on the walls.
- That, if and when an interior reorganization occurs, a collection and area signage system be incorporated into the general library improvement project.
- That, to allow better access and to make seating more attractive, total number of seats for children and adults be reduced to some degree, and that the remaining seats allow more variety in style and function. Seating for children should have child sized design.
- That, if the library seeks to reorganize its layout for better service functions and relationship of spaces, consideration be given to acquiring a more functional and efficient service desk. L-shaped desks, even small in size, have proven very effective for public service and for staff operations.

MOUNTAIN IRON PUBLIC LIBRARY

- That, the current office for the librarian either serve for additional storage by removing the desk or be converted to a quiet study or audio-visual use area.
- That, for fund raising purposes, several of the large six-person tables be sold or auctioned for new furnishings needs.
- That, further evaluation occur before establishing a mini-museum in the northwest corner room in the lower level of the building. Until it is defined clearly how this public use area would be supervised and staffed, renovation of this room should not occur. It will be difficult for library staff to supervise this room and resources could be lost. Creation of a story-time area in this space would be a better use.

INTRODUCTION

The Mountain Iron Public Library provides services in a Carnegie facility constructed in 1915. Various renovations, including windows updating, have occurred over the years. Substantial additional renovations are now either underway or under consideration.

Ron McGriff, Consulting Librarian of Braham, Minnesota, has been requested to conduct a preliminary library space needs assessment, focusing primarily on possible short-term improvements and interior reorganization due, in part, to the probable installation of a two-level elevator. Overall evaluation also includes a definition of long-term library space needs based on service area population trends, current library services and capacities and recommended space planning guidelines.

The consulting librarian has assisted numerous communities in Minnesota and elsewhere since 1984 in library space needs assessment, library building program development, architect selection and review of prepared schematic and detailed plans. He is also the facility college librarian for Pine Technical College in Pine City, Minnesota.

These individuals provided valuable assistance and information for this planning process.

Karen Luoma, Library Director
Craig J. Wainio, City Administrator

Library Board Members

Jackie Jenö
Tara Wainio
Carole Kostich
Lisa Casillo
Alan Stanaway

Arrowhead Library System Staff

Jim Weikum, Director
Rebecca Patton, Consultant

MOUNTAIN IRON PUBLIC LIBRARY SPACE NEEDS

A variety of assessments and tools are utilized to determine current and future space needs for functional public library services. Adequate sized space, with service and operational elements arranged in a functional manner, is critical in attaining optimum public use and in the best utilization of tax dollars provided for this community service.

DEFINITION OF CURRENT AND PROJECTED SERVICE AREA POPULATION

The City of Mountain Iron covers a large geographic area of 70 square miles. The library annual report (2002) lists a legal service area population of 2,999. Census and state demographers' reports show population changes for the city.

<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2002</u> estimated
4,134	3,362	2,999	2,946

The following factors must be considered when attempting to define the present and future service area population for the Mountain Iron Public Library facility:

- The proximity of other public libraries (Virginia, Eveleth and Buhl) attracts most likely Mountain Iron residents to their doors.
- The residential growth pattern for the city involves several scattered and separated "neighborhoods," in addition to the "old town" district. Much of this periodic development has occurred south of the bisecting Highway 169. Consequently, it is relatively easy and attracting to proceed to the Virginia Public Library rather than to travel to the Mountain Iron Public Library, which is off the "beaten track."
- The location of the library is very convenient for those families living in "old town." Unfortunately, other than the secondary school and a mine pit overview site, there are no other primary attractions in this part of the city – no restaurant, no bank and no convenience or grocery store. In similar rural communities, this situation affects, in a substantial manner, the numbers of people who might use the library on a regular basis.
- There continues to be new housing starts in the city, but it is difficult to ascertain if this will result in an increased population for the city.

For purposes of this initial space needs evaluation, 3,000 persons will be used for the service area population. This figure may continue to decline.

EVALUATION OF THE PRESENT LIBRARY FACILITY

The 1915 Carnegie library facility, located in the old town district of Mountain Iron, is a generally attractive facility, particularly inside the building, and with planned improvements, the exterior will regain a good appearance. The foundation of the exterior structure appears to be in good condition. The wind turbine feature on the roof detracts from the building's historic appearance.

The library facility is situated in a mixed use part of the community, with residents to the north, a canoe business to the east and across the two intersecting streets, a bar and an engineering firm located in the old City Hall building. The location is a long block from the iron mine property. There is no bike rack available for youngsters and others who come to the library on bicycles.

Library parking is available only at street spaces, a total of ten to twelve spaces available immediately adjacent to the building on Main Street and Mountain Avenue. Other downtown users may use these spaces also.

The proposed location for the elevator is towards the southeast corner of the library, far distant from the two adjacent streets. It is recommended that either the location be changed or that a handicapped parking space is provided on the east side of the building, in the 24 foot wide green space, which is accessible by a small alley. Appropriate directional signage would have to be also installed.

Interior Conditions

From architectural plans, the total space available for both levels of the building is 4,983 square feet, with 2,463 square feet on the upper level and 2,520 square feet in the lower level. The library's annual report for 2002 lists 5,625 square feet.

All collections in the library are extremely congested. Some items are worn and/or dated. Most of the collections are stored in wall unit shelving. Although most of the shelves are adjustable, the width of units vary and shelves are only 7 ½" deep, limiting their flexibility to a degree. A variety of shelving styles is used for paperbacks and audio-visual items. A collection improvement project, involving weeding of 15 to 25% of the print items, should be initiated. This, in conjunction with more functional and attractive displayers and storage units for paperbacks and audio-visual items, would allow better display of these items and generate more use.

People paths and aisles in the public areas of the building are very narrow and constricted. Some do not meet Americans with Disabilities Act requirements. As the elevator project proceeds, this issue must be addressed.

Staff work spaces, the service desk area and a large table behind it for various projects and storage are combined with the non-fiction and reference collections to which the public have access. Again, this area is very congested. The librarian's office is rarely used for daily staff work functions; it serves mostly for storage needs. The office includes a small restroom.

MOUNTAIN IRON PUBLIC LIBRARY

Interior lighting is generally adequate. There is a combination of artificial and natural lighting in the building. An artificial decorative skylight is being considered.

The heating system performs adequately. Air conditioning is not currently available but is being considered.

An engineer from Twin Ports Testing (Duluth, MN) reports that air quality is generally good. Two existing interior conditions require attention, visible mold in the lower level boiler room and flaking lead paint on both building levels.

Storage capacities on the main floor of the building will be more limited due to the elevator installation. Back issues of magazines are stored in a lower level room.

Current Collection and Seating Capacities

At the end of 2003, the Mountain Iron Public Library had a total collection size of approximately 32,000 items, including 433 audio-visual resources, and also offers 80 periodical titles.

Seating for the public is primarily provided by large tables, seating four to six persons. There is no lounge seating area. To improve seating conditions, consideration should be given to providing more varied seating, such as one or two person tables and some type of lounge seating, both for adults and for children.

Current Seating Available

	<u>Type</u>	<u>No. of Seats</u>	
<u>Adult/Students</u>	3 – six-person tables	18	
	3 – computer-use stations	<u>3</u>	21
<u>Children</u>	2 – four-person tables	8	
	1 – six-person table	6	
	2 – computer-use stations	<u>2</u>	<u>16</u>
Total Seats			37

Although this is an above average number of seats for library users in a smaller community, seating is very congested and lacks variety, and children’s seating is adult sized.

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Lower Level Issues

The large club room in the lower level is used by non-profit groups and for a fee by for-profit groups. It is described as being somewhat busy and contains some interesting furnishings. There is some basement wall damage in this room and elsewhere in the lower level due to the rain gutter problem. There is some consideration of creating a mini-museum in the lower level in one of these special rooms. This raises potential supervision issues for library staff. In modern libraries of this size, all services and functions are located on one level, maximizing staff efficiency and supervision. An unsupervised history room or mini-museum in the lower level could result in loss of resources unless it is staffed.

Library Use Trend

There continues to be a decline in materials circulation (check out of materials) at the library.

	<u>2002</u>	<u>1995</u>	<u>1990</u>
Total Circulation	14,468	27,459	29,809

The library's location, declining service area population and congested conditions on the main level of the building are the predominant factors in this decline. Public library use in most Minnesota libraries is increasing to various degrees.

SPACE PLANNING GUIDELINES FOR COLLECTION AND PUBLIC SEATING CAPACITIES

Library collections and varied seating for area residents of all ages require the most floor space in a public library facility. There must be adequate resources and numbers of seats to attract and functionally serve library users on a daily basis. Better levels of library use at the present facility are restricted by congested shelving and seating conditions, not by the numbers of resources or seats.

For assessing space needs, it is helpful to review available general guidelines for collection and seating capacities which are based on the size of the library's service area population. Standards for Minnesota Public Libraries (1996) utilize an approach that does not involve quantitative standards or guidelines. However, there are general guidelines from other states that have proven helpful in defining the collection and seating capacities required for or desired by the community.

The following resources are utilized for these comparative capacities:

- Wisconsin - Wisconsin Public Library Standards (March 2000); and
- Iowa - *In Service to Iowa: Public Library Measures of Quality* (State Library Standards Committee, 1989).

The Mountain Iron Public Library's service area population has been defined earlier in this report as approximately 3,000 persons currently, remaining stable or declining over the next ten years.

MOUNTAIN IRON PUBLIC LIBRARY

Wisconsin Standards - Service Area Population of 3,000

	<u>Basic</u>	<u>Moderate</u>	<u>Enhanced</u>	<u>Excellent</u>
Volumes (books)	10,200 (3.4 per capita)	12,600 (4.2 per capita)	16,200 (5.4 per capita)	20,700 (6.9 per capita)
Periodical Titles	38	48	64	80
Audio Recordings	300	390	540	690
Video Recordings	360	510	690	1,200
Collection Size (print, audio and video)	10,800	13,800	17,400	22,800

Iowa Guidelines – Service Area Population of 3,000

<u>Recommended</u>	<u>Levels</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
Number of Books	21,000	18,000	15,000
Number of Periodical Titles	70	55	40
Number of Audio-visual Resources	500	350	200

The table below compares Mountain Iron Public Library capacities with the above recommendations.

	<u>Mountain Iron Public Library – Year 2003</u>	<u>Wisconsin Standards</u>	<u>Iowa Guidelines</u>
Books	31,500	10,200 – 20,700	15,000 – 21,000
Periodical Titles	80	38 - 80	40 – 70
A-V Resources	435	660 – 1,890	200 – 500
User Seats	37	33	--

Current Mountain Iron Public Library print collection capacities generally exceed the states' guidelines as does public seating. Another common guideline for seating is five (5) seats per 1,000 persons served. For Mountain Iron, this suggests fifteen (15) seats, in which case the library far exceeds public seating guidelines. Any library service advantages by these numbers are seriously offset by the very congested space conditions, both in the shelving units and also in general floor space. A substantial weeding of worn and dated items from the various collections would greatly improve the visibility and attraction of remaining resources and would leave collection numbers at a good level. The percentage of A-V resources purchased each year should be expanded.

SPACE NEEDS WORKSHEET

The Space Needs Worksheet on the following page reflects space required for a service area population of 3,000 persons and also shows the amount of space needed for proper layout of seating and collections. Based on this information, this Worksheet results in a building of approximately 6,000 square feet to accommodate the defined capacities which are actually lower than now available in the library and also to include comparable space for the existing lower level club room.

For collections, I have calculated space needed based on 18,000 on-shelf volumes (21,000+ total size), rather than the current 31,000 volumes, with substantial collection weeding occurring. The general planning figure is to allow 10 volumes per square foot, so for 18,000 on-shelf items, 1,800 square feet would be necessary. For user seating space, 25 seats are shown. That capacity, calculated at the functional space needed of 30 square feet per seat, creates a square footage of 750 square feet. For staff work spaces, I have defined three workstations in the proposed building. A general planning figure for staff work spaces is 150 square feet per workstation. I have defined two workstations at or near the service desk with an additional station in a small workroom or in a librarian's office.

For the meeting room spaces calculation, I have expanded that area. The club room is currently 735 square feet. Some libraries the size of the Mountain Iron would provide a conference room also. Even small libraries like to have a special children's programming space, either in the children's area or in a separate room. If all of those things were to be achieved, meeting room spaces of slightly over 1,000 square feet would be needed. Special use space comes to 430 square feet. This would include such things as public access catalogs and terminals, paperback displayers, a photocopier station, a newspaper rack, atlas/dictionary stands, pamphlet files and special display units.

These are functional defined spaces, but every building requires also a calculation of non-assigned spaces, to include walls, people circulation, mechanical, restrooms, etc. The Worksheet calculates that figure at 1,175 square feet. When all of these spaces and functions are added together, the gross area defined is 5,875 square feet.

The Mountain Iron Public Library collection size exceeds the space available for display and storage. It could certainly be reduced to a degree and still have a good per capita figure. Areas like a conference room and children's programming space perhaps could be deleted from this planning table, but despite those changes, it is readily apparent that, for the 2,463 square feet now available on the main level, it is very difficult to accommodate basic needed service and operational functions in a functional and attractive manner.

SPACE NEEDS WORKSHEET – 6,000 SQUARE FOOT FACILITY

Library: Mountain Iron Public Library

Person completing form: Ron McGriff, Consulting Librarian

Date: June 22, 2004

Step 1. Design Population

- a. Current local population (for comparison only) _____
- b. Projected local population _____
- c. Projected non-resident population..... _____
- d. Design population (b + c).....3,000

Step 2. Collection Space

- a. Books 18,000 on-shelf volumes ÷ 10 1,800 sq.ft.
- b. Non-print 1,000 items ÷ 10 100 sq.ft.
- c. Periodical display 80 titles ÷ 1.5 55 sq.ft.
- d. Periodical storage 80 titles x 0.5 x 2 years retained 80 sq.ft.
- e. TOTAL (a + b + c + d)..... 2,035 sq.ft.

Step 3. User Seating Space

- a. 25 seats x 30 750 sq.ft.

Step 4. Staff Work Space

- a. 3 stations x 150 (list specific stations on reverse) 450 sq.ft.

Step 5. Meeting Room Space

- a. General meeting space (Club Room) 70 seats x 10 735 sq.ft.
- b. Conference room space 6 seats x 25 150 sq.ft.
- c. Children's programming space 15 seats x 10 (story) 150 sq.ft.
- d. TOTAL (a + b + c)..... 1,035 sq.ft.

Step 6. Special-use Space

- a. Collection space (from 2.c.)..... 2,035 sq.ft.
 - User seating space (from 3.a.)..... 750 sq.ft.
 - Staff work space (from 4.a.) 450 sq.ft.
 - Meeting room space (from 5.d.)..... 1,035 sq.ft.
 - b. SUBTOTAL 1 4,270 sq.ft.
 - c. Multiply subtotal 1 by 0.1..... 430 sq.ft.
- (Alternatively, list on reverse specific types of special-use space and their representative space

allocations

from Appendix A and enter the total in 6.c.)

Step 7. Non-assignable Space

- a. SUBTOTAL 1 (from 6.b.)..... 4,270 sq.ft.
- b. Special-use space (from 6.c.)..... 430 sq.ft.
- c. SUBTOTAL 2 (a + b) 4,700 sq.ft.
- d. Multiply subtotal 2 by 0.25..... 1,175 sq.ft.

Step 8. Putting It All Together

- a. Collection space (from 2.e.)..... 2,035 sq.ft.
- b. User seating space (from 3.a.)..... 750 sq.ft.
- c. Staff work space (from 4.a.) 450 sq.ft.
- d. Meeting room space (from 5.d.)..... 1,035 sq.ft.
- e. Special-use space (from 6.c.)..... 430 sq.ft.
- f. Non-assignable space (from 7.d.)..... 1,175 sq.ft.
- g. GROSS AREA NEEDED (a + b + c + d + e + f)..... 5,875 sq.ft.

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Step 4. Staff Work Space

List staff work stations. (If more space is needed, use additional sheets or "Notes" space below.)

Service Desk Area – 2

Workroom or Librarian Office – 1

Step 6. Special Use Space

List special use spaces from Appendix A. (If more space is needed, use additional sheets or "Notes" space below.)

Public Access Catalogs – 2 @ 30 sq.ft	60 sq.ft.
Paperback Display Units – 5 @ 35 sq.ft	175 sq.ft
Photocopier – 1 @ 40 sq.ft	40 sq.ft
Newspaper Back – 1 @ 25 sq.ft	25 sq.ft
Atlas/Dictionary Stands – 2 @ sq.ft	60 sq.ft
Pamphlet Files – 2 @ 10 sq.ft	20 sq.ft
Special Display Unit – 1 @ 50 sq.ft.	50 sq.ft

TOTAL (Enter total in 6.c.) on reverse)	430 sq.ft

INTERIOR LAYOUT SKETCH

The alternative interior layout sketch for the main level of the library on the next page provides 1,955 square feet for functional spaces, with a gross total of approximately 2,500 square feet on this building level. This sketch provides a better work area for staff, separating the staff work area from public service areas and opens up the main corridor of the main level for public services. The librarian's office becomes a true storage room, possibly with the removal of the desk. That room could be a quiet study room also, but it is not within view of staff at the main service desk location. Along the south side of the building are potentially high activity areas and collections, with a cluster of carousel displayers for audio-visual items and paperbacks, retaining the wall shelving for regular fiction items, space for new items in the library and also ALS resources, plus some form of adult seating for two persons. Also created is a reading lounge area involving four (4) seats by the existing magazine display shelf.

To the rear of the library, where the service desk and staff work area are currently located, space is divided between the adult non-fiction reference collection area and the children's area. The square table shown in the children's area would be for use by youngest children. A one-person table is shown in the adult non-fiction area, making it convenient for use of reference items. In the center of the library is a general seating area of five (5) table seats involving one single person seat and a four-person table. The entry area is kept open, allowing some special display opportunity. It is beneficial for people entering the library that they can easily see the service desk, seating opportunities and the general arrangement of the library.

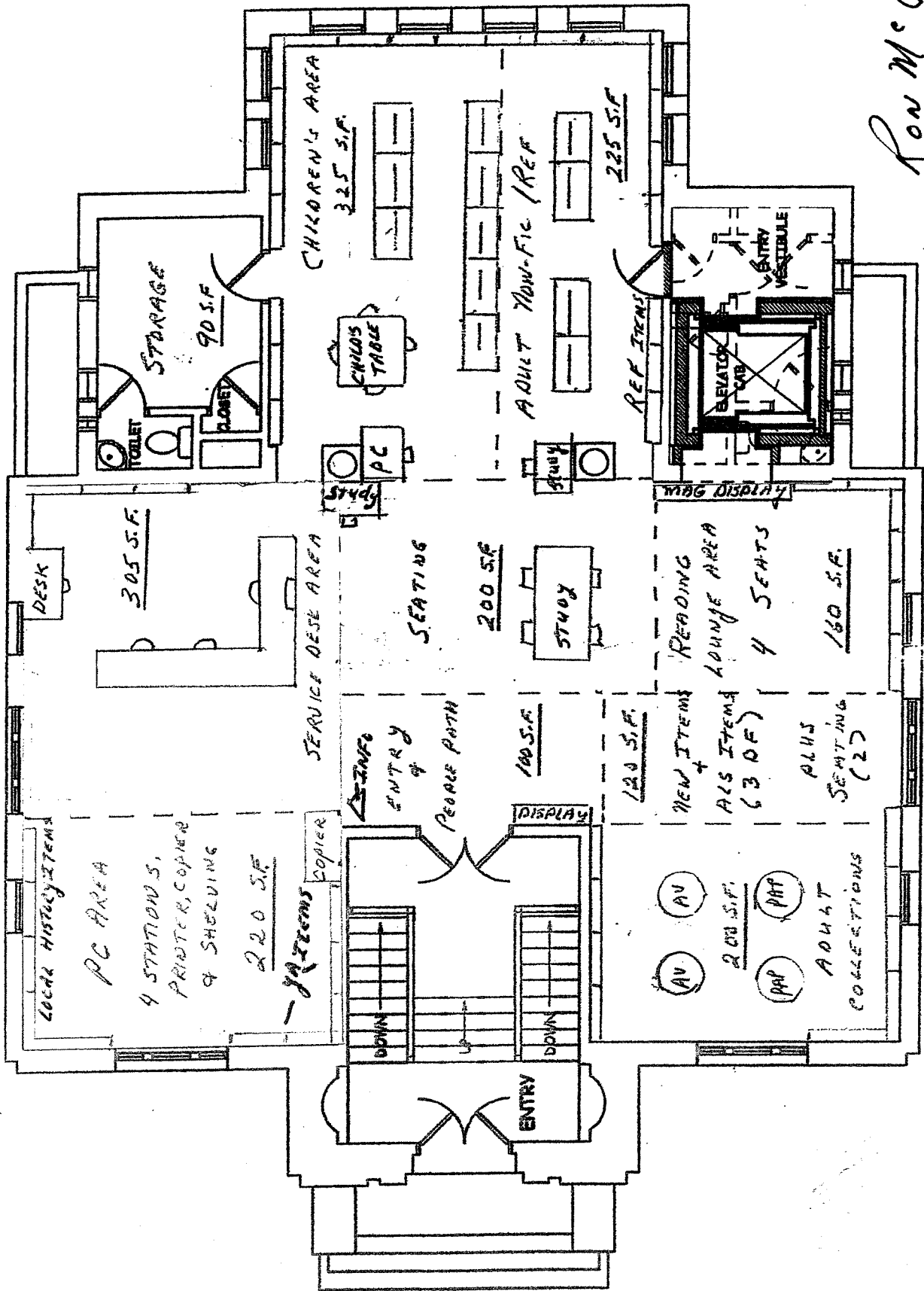
What drives the layout particularly is the need to create better people paths to accommodate not only those in wheelchairs but also the general public. A minimum of 32" is required for wheelchair access, but most of the paths created are at 36" wide, which allows easier movement.

The extreme congestion in the present library allows large collection and seating capacities. The collection size is 31,000+ items and available seating, primarily at large tables, is at 37 seats. In this alternative layout sketch, those capacities are sharply reduced to allow good people paths, comfort zones and more attracting display of collections. Under this arrangement, total collection capacity would be an estimated 16,000 to 20,000 items. A more detailed assessment would define this figure more closely. For seating, the sketch allows sixteen (16) seats for adults and five (5) seats for children for a total of twenty-one (21) seats. Better display of items, good people paths and more diverse seating opportunity should generate some increased library use despite the fact that fewer resources and less seating are available.

MOUNTAIN IRON PUBLIC LIBRARY

Mountain Iron
Layout SKETCH

Ron Mc Guff
9/15/04



TOTAL ASSIGNED SPACE = 1,955 S.F.

SCALE 1/8"=1'-0"

UPPER LEVEL

LIBRARY BUILDING DESIGN CRITERIA

There are a number of basic design elements which a well-conceived, functional, modern public library building should include whether a building project is entirely new construction or a renovation/addition to an existing building. All available or potential alternatives should be measured by these general requirements.

1. A Single Floor, Ground Level Access Building. It should be possible to enter at street level through a single public entrance which is highly visible and well-situated to general activity within the library area and has convenient access to parking.

For most effective use by the staff and service to the public, regulations regarding access by the handicapped requires that all space in a public building be made completely accessible to all users and staff.

For best functional design, no public library of less than 20,000 square feet should go beyond a single floor level.

Comment: For the Mountain Iron Public Library, all daily service and operational activities should be restricted to the main level of the building. For security, service and staff cost reasons, it is very inefficient and difficult to provide these services on two levels, especially for small public libraries. If the concept of a mini-museum located in the lower level northwest corner room begins to move ahead, discussions should immediately focus on how this area will be secured and staffed.

2. Open, Flexible Floor Plan. To facilitate the arrangement of the library's activities and allow for any potential future rearrangement to accommodate new or expanded services, the library should be free of interior load-bearing walls and closely placed columns.

The simplest and most functional design shape for a library is in the form of a rectangle, desirably with standard modules of clear spans of at least 20 feet in length with the number of free standing columns kept to an absolute minimum.

Comment: The main floor of the Carnegie building allows for some flexibility in arranging various service functions.

3. Adequate Floor Space. Adequate space for a library should contain the materials collection, adequate table and leisure seating and sufficient area for the staff to perform its public service function, as well as the behind-the-scenes responsibilities.

With the growth in the use of audio-visual materials and public use of computers in the public library, there should be space provided to accommodate the equipment necessary for playback and the accumulation of specialized library materials. It is also desirable to have exhibit and display space for local use as well as traveling shows.

The building should allow for a reasonable amount of internal expansion, particularly in the collection area so that the accumulation of library materials will not force an arbitrary reduction of public reading areas or staff work areas.

Comment: With the current size of library collections and the number of recommended seats for the public, there is inadequate floor space available and certainly no space for internal expansion of any services. This situation also severely affects the space available for staff functions.

4. Logical Relationship of Functional Areas. The building should be planned and arranged so that functional areas of activities are properly related to one another for most intelligent use of the building by the public and most efficient use of the library staff, i.e., a small library building with the staff workroom on one floor and the main circulation service desk on another floor would result in a very poor utilization of staff.

Comment: The present layout of functional areas forces the merging of public services and staff work functions. The proposed alternative layout sketch in this report addresses this situation and opens up the center of the space for collections and seating for the public.

5. Appealing Building Environment. In both its interior and exterior appearance, the library should project an inviting and attractive atmosphere, should be well-lighted and be properly heated and cooled during changes of seasons.

The furnishings should be comfortable and attractive in appearance with sufficient balance between informal and study type seating.

Materials of which the building is constructed and finished should be attractive and easy to maintain.

Comment: If the collection and public seating congestion can be addressed to a good degree, the interior building space will be more appealing. People will be able to see or notice more easily some of the unique features and public services in this older building. The planned improvements of tuck pointing and roof renovation will restore the appeal and beauty of this structure's exterior.

6. Potential for Future Building Expansion. While the immediate need to expand may not be apparent, future needs and community growth may require a building expansion. Easy on-site expansion of at least 50% of the library building facility should be anticipated. Site selection and the design for a new facility should incorporate and evaluate the effective location of this expansion area. Any future expansion should be concentrated on the public service areas of the initial building.

Comment: Carnegie libraries are demanding for achieving functional design and also expensive to expand.

EXPANSION POTENTIAL

The green space to the south of the Carnegie building allows some consideration of a future expansion of the building. Part of this green space involves a statute and historic marker feature. It is 48 feet from the south edge of the building to the statute in the green space. With a buffer of 12 feet from the statute, this would allow a 36 foot expansion north to south. The south straight wall of the building is approximately 42 feet long. Consequently, 1,500 square feet could be considered for an addition to the library. (42 feet x 36 feet = 1,512 square feet).

If the square footage of approximately 1,500 square feet is added to the existing main floor level of approximately 2,500 square feet, this would allow an expanded building of some 4,000 square feet. It is recommended that only a single level expansion should occur under any circumstances.

This improvement option is not recommended for five reasons: 1) inadequacy of 4,000 square feet to meet space needs for current collection size and the current number of public seats; 2) the weak location of the facility; 3) no on-site space for improved parking; 4) difficulty in merging new and existing interior spaces in a Carnegie facility; and 5) high square foot costs for renovation and expansion of Carnegie libraries.

SITE SELECTION CRITERIA

There are several important evaluation criteria to be utilized in site evaluation and selection. At the present time, no alternative library sites have been identified for review by the consulting librarian. Although it may not be possible to satisfy all these criteria completely, they do create an environment for a strong library site, allowing best daily and long-term use of a community service.

This Carnegie library site is not a good one for modern public library service, due to its location and also changing city demographics and growth patterns. This library can not achieve the levels of community use that makes a library an exciting gathering place and primary community service. It has the potential to become a "forgotten" library or area resource.

Provided below is the consulting librarian's rating and comment for the various site selection (or evaluation) criteria for the present site at 5742 Mountain Avenue.

1. The relationship of the site to the library service area population.

Poor. A small proportion of the total community population has easy access.

2. The visibility and ease of identification of the building and its services.

Fair. Site is distant from the major community arterials. It does look like an older library once one gets nearby.

3. Vehicular access within the immediate area and community served. Major arterials should be very close by.

Poor. Site is distant from the major community arterials.

4. The drawing influence of adjacent activities, e.g. a bank or a supermarket.

Poor. Old Town lacks other attracting functions or services other than the high school and the iron mine overview site.

5. Access to adequate parking. Often this is a combination of on-site, street and/or a municipal parking lot. A good number of on-site, convenient spaces should be available to library users.

Fair. No parking lot is available. 10 - 12 street spaces are available. Probably adequate for level of public use currently.

MOUNTAIN IRON PUBLIC LIBRARY

6. Allowance for pedestrian and bicycle traffic and ease of access in the immediate area.
Good.

7. General amenities, e.g. good views, a southern exposure.

Fair. Mixed situation.

8. Liabilities -- are there any adjacent properties that detract from the library site? Any flooding or safety issues at the possible site?

Iron mining site is one block away to the north.

SIZE OF SITE REQUIRED

A number of elements determine the amount of property required to accommodate a library building of a given size. They include:

1. Terrain and configuration
2. Zoning setback requirements
3. Provision of on-site parking
- 4.. Landscape desired
5. Potential for future expansion

Given a new library with a planned future expansion, the following minimum site size requirements are recommended for the present service area population and accommodation of above average collection and seating capacities.

<u>Initial Construction (Phase I)</u>	<u>Square Feet</u>
Library building	5,000 – 6,000
Parking, 20 - 25 spaces @ 350 sq.ft. - minimum (includes access paths)	7,000 – 8,750
Landscaping/Green Space	6,000 – 7,500

Subtotal	18,000 – 22,250
<u>Future Expansion (Phase II), if necessary</u>	
Library addition – 50%	2,500 – 3,000
Parking, 10 - 12 spaces @ 350 sq.ft. - minimum	3,500 – 4,200
Landscaping/Green Space – minimum ★	?

Subtotal	6,000 – 7,200

Total Site Required	24,000 – 29,450

★ Initial green space is sometimes utilized for building and/or parking lot expansion.

PARKING REQUIREMENTS

Convenient and adequate off-street parking is critical to the success of daily and ongoing public library service, even in smaller communities. An improved public library facility lacking adequate numbers of parking spaces will frustrate library users and reduce the level of use. Active programming in a library increases the demand for off-street parking.

The general, recommended guideline for public library parking is three (3) to five (5) spaces per 1,000 square feet of building space.

For a building of 5,000 square feet, 20 parking spaces should be provided.

For a building of 6,000 square feet, 25 parking spaces should be provided.

The total number can include both close-by street and on-site spaces and would require one to two ADA spaces, dependent upon the total number of on-site spaces.

POTENTIAL RENOVATION COSTS

Various exterior and interior space improvements for the 1915 Carnegie structure are underway or planned. This improvement activity is still evolving; final or actual costs for various projects may vary from the information provided below. ADA grant application and architect proposals are the sources for this information.

<u>Improvement Project</u>	<u>Est. Cost</u>	<u>Actual Cost</u>	<u>Notes</u>
ADA Elevator Installation	\$160,000		
Related ADA Changes	75,000		Higher figure if state requested parking pad at building rear is installed.
Lower Level Restrooms Updating Kitchenette/Custodial Closet Creation Electrical Service Replacement	110,000		Completed
Exterior Brick Tuck Pointing	60,145		
Roof Restoration	60,000		
Air Conditioning Installation	77,050 – 102,350		Two options possible
Southwest Storage Room (Lower Level) Upgrade	13,590		
Northwest (Lower Level) Room for possibly Mini-Museum	41,190		
Repairs to Various Walls – both levels	29,960		Water damage
Revised Cabling – main floor ★	5,000		
New Carpet & Paint Throughout	35,200 (yr. 2000 est.)		
TOTALS	<u>\$667,135 – 692,435</u>		

★ Dependent upon how sufficient present electrical and computer locations are for a revised layout of furnishings and equipment.

With square footage for both levels of the building totaling 4,983 sq.ft. (2,463 – Upper Level + 2,520 – Lower Level), renovation cost per square foot ranges from \$133.90 to \$138.96.

New public library projects recently in Minnesota have been falling into a range of costs of \$150 to \$200 per square foot for a quality, long lasting community building. Such a figure includes new construction, furnishings and equipment and fees.

LONG-TERM RECOMMENDATIONS

These recommendations are provided to assist in long-term planning by local officials.

- That, despite the provision of an elevator, the lower level of the present building not be used for daily public library services due to staffing and operational issues, now or in the future. The only use in that level should be for club room meetings, storage and restroom access.
- That an expansion of the current facility not be pursued as a long-term library improvement option. Limited site space, the isolated location of the current library and high costs for Carnegie expansions make this an undesirable choice.
- That, if a large collection size and an above average level of seating is required, approximately 6,000 square feet would be needed for these needs, related operational functions, and a meeting room. The present main floor level is approximately 2,500 square feet. If a new building or expansion project was under consideration, a library building program study would be necessary to finalize the needed size of the building.
- That, if a new library were to come into consideration at some point in the future, it appears from this preliminary assessment that a single level facility of 5,000 to 6,000 square feet would be necessary with the provision of a parking lot for 20 to 25 spaces to accommodate both daily library use and meeting room use. This size of building would still require a substantial reduction in the number of on-shelf collection items. It would be vital that the building be visibly located, most likely on Highway 169. Optimum site size should be 24,000 to 30,000 square feet.
- That the presence of a renovated and improved Carnegie library building in the Old Town District and the mine overlook site is not adequate for drawing large numbers of persons to this area as a tourist or special attraction. The absence of other special activities or services make it improbable that many people would come into this area just to see or use the library. The old City Hall has been modified to some degree in its interior, is now commercially held and probably would not be available for view. Other attractions or services would need to be in place for a downtown revival.
- That, future long-range planning include evaluation of the provision of a smaller, new public library, perhaps 4,000 square feet in size. This would assume two things: (1) that area residents would utilize the new city hall facility for meetings and special programs and (2) that the presence of nearby library service points, especially the Virginia Public Library, would continue to attract use by Mountain Iron residents.

COUNCIL LETTER 101804-IVC1
PARKS & RECREATION
WEST TWO RIVERS PAVILION

DATE: October 14, 2004
FROM: Larry Nanti
Director of Parks & Recreation

Craig J. Wainio
City Administrator

The engineer for the pavilion supplies is recommending that the support columns be changed from wood to metal. The company will absorb the additional cost for the metal columns.

Staff is recommending that we coat the columns with a brown "powder coat" similar to the playground equipment coating to prevent future maintenance.

F l a n a g a n

S a l e s , I n c .



QUOTATION

To:	City of Mountain Iron 8878 Main Street P.O. Box 505 Mountain Iron, MN 55768	Date:	September 30, 2004
		Contact:	Mr. Larry Nanti
		Phone:	218-748-7577
		Fax:	218-748-7573
Project:	Park Shelter Powder Coated Columns		

We are pleased to provide the following quotation on items supplied by **Structural Wood**

<u>Qty.</u>	<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
14	Columns	Additional cost to provide steel columns vs. wood on current order.		\$0.00
14	P. Coat	Additional cost to powder coat above steel columns. Based on standard colors.	\$80.00	\$1,120.00

* Prices supply only - Installation not included

Sub Total	\$1,120.00
Tax 6.5%	\$ 72.80
Freight	included
Total	\$1,192.80

IMPORTANT INFORMATION:

- ◆ Quotation in effect until: October 30th 2004
- ◆ Freight based on shipment to Mountain Iron, Minnesota
- ◆ Shipment can be made in 8 - 10 weeks ARO - Please contact us if you need sooner to verify ship time.
- ◆ Terms: 30 Days Net Invoice.
- ◆ Orders will be placed upon receipt of Purchase Order or Signed Quotation.
- ◆ **Purchase Orders should be made out to Flanagan Sales, Inc.**

Thank You! Flanagan Sales, Inc.

Bill Johnson

ACCEPTED BY: _____ DATE: _____

1567 East County Road "E" • St. Paul • MN • 55110

Phone: 651.633.0123 • 1.800.328.3557 • Fax: 651.633.1515 • E-mail: wecanhelp@flanagansales.com • Web: flanagansales.com

10/14/2004

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CITY COUNCIL

RECOMMENDATION OF PAYMENT

No. 2

Engineer's Project No. MI03-13

Project: Water Treatment Plant Backflush Tank

CONTRACTOR: Hibbing Excavating, Inc., 3402 15th Avenue East, Hibbing, MN 55746

For Period Ending October 8, 2004


To City of Mountain Iron
Owner

Attached hereto is the CONTRACTOR's Application for Payment for Work accomplished under the Contract through the date indicated above. The application meets the requirements of the Contract Documents for the payment or work completed as of the date of this Application.

In accordance with the Contract the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

BENCHMARK ENGINEERING, INC.

Dated October 12, 2004

By 

STATEMENT OF WORK

Original Contract Price	\$ <u>35,362.00</u>	Work & Materials to Date	\$ <u>34,122.00</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained (5%)	\$ <u>1,706.10</u>
Current Contract Price	\$ <u>35,362.00</u>	Subtotal	\$ <u>32,415.90</u>
		Previous Payments	\$ <u>31,234.10</u>
		Amount Due this Payment	\$ <u>1,181.80</u>



PAY REQUEST NO. 2
WATER TREATMENT PLANT BACKFLUSH TANK
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI03-13

SPEC. NO.	ITEM	UNITS	PROJECT QUANTITY	ITEM COST	QUANTITY TO DATE	TOTAL AMOUNT
2105.501	COMMON EXCAVATION	CU. YD.	190.0	\$8.00	190.0	\$1,520.00
2105.525	TOPSOIL BORROW (CV)	CU. YD.	15.0	\$25.00	30.0	\$750.00
2503.511	3" PVC PIPE SEWER - DR 26	LIN. FT.	20.0	\$20.00	20.0	\$400.00
2503.511	10" PVC PIPE SEWER - SDR 35	LIN. FT.	10.0	\$25.00	0.0	\$0.00
2503.511	12" PVC PIPE SEWER - SDR 35	LIN. FT.	15.0	\$35.00	21.0	\$735.00
2503.511	12" DUCTILE IRON PIPE SEWER	LIN. FT.	22.0	\$122.00	26.0	\$3,172.00
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	2.0	\$800.00	2.0	\$1,600.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 4007	LIN. FT.	5.2	\$290.00	10.5	\$3,045.00
2506.516	CASTING ASSEMBLY	EACH	3.0	\$300.00	1.0	\$300.00
2506.602	FURNISH & INSTALL 20,000 GALLON PRECAST TANK	LUMP SUM	1.0	\$22,000.00	1.0	\$22,000.00
2506.602	CONNECT TO EXISTING STORM SEWER MANHOLE	EACH	1.0	\$600.00	1.0	\$600.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$3,000.00	0.0	\$0.00

COMPLETED TO DATE: \$34,122.00


BENCHMARK ENGINEERING, INC.



AMERICINN® LODGE & SUITES OF
MOUNTAIN IRON/VIRGINIA

5480 Mt. Iron Drive • Virginia, MN 55792
Phone: (218) 741-7839 • Fax: (218) 741-9050

October 8, 2004

Mt. Iron City Administrator
Craig Wainio
8586 Enterprise Drive South
Mt. Iron, MN 55768

Dear Mr Wainio,

My name is Jim Makowsky, Operations Manager at the AmericInn Lodge and Suites of Mt. Iron/ Virginia, Minnesota. I am writing in regards to a letter I recently received from Dani Raze regarding a FRA Quiet Zone in Mt. Iron, Minnesota. I have enclosed a copy of that letter for your information. I applaud Ms Raze's efforts to improve our community!

Our number one complaint hear at the AmericInn is the train whistle as you can imagine. We very much support the requested FRA Quite Zone! We will work with Ms Raze and the City Administration of Mt. Iron in efforts to obtain the Zone. A portion of our guests are both prospective businesses/employers and future residents of our community. We agree that the FRA Quiet Zone would improve the quality of our community as well.

It appears that the Ms Raze has not had any response to her concerns since March 2004. How can we help to expedite this process?

Please fell free to contact me if you have any questions.

Sincerely

Jim Makowsky,
Operations Manager

cc; Dani Raze

October 5, 2004

Mr. John Schadl
Staff Assistant to Congressman James L. Oberstar
231 Federal Building
Duluth, Minnesota 55802

Re: FRA Quiet Zone

Dear Mr. Schadl,

My name is Dani Raze. I met you and Congressman Oberstar in Duluth at Fitger's for a Lawyer's dinner in March of 2004. I briefly mentioned that I was trying to obtain a QZ for my community and you were kind enough to hand me your card and said that I could write you and Congressman Oberstar with my situation.

First, I would like to explain what a QZ is, if you are not familiar with it already. A QZ is basically when a train passes an intersection/railroad crossing, the stop arm is lowered and the red lights are flashing and the train DOES NOT blow its whistle to pass. This is referred to as a Quiet Zone.

I went to the city of Mt. Iron in March of 2004 (the railroad is apparently on Mt. Iron land) to speak with the city council and voice my request. I explained to them that I had been to the FRA (Federal Railroad Association) meeting held in St. Paul and that I had gathered excellent information on how to obtain a QZ for our community. I explained that the first step is for the city engineer to gather inventory for the intersections/railroad crossings in our community. Gathering inventory will tell us what is in place at those particular railroad crossings. Once inventory is gathered, the city can then determine what is needed to obtain a QZ. I have yet to hear from Mr. Wainio or the city engineer on what, if anything is being done. Needless to say, the whistle blowing continues 24/7.

Virginia and Mt. Iron are very small communities. The railroad runs on the edge of Mt. Iron and Virginia. There are several businesses next to the railroad tracks, two of which are hotels. Needless to say, guests at the hotel do not get good nights sleep. I have spoken with the owners of the two hotels and they would like to see a QZ in our community as well. I truly can't imagine how a QZ would be something this community would not obtain as quickly as possible. What a great selling tool for businesses or homeowners to have. My best guess is not a single person on the Mt. Iron city council

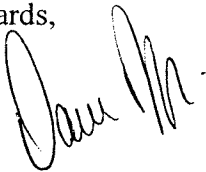
lives near the railroad crossings, so it is not a priority. I think it could only improve our area and our quests that come here for 'peace and quiet' in the **Northland**.

If you can help in any way, I would truly appreciate it!

Thank you for your time and I hope to hear from you soon.

Please call me if you have questions.

Best regards,



Dani Raze
1207 North 18th Street
Virginia, Minnesota 55792
(218) 749-2774
dani@mchsi.com

cc; Mr. Tom Rukavina
Mr. David Tomassoni
Paul E. Comstock/Chief Inspector FRA
Jan and Gene Lyon/Voyageur North Motel
James F. Schrader/American
Mr. Craig Wainio/Mt. Iron City Hall



Saint Louis County

Office of the Sheriff - 100 North 5th Avenue West, Room 103 • Duluth, Minnesota 55802
Phone: (218) 726-2337 - Fax: (218) 726-2171

Ross Litman
Sheriff

TO: City of Mountain Iron City Council & Mayor
FROM: Sgt. Joseph Stewart
RE: September 2004 Activity Report
DATE: October 13, 2004

The St Louis County Sheriffs Office in Mountain Iron received 160 calls for service during September 2004. They made 36 traffic stops and issued 9 citations. The calls are listed below:

- 11-Onviews (Deputy initiated contacts checking on vehicles or activities)
- 11-Calls of suspicious persons or vehicles
- 11-Calls involving Disorderly Conduct, Loud Parties, Loud Music, Unwanted persons, etc)
- 10-Assists to the Virginia Sheriffs Office
 - 7-Calls which after investigation were determined to be civil matters
 - 7-Assists to MN State Patrol (Traffic control at accident scenes)
 - 7-Patrol Requests (Regarding speeding, parking, site checks_
- 6-Theft complaints
- 6-Criminal Damage to Property Complaints
- 6-Attempts to Locate Persons or Vehicles (Radio Items)
- 5-Traffic Accident Investigations
- 4-Unlock Car Door requests
- 4-Alarm Calls
- 3-Assists Virginia Police Department
- 3-Found Property Calls
- 3-911 Disconnect Calls
- 3-Harassing Phone Calls Complaints
- 3-Assists Hibbing Sheriffs Office
- 2-Bad Check Complaints
- 2-DUI arrests
- 46-other calls for service

Reply to:

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Administrative Offices
100 N 5th Ave. W, Rm 103
P.O. Box 16187 Duluth, MN 55816
Phone: (218) 726-2341
Fax: (218) 726-2171 | <input type="checkbox"/> County Jail
4334 Haines Road
Duluth, MN 55811
Phone: (218) 726-2345
Fax: (218) 725-6134 | <input type="checkbox"/> Emergency Management
5735 Old Miller Trunk Hwy
Duluth, MN 55811
Phone: (218)
Fax: (218) | <input type="checkbox"/> Sheriff's Office
300 South 5th Avenue
Virginia, MN 55792
Phone: (218) 749-7134
Fax: (218) 749-7192 | <input type="checkbox"/> Sheriff's Office
1810 12th Ave. E
Hibbing, MN 55746
Phone: (218) 262-0132
Fax: (218) 262-6334 |
|---|---|---|--|---|

10 / 14 / 2004

An Equal Opportunity Employer

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CITY COUNCIL

COUNCIL LETTER 101804-VA
ADMINISTRATION
CLEAN-UP GRANT/USX LAND

DATE: October 13, 2004
FROM: Craig J. Wainio
City Administrator

The City has been awarded a grant to conduct a clean-up of the dumpsite located between General Electric and the City Garage. As part of the clean-up procedure, the City needs to accept the property from USX. Enclosed you will find Resolution Number 30-03 Accepting Property.

With the previous letter from the City Engineer, with HRA/EDA's and staff recommendations, with the enclosed letters from the respective appraisers and the fact that it is located within a JOB Zone there is no reason to further delay the State of Minnesota, USX and project.

The HRA/EDA has reviewed the issue and recommends that the City Council accept both the land from USX and the DEED grant.

Cole Appraisal and Consulting, LLC
7663 Woodlawn Drive
Eveleth, Mn 55734
218-744-1669

September 29, 2004

In regards to: Appraisal of Vacant Lands in Sections 9 & 10, 58-18 dated August 2, 2004

Mr. Craig Wainio
City of Mt. Iron
8586 Enterprise Drive South
Mountain Iron, Mn 55768-8260

Dear Mr. Wainio:

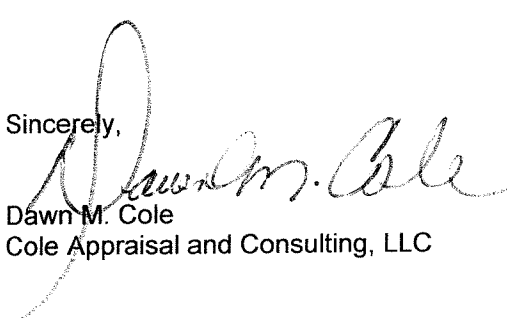
Reference is given to the following inquiry and effect of value opinion.

The City Council is looking for some more clarification on the appraisal you recently performed on the USX Property for the City of Mountain. The following is a copy of the motion that was made:

Roskoski moved to have the City Administrator contact the two firms that did the original appraisals for the desert/dump site and provide them with the new benchmark study and have them rework their appraisals to provide one value with the old garbage dump left as is and another with the garbage dump removed. Clarify what land that we are talking about. Irish Seconded.

As stated in the appraisal, consideration is given to the land quality identifying the disturbed mining area of the site in the final value opinion. I have reviewed the September 15, 2004 letter and map of Benchmark Engineering addressing the feasibility for development. The final value opinion remains unaffected and unchanged.

Sincerely,


Dawn M. Cole
Cole Appraisal and Consulting, LLC

RIDGEWOOD APPRAISAL & DEVELOPMENT

921 South 17th Street Suite 100

Virginia, MN 55792

September 28, 2004

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

RE: USX Appraisal
Area known as "the Desert"

Dear Mr. Wainio:

In response to the request by the City Council, I have reviewed the map and information provided by Benchmark Engineering for the USX property appraised on June 29, 2004.

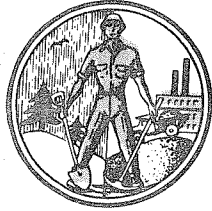
The new information, however, does not change my Opinion of Value of \$695 per acre, as the primary comparable sale was property with characteristics very similar to the subject, as of the appraisal date.

In regard to an Estimate of Value with the garbage dump removed, it is nearly impossible to predict a reasonably accurate future value based on a hypothetical condition without more detailed information, which could end up to be misleading to the client.

Sincerely,



Wayne Edwards
Certified General Real Property Appraiser



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 30-04

AUTHORIZING THE ACCEPTANCE OF CERTAIN PROPERTY

WHEREAS, the City Council has heretofore determined that it is beneficial to the City of Mountain Iron to accept certain property from the USX Corporation.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that the Mayor and City Administrator execute the acceptance of the deed to the City of Mountain Iron from the USX Corporation for the following described real estate:

Parcel 1- Part of NE $\frac{1}{4}$ -SE $\frac{1}{4}$, Sec. 9 lying easterly of DM & IR RR ROW; NW $\frac{1}{4}$ -SW $\frac{1}{4}$, Sec. 10 lying easterly of DM & IR RR ROW; part of NE $\frac{1}{4}$ -SW $\frac{1}{4}$, Sec. 10 lying westerly of County Road 102 ROW and north of north line of existing RR (Wacootah Spur) ROW; part of SW $\frac{1}{4}$ -SW $\frac{1}{4}$, Sec. 10 lying easterly of DM & IR RR ROW and northerly of north line of existing RR (Wacootah Spur) ROW. 58.74 acres, EXCEPTING and RESERVING therefrom all of the minerals within and under the SW $\frac{1}{4}$ of SW $\frac{1}{4}$, Sec. 10, Twp. 58N, R18W;

Parcel 2- Part of SW $\frac{1}{4}$ -SW $\frac{1}{4}$, Sec. 10 lying easterly of DM & IR RR ROW, northerly of Highway 169 ROW and southerly of north line of existing RR (Wacootah Spur) ROW. 13.48 acres, EXCEPTING and RESERVING therefrom all of the minerals within and under the SW $\frac{1}{4}$ of SW $\frac{1}{4}$, Sec. 10, Twp. 58N, R18W;

Parcel 3-All of Seller's undivided ownership in part of SW $\frac{1}{4}$ -NW $\frac{1}{4}$, Sec. 10. 33.57 acres, EXCEPTING and RESERVING therefrom part of the minerals within and under the SW $\frac{1}{4}$ of NW $\frac{1}{4}$, Sec. 10, Twp. 58N, R18W;

Parcel 5- Part of NW $\frac{1}{4}$ -NW $\frac{1}{4}$, Sec. 10 except part platted as Merritts First Addition to Mt. Iron and Blocks 21 and 24 Merritts Addition to Grant. 16.85 acres, EXCEPTING and RESERVING therefrom part of the minerals within and under the NW $\frac{1}{4}$ of NW $\frac{1}{4}$, Sec. 10, Twp. 58N, R18W;

All in T. 58N- R. 18W, St. Louis County, Minnesota.(hereinafter "Premises");

TOGETHER with all the appurtenances, easements, hereditaments, and access rights pertaining to the property, and all other rights of Seller in and to the property. The transaction contemplated herein between Seller and Buyer is subject to:

1. License to the City of Mountain Iron, Minnesota dated September 29, 1981 for a well and water line on part of the Premises.

2. Lease to the City of Mountain Iron, Minnesota dated January 1, 1998 for a gravel stockpile site, electrical substation and water pumping and supply station on part of the Premises.
3. Lease to the City of Mountain Iron, Minnesota dated January 1, 1998 for a water line and electric transmission line on part of the Premises.
4. Easement to the City of Mountain Iron, Minnesota dated September 21, 1998 for a water pipe line on part of the Premises.
5. License to the City of Mountain Iron, Minnesota dated August 21, 1964 for an underground sewer line on part of the Premises.
6. Easement to Minnesota Power & Light Company dated November 30, 1983 for an electric transmission line across part of the Premises.
7. Easement to St. Louis County dated April 6, 1987 for a public highway right-of-way for CSAH 102
8. License to Northern Natural Gas Company dated October 6, 1965 for a gas pipeline across part of the Premises.
9. License to St. Louis & Lake County Counties Regional Rail Authority for a multi-purpose recreational trail across part of the Premises.

DULY ADOPTED BY THE CITY COUNCIL THIS 18th DAY OF OCTOBER, 2004.

Mayor Gary Skalko

ATTEST:

City Administrator



U. S. Steel Corporation
Minnesota Ore Operations
P.O. Box 417
Mt. Iron, MN 55768

James D. McConnell
General Manager

February 18, 2004

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

Dear Mr. Wainio:

United States Steel Corporation (USS) is in receipt of your letter of January 22, 2004, that requested our monetary participation in a Remedial Action Plan (RAP) to be conducted on property owned by USS (located in Section 10, Township 58 North, Range 18 West, between the City's water tower and General Electric) and used by the City of Mountain Iron (City) for an open dump site.

We would be willing to make a contribution of \$6500.00 to the City to conduct the RAP provided the City would first accept conveyance of the property from USS and provide USS with a release and indemnification with regard to the environmental conditions located on the property. The specific release and indemnification language is contained in the attached Deed and it would be executed at the same time as we make the \$6500.00 contribution.

Please consider our proposal and contact me at 749-7592 to discuss further.

Sincerely,

A handwritten signature in cursive script that reads "James D. McConnell".

James D. McConnell
General Manager

JDM/jcs

Attachment

cc: Dennis Hendricks
Chrissy Bartovich

June 22, 2004

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

Grant Number: CCGP-04-0013-Z-FY04
Grant Title: City of Mountain Iron

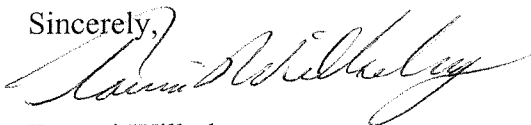
Dear Mr. Wainio:

Enclosed are four copies of the contract between the State of Minnesota Department of Employment and Economic Development (DEED) and the City of Mountain Iron. Please review, have the authorized individual designated in the local government resolution sign, date and return all four copies to me in the enclosed envelope along with the local government resolution if it has not already been sent. Please note, the Department of Employment and Economic Development will not sign off on a contract that is not signed *and* dated. Upon completion of the state signature process, I will return a fully executed copy to you for your files. Our address is:

Minnesota Department of Employment and Economic Development
Business and Community Development Division
Attention Contract Coordinator
500 Metro Square - 121 7th Place East
St. Paul, MN 55101-2146

If you have any questions please feel free to contact Lynn Heglund, your program representative at 651/ 282-6589.

Sincerely,



Tammi Wilhelmy
Contract Coordinator

cc: Lynn Heglund
Enclosures

Department of Employment and Economic Development

500 Metro Square • 121 7th Place East • Saint Paul, MN 55101-2146 • USA

651-297-1291 • 800-657-3858 • Fax 651-296-1290 • TTY/TDD: 651-282-6142 • 800-366-2906 • www.deed.state.mn.us

10 / 14 / 2004

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50 CITY COUNCIL

COUNCIL LETTER 101804-VB

MAYOR SKALKO

HRA/EDA

DATE: October 14, 2004

FROM: Mayor Skalko

Craig J. Wainio
City Administrator

Mayor Skalko requested that the HRA/EDA issue be placed upon the agenda with the following background information:

The City Attorney should have the two resolutions available that are required to make the transition.

Staff Note: Enclosed, please find the schedule of proceedings required for the transition. This schedule was prepared by Mary Frances Skala. According to the schedule, there are no resolutions required at this meeting. At the next City Council meeting a resolution setting a public hearing will be presented.

PROPOSED SCHEDULE

**MOUNTAIN IRON ECONOMIC DEVELOPMENT AUTHORITY
CITY OF MOUNTAIN IRON, MINNESOTA
REDEVELOPMENT PLAN/DEVELOPMENT PROGRAM**

Date	Action	Timing/Statutory Criteria
	Preparation of Redevelopment Plan/Development Program	(M.S. Sec. 469.027)
	Review of draft Redevelopment Plan/Development Program by EDA Executive Director	
Wednesday, October 20, 2004	Preliminary Approval of Redevelopment Plan/Development Program by EDA Board of Commissioners	(M.S. Sec. 469.027)
Monday, October 25, 2004	Planning Commission reviews and comments on Redevelopment Plan/Development Program	(M.S. Sec. 469.027)
Monday, November 1, 2004	City Council Resolution scheduling public hearing on Redevelopment Plan/Development Program	(M.S. Sec. 469.028 and 469.126)
No later than Tuesday, November 2, 2004	Notice of a public hearing is delivered to the <i>Mesabi Daily News</i> to be published	(M.S. Sec. 469.028)
No later than Friday, November 5, 2004	Notice of a hearing on the Redevelopment Plan/Development Program is published in the <i>Mesabi Daily News</i>	Must be published at least once not more than ten days nor more than 30 days prior to the hearing (M.S. Sec. 469.028)
Monday, November 15, 2004	Public hearing on Redevelopment Plan/Development Program held; City Council Resolution approving Redevelopment Plan/Development Program	At least ten days, but not more than 30 days following publication of notice of the hearing (M.S. Sec. 469.028)
Wednesday, November 17, 2004	Final Approval of Redevelopment Plan/Development Program by EDA Board of Commissioners	
After EDA action taken Wednesday, November 17, 2004	HRA Resolution conveying assets to EDA	

The EDA meets on the first and third Wednesday of each month
The Planning Commission meets on the second and fourth Monday of each month
The City Council meets on the first and third Monday of each month

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COUNCIL LETTER 101804-IVA

ADMINISTRATION

BUSINESS SUBSIDY AGREEMENT

DATE: October 14, 2004
FROM: Craig J. Wainio
City Administrator

The HRA/EDA has been working with Precision Testing Inc to locate in Mountain Iron directly to the north of Lanyk Electric. The owner of Precision Testing is requesting Council consideration for the use of JOBZ incentives. Enclosed, please find the Business Subsidy Policy for the City. The Council needs to determine whether or not to provide JOBZ incentives and which incentives provide. The policy outlines the available incentives.

RESOLUTION NUMBER -04

BUSINESS SUBSIDY POLICY AND CRITERIA

Policy Number 2004-

Adopted June 7, 2004

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA, that it shall adopt the following Business Subsidy Policy and Criteria:

Preamble. Whenever the City of Mountain Iron invests public funds or agrees to voluntarily forfeit tax or other revenue that benefit private development projects, those projects should create the greatest number of FTE jobs that pay a living wage possible for the residents of the City of Mountain Iron and the surrounding region. Mountain Iron policy makers and economic development agents must keep the critical need for living wage FTE jobs the priority whenever public dollars are invested in a private business or development project.

Business Subsidy Public Purpose. The public purposes of this policy shall be to accomplish the following on behalf of the City of Mountain Iron:

1. Enhance economic growth in this area
2. Create high quality job growth in this area
3. Retain high quality jobs in this area
4. Stabilize the community

This policy is adopted in compliance with M.S. § 116J.994 Subd. 2. A copy of the policy shall be submitted to the Department of Employment and Economic Development along with the first annual Business Subsidy report.

Principles of Business Subsidy Implementation. The City of Mountain Iron shall target its business subsidy assistance to businesses that demonstrate a clear and ongoing commitment to the community by providing living wage jobs to their employees and to Mountain Iron residents, where applicable, by giving priority to those businesses over businesses that have not traditionally paid living wages.

The City of Mountain Iron shall focus its business subsidy assistance only to businesses which agree to comply with annual business subsidy reporting requirements as required by Job Opportunity Building Zone (JOBZ) statute M.S. §§ 469.310 - 469.320; and/or as required by the Business Subsidy statute M.S. §§ 116J.993 - 116J.995.

All other things being equal and to the extent legally possible, the City of Mountain Iron shall give preferential treatment for business subsidies to business that engage in responsible labor relations defined as neutrality on union organizing.

Although the primary purpose of this policy is the creation of living wage jobs, we cannot achieve our economic development goals without a trained and ready workforce and adequate childcare. The city shall commit to assist businesses to obtain trained and work-ready employees through the DEED Workforce Development Centers; MNSCU and other services; and to facilitate access to childcare.

The City of Mountain Iron agrees to require that a qualified business shall not to compete with or displace local businesses currently operating within the subzone community.

I. DEFINITIONS

“Authorized Business Subsidy Signatory” means the City Council who is authorized by this Policy to execute business subsidy agreements on behalf of the City of Mountain Iron.

“JOBZ Business Subsidy” means tax exemptions or tax credits available to a qualified business located in a job zone under the Job Opportunity Building Zone (JOBZ) statute M.S. §§ 469.310 - 469.320. JOBZ Business Subsidies shall include:

1. Exemption from individual income taxes as provided under M.S. § 469.316; and
2. Exemption from corporate franchise taxes as provided under M.S. § 469.317; and
3. Exemption from the state sales and use tax and any local sales and use taxes on qualifying purchases as provided in M.S. § 297A.68, subdivision 37; and
4. Exemption from the state sales tax on motor vehicles and any local sales tax on motor vehicles as provided under M.S. § 297B.03; and
5. Exemption from the property tax as provided in M.S. § 272.02, subdivision 64; and
6. Exemption from the wind energy production tax under M.S. § 272.029, subdivision 7; and
7. The jobs credit allowed under M.S. § 469.318.

“Business Subsidy” means a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business, and as defined by the Business Subsidy statute M.S. §§ 116J.993 - 116J.995. Business subsidies shall include, but not be limited to:

1. Loan
2. Grant
3. Tax abatement
4. TIF or other tax reduction or deferral
5. Guarantee of payment

6. Contribution of property or infrastructure
7. Preferential use of governmental facilities
8. Land contribution
9. Other specified subsidy.

Business subsidies do not include the following:

1. Assistance of less than \$25,000.
2. assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of businesses, size, location or similar general criteria;
3. public improvements to buildings or lands owned by the City of Mountain Iron that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
4. Property polluted by contaminants being redeveloped as defined in M.S. § 116J.552, subd. 3.
5. assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance to designated historic preservation sites or districts, provided that the assistance is equal to or less than 50% of the total cost of the development;
6. assistance to provide job readiness and training services;
7. assistance for housing;
8. assistance for pollution control or abatement, including assistance from a TIF hazardous substances subdistrict;
9. assistance for energy conservation;
10. tax reductions resulting from conformity with federal tax law;
11. workers compensation and unemployment compensation;
12. benefits derived from regulation;
13. indirect benefits derived from assistance to educational institutions;
14. funds from bonds allocated under M.S., Chapter 47A refunding bonds and 501(c)(3) bonds;
15. assistance for collaboration between a Minnesota higher education institution and a business;
16. assistance from a tax increment financing soils condition district as defined under M.S.469.174, subd.19;
17. redevelopment when the Recipients or Qualified Business' investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current years estimated market value;
18. general changes in tax increment financing law and other general tax law changes of a principally technical nature;
19. federal assistance until the assistance has been repaid to and reinvested by the local governmental unit;
20. funds from dock or wharf bonds issued by a seaway port authority;
21. business loans or loan guarantees of \$75,000 or less; and
22. Federal loan funds provided through the U.S. Economic Development Administration.

“Business Subsidy Report” means the annual reports submitted each year for each business receiving a business subsidy in the community. The report is submitted by the LGU in order to comply with M.S. § 116J.994 Subd. 7. (b).

“Criteria” means the equitably applied, uniform standards by which the Economic Development Agency and /or the City bases its decision to award any business subsidy to a private business or development project establishing a business and creating jobs in the City of Mountain Iron.

“DEED” means Minnesota Department of Employment and Economic Development.

“Economic Development Agent” means the city department, local or regional economic development agency or other authorized entity that is empowered to solicit, negotiate and form business subsidy agreements on behalf of the City of Mountain Iron. The Economic Development Agent for the City of Mountain Iron shall be the City Council, hereinafter “Agent”.

“Health Insurance” means basic health insurance which shall include: employer 100% premium payment for individual coverage or 80% premium payment for family coverage; employer minimum payment for 80% of office visits, emergency care, surgery and prescriptions; a maximum yearly deduction of \$1,000, and maternity coverage.

“Living Wage Job” shall mean a job which pays wages and health benefits that total at least the rate of 110% of the current poverty level for a family of four.

“Local Governmental Unit” hereinafter LGU, means the statutory or home rule charter city, county, town, iron range resources and rehabilitation agency, regional development commission.

“Operation Start Date” shall mean the date by which the business begins its operations in the zone as evidenced by constructing a facility or relocating to an existing building in a facility and beginning revenue generating operations and/or hiring employees.

“Qualified Business” means a person that carries on a trade or business at a place of business located within a Job Opportunity Building Zone as referenced in M.S. § 469.310 Subd. 11; and complies with the reporting requirements specified by M.S. § 469.313 Subd. 2. (5); and shall comply with the criteria in Section II.C. of this agreement; and shall also mean “Recipient” as defined by Business Subsidy law. A qualified business shall not include a retail business, a low-wage service business, an agricultural production business, or a business that pays less than the living wage defined in this agreement.

“Recipient” means any business entity that receives a business subsidy as defined by M.S. § 116J.993 and that has signed a Business Subsidy Agreement with a city.

“Relocating Business” A business relocating from another Minnesota non-JOB Zone location.

“Relocation Agreement” means a binding written agreement between a relocating qualified business and the commissioner of DEED pledging that the qualified business shall either: (a)

increase full-time for full-time equivalent employment in the first full year of operation within the job opportunity building zone by at least 20 percent, or (b) make a capital investment on the property equivalent to 10% of the gross revenues of operation that was relocated in the immediately preceding taxable year; and provides for repayment of all tax benefits if the requirements of (a) or (b) are not met.

“Subzone” means the parcel or parcel of land designated by the Commissioner of Employment and Economic Development within a Job Opportunity Building Zone within the boundaries of Mountain Iron to receive certain tax credits and exemptions specified under M.S. § 469.310-469.320.

“Zone” means a Job Opportunity Building Zone or an Agricultural Processing Facility Zone designated by the commissioner of Employment and Economic Development under M.S. § 469.314.

II. BUSINESS SUBSIDY REQUIREMENTS

A. Business Subsidy Policies. The City of Mountain Iron adopts the following:

1. Any time the City of Mountain Iron provides a business subsidy to a Qualified Business or Recipient that business is subject to the wage levels, job creation and other criteria set forth in this policy and specified in the Business Subsidy Agreement made with the LGU. In the event of a conflict between the requirements of the Business Subsidy statute M.S. §§ 116J.993 - 116J.995 and the JOBZ statute M.S. §§ 469.310 - 469.320, the JOBZ statute shall supersede.
2. The City of Mountain Iron requires that all FTE within a JOBZ area shall be compensated at not less than 110% of the federal poverty rate for a family of four. Compensation shall include wages and benefits.
3. The City of Mountain Iron requires that businesses meeting and maintaining business subsidy agreement requirements shall do so through December 31, 2015.
4. The qualified business shall be identified in the Business Subsidy Agreement as a:
 - a. Trade or business located in and operating in a JOBZ or APF Zone at the time of Zone designation; OR
 - b. New trade or business start-up located within the subzone; OR
 - c. Business expanding in the subzone which is a business that maintains its current operations in its current location and is expanding its operations and its payroll within the City of Mountain Iron subzone; OR
 - d. A business relocating from another state; OR
 - e. A business relocating from another Minnesota non-Zone location specifying the City.
5. The City of Mountain Iron may deviate from wage and job criteria in Section II, by documenting the reason in writing for the deviation and attaching a copy of this reason to the next annual Business Subsidy Report submitted to DEED.

6. The City of Mountain Iron shall have an overall goal of creating jobs under this policy shall be held by Mountain Iron residents. It is expected that all qualified businesses or recipients shall have a quantified target for the number of residents to be hired.
7. The City of Mountain Iron authorizes the Mayor as representative of the city to act as its Authorized Business Subsidy Signatory to execute business subsidy agreements on behalf of the City of Mountain Iron.
8. The City of Mountain Iron authorizes the Mountain Iron EDA to act as its Economic Development Agent for purposes of marketing and initiating and negotiating Business Subsidy Agreements on its behalf.
9. Requirements of businesses. The City of Mountain Iron shall require all businesses receiving a business subsidy to comply with the following:
 - a. The business shall attend a properly noticed public hearing shall be held by the City of Mountain Iron as provided by M.S. § 116J.994, when the value of the subsidy does or is expected to exceed \$100,000 from local sources. The purpose of the hearing shall be held to identify define the criteria that the qualified business or recipient shall meet in order to be eligible to receive a business subsidy or become a qualified business for purposes of the JOBZ statute. The hearing shall specify the subsidy provided, public purpose(s) that shall be achieved by offering the subsidy, and shall specify the measurable, specific, and tangible goals committed to by the qualified business. As provided by M.S. 116J.994, Subd. 5., a public notice shall be published in print and if possible, on the internet, at least 10 days prior to the hearing, identifying the location, date time and place of the hearing; and providing information about the business subsidy proposed, including a summary of the terms of the subsidy.
 - b. If the business is qualified to receive JOBZ tax benefits, that business shall agree to continue to operations in the jurisdiction where the subsidy is used (the subzone) for the duration of the job zone term.
 - c. If the qualified business or recipient is a relocating business under the definition in this agreement, the business shall be required to enter into a binding written "Relocation Agreement between the qualified business and the commissioner of DEED pledging that the qualified relocating business shall:
 - (1) Commit to signing a Relocation Agreement with DEED; and CHOOSE ONE from 2 or 3:
 - (2) Cease one or more operations or functions at a non-Zone location and begin performing substantially the same functions inside the Mountain Iron Zone; or
 - (3) Reduce employment at the non-Zone location starting one year before and ending one year after beginning operations in the Zone where its employees in the Zone are engaged in the same line of business as the employees at the location where it reduced

employment; and CHOOSE ONE (or BOTH, if applicable) from 4 and 5:

- (4) Increase full time employment by 20% (measured relative to the operations that were relocated) within the first full taxable year of operation within the Zone and maintains the required level of employment during each year of zone designation; or
- (5) Make a capital investment in the Zone equivalent to at least 10% of gross revenues for the taxable year immediately preceding relocation to the Zone.

d. The business shall identify an operation start date when business operations for the proposed qualified business are planned to begin in the zone. The date when business operations begin is called the "operation start date".

COUNCIL LETTER 101804-IVB

ADMINISTRATION

TEA-21 GRANT

DATE: October 14, 2004
FROM: Craig J. Wainio
City Administrator

Enclosed, please find an email regarding the initial review of the City's pre-application for the TEA-21 program. Please review the email and the application to determine in which direction you would like to proceed.

Craig J. Wainio

From: Bryan Anderson [banderson@ardc.org]
Sent: Thursday, October 07, 2004 9:18 AM
To: Craig J. Wainio
Subject: RE: Pre-App

Craig,

I am sorry in the delay in getting back to you sooner. I have reviewed your pre-application for the Enhancements program. I also reviewed my notes from last year regarding your project I know the content in your application fits the program well. I will echo what the task force mentioned about this project last year. It has many pieces to the project, streetscape, restoration, interpretive trail, display panels.

My recommendation to you would be to focus on one of the pieces in your application. Such as just the streetscape (if you choose this try to keep the lighting cost under 50% of the total budget) or just the park and trail system possibly with the locomotive. I am happy with the lower cost of this project. This is my recommendation. You can keep the application as is if you choose but I would focus in on one or two pieces of it.

If I can assist any further please let me know.

Thanks,

Bryan Anderson
218-529-7529

-----Original Message-----

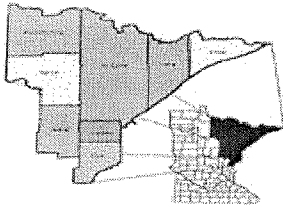
From: Craig J. Wainio [mailto:cityadm@mtniron.com]
Sent: Thursday, September 30, 2004 9:02 AM
To: Bryan Anderson
Subject: Pre-App

Bryan:

Could you please review our pre-app and make any suggestions you may have?

Thanks

Craig J. Wainio
City Administrator



Pre Application for
Transportation Enhancement Projects



**Northeast Minnesota Area Transportation Partnership
State Fiscal Year 2008 Funding**

**Name of Project: Original Townsite Streetscape and Locomotive
Park Enhancement**

Name of Applicant: City of Mountain Iron

Date: September 30, 2004

FY 2008 Pre-Application

This Pre-Application will determine whether a proposal is eligible for **Enhancements Funding**. The Eligibility Questionnaire is divided up into three sections: **Project Background, Project Eligibility, and Project Scheduling**.

There are **eighteen** questions that must be answered. To complete this questionnaire, simply type your answers in the gray boxes. **Highlight the quoted text with your cursor and type your answer in the white box.** The only item attached to this questionnaire should be a detailed budget and a letter of support from a sponsoring agency if the city applying has a population of under 5,000. Please do not attach maps, photos, letters, or other materials at this time.

Work Shop

Applicants are strongly urged to attend workshops being sponsored by the Minnesota Department of Transportation. Applicants should have prepared a rough draft of their application, including a cost estimate using the "Project Cost Itemization" form. The work shop will be a working session to provide help to applicants on project questions: Workshop dates and times will be posted on ARDC' s web site at www.ardc.org/projects/enhancements

APPLICATION DUE DATE

Due date for applications is by the end of the workday **Friday November 5, 2004.**

Either send a photocopy of the pre-application and budget mail to →

**Bryan Anderson
ARDC
221 West 1st Street
Duluth, MN 55802**

Or fill this application out in Microsoft Word and send as an attachment to banderson@ardc.org

Project & Cost Summary

APPLICANT ORGANIZATION	
Name:City of Mountain Iron	Project Manager:Craig J. Wainio
Address:8586 Enterprise Drive South Mountain Iron MN 55768	Title:City Administrator
	Telephone:218-748-7570
Project Contact (if different from Project Manager):	Joel Ullring, St Louis County
Title:	
Telephone:218-625-3875	
SPONSORING AGENCY	
Name:Saint Louis County	
Address:4787 Midway Road Duluth, MN 55811	
*A letter of support is required with this application if the city applying for TE funds has a population under 5,000.	
PROJECT NAME & LOCATION	
Original Townsite Streetscape and Locomotive Park Enhancement Locomotive Park, Main Street and Mountain Avenue all within the City of Mountain Iron, Minnesota	
PROJECT DESCRIPTION (summary)	
The project would include the redevelopment of the streetscape installation of decorative street lighting with banners on Main Street and Mountain Avenue. Also included would be the refurbishing of the Baldwin Steam Locomotive at Locomotive Park. Included as part of the enhancement of Locomotive Park would be the development of interpretative trails with displays of how transportation is used in the mining industry.	
The project will include five blocks of Main Street, two blocks of Mountain Avenue and Locomotive Park which is located 4 acre park at the north end of Mountain Avenue	PRIMARY ENHANCEMENT CATEGORY <input type="checkbox"/> Historic <input checked="" type="checkbox"/> Scenic or Env. <input type="checkbox"/> Ped/Bike (check only one)
TRANSPORTATION BENEFIT The facility is needed to showcase the link between transportation and the discovery of Iron Ore which fueled the economy and the nation through two world wars. Users of the facility would have access to various historical and interpretative displays to have an overview of the history of the mining – transportation link, a mine view to be able to look at current mining operations, a shelter in case of inclement weather and a parking area for access to the. Persons from all walks of life and various areas throughout North America will use the facility to learn about the history of transportation as it relates to mining the area and the nation.	
COST SUMMARY	RIGHT-OF-WAY NEEDS
Federal Funds Requested: \$156,000	Property to be purchased? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Total Local Matching Funds: \$39,000	Easement(s) needed? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Total Project Cost: \$ 195,000	Donated Property? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Show the matching percentage (matching funds÷total project costs): 20%	
*Projects requesting more than \$400,000.00 in federal funds will be returned to the applicant.	

DESCRIBE THE LOCAL MATCH SOURCE & HOW IT WILL BE OBTAINED

The local match will be funded through the City's annual budget. Specifically with will be funded through the City's annual appropriation to the Capital Improvement Fund.

DESCRIBE HOW THE FACILITY WILL BE MAINTAINED

The project will be maintained by the employees of the City of Mountain Iron. The project will be maintained as other parks and streetscapes are currently maintained within the City.

DESCRIBE THE PROJECT'S RELATIONSHIP TO TRANSPORTATION

The project has a clear link to transportation through its intent to identify the transportation methods and changes as they relate specifically to the iron ore and taconite operations that built this area. This will cover everything from the earliest days of the Merritt Brothers transporting their product to market through today's mammoth operations. Items to be identified include trucking, railroads, shipping, transportation needs of early workers, etc.

ARE ANY PARTS OF THIS PROJECT MANDATED BY A REGULATORY AGENCY TO MITIGATE THE IMPACTS OF A CONSTRUCTION PROJECT, yes no

DESCRIBE WHEN NECESSARY ENVIRONMENTAL DOCUMENTS WILL BE COMPLETED (MONTH/YEAR)

No environmental documents are required for this project.

DESCRIBE WHEN PROJECT PLANS WILL BE COMPLETED (MONTH/YEAR)

December 2006

DESCRIBE WHEN THE BID WILL BE AWARDED TO A CONTRACTOR (MONTH/YEAR)

July 2007

DESCRIBE WHEN CONSTRUCTION WILL BEGIN (MONTH/YEAR)

August 2007

DISCUSS HOW PRELIMINARY ENGINEERING AND COSTS WILL BE PAID

These costs will be paid through the City's General Fund through an annual appropriation.

Detailed Budget for 2008 Enhancement PRE Application

Item	Units	Item Cost	Item Quantity	Total Cost
Street Lights	Each	\$2,360.00	30	\$78,900
Banners	Each	\$250.00	30	\$7,500
Locomotive Refurbishing	Lump Sum	\$12,800.00	1	\$12,800
Remove Concrete Curb and Gutter	Lin. Ft.	\$3.00	320	\$960
Remove Concrete Pavement	Sq. Yd.	\$5.00	420	\$2,100
Remove Concrete Sidewalk	Sq. Yd.	\$5.00	200	\$1,000
Sawcut Pavement	Lin. Ft.	\$4.00	140	\$560
Common Excavation	Cu. Yd.	\$6.00	300	\$1,800
Topsoil Borrow	Cu. Yd.	\$18.00	70	\$1,260
Aggregate Base	Cu. Yd.	\$18.00	270	\$4,860
Wearing Course Mixture	Ton	\$70.00	45	\$3,150
Concrete Walk	Sq. Ft.	\$4.00	1220	\$4,880
Concrete Curb and Gutter	Lin. Ft.	\$11.00	150	\$1,650
Traffic Control	Lump Sum	\$3,000.00	1	\$3,000
Sodding	Sq Yd.	\$3.00	860	\$2,580
Headframe Viewing Shelter	Lump Sum	\$26,000.00	1	\$26,000
Banner Poles	Each	\$6,000.00	2	\$12,000
Exhibits	Lump Sum	\$30,000.00	1	\$30,000
			Total	\$195,000

Item	Amount	Percent of Total
Amount Requested from Enhancements	\$156,000	80%
Local Match	\$39,000	20%

Project, Cost, & Summary- Instructions

Applicant Organization: Name of agency or organization requesting the project.

Project Manager: Person overseeing the project.

Sponsoring Agency: A project must be sponsored by one of the following: City over 5,000 population, County, State Agency, Federal Agency, Regional Rail Authority, Tribal Government, or an organization with a demonstrated ability to manage the project. A letter of support from the sponsoring agency also needs to be attached to this application if the city or township applying for TE funds is under 5,000.

Project Name and Location: Name your project and then for location use city/county names, political boundaries, street names, highway route numbers, physical features and “direction and distance from to” indicate its location and the project or work sites.

Examples: (1) South side of Highway 43 from Milepost 23 to Rock Creek Bridge, (2) Main Street from 1st to 5th streets in Aitkin, (3) Five sites along County Road #4, between Your Town and My Town in St. Louis County.

Project Description: Summarize the proposed work, construction, or facilities.

Length: Enter project length in English units, or enter other appropriate indicators of size or quantity (acres, number of sign(s) installed/removed, etc.). For a project along a roadway enter any known beginning and ending mileposts. For a bikeway or sidewalk project, the width and total length are required.

Primary Enhancement Category: Enter appropriate Transportation Enhancement Activity or activities. See Transportation Enhancements home page at www.ardc.org/enhancements to see what category your project qualifies under.

Transportation Benefit: Summarize how the project relates to surface transportation and what transportation-related benefits it will add. Indicate type of users (local or tourist, children, pedestrians, bicyclists, etc.), expected annual usage, (brief analysis /explanation), type of benefit (travel, scenic, educational, environmental, etc.) and how long the benefits will be provided. **Example:** Based on Average Daily Travel (ADT) counts, this scenic overlook will be accessible to approximately 5,000 travelers driving past the site daily. About 5% of them are expected to stop and examine the educational displays during summer months (based on current counts at other scenic overlook sites statewide).

Cost Summary: Enter “Total Cost” from Section 2 Project Cost Itemization Form. Consider all costs associated with the project, including preliminary engineering and construction engineering. The amounts shown for matching funds and federal funds should add up to the total project cost. Calculate the percentage match you are providing for the project.

Right-of-Way Needs: Answer yes or no to the three questions.

Describe how the local match will be obtained: Describe the source of the local match and how it will be obtained.

Describe the Project's relationship to transportation: Describe how the project relates to transportation. In order for projects to be funded they must have a clear and convincing connection to transportation

Are any parts of this project mandated by a regulatory agency to mitigate the impacts of a construction Project: Check appropriate answer. If you are submitting a mitigation project please call Bryan Anderson at (218) 529-7529 or 1-800-232-0707 for more information.

Describe when necessary environmental documents will be completed: Give the month and year, as well as, describe what the environmental documents may contain.

Describe when the project plans will be completed: Give the month and year when the project plans will be completed.

Describe when the bid will be awarded to a contractor: Give the month and year when the bid will be awarded.

Describe when construction will begin: Give the month and year when construction on the project will begin.

Discuss how preliminary engineering costs will be paid: Give information on what the costs will consist of and who will pay the costs. Remember that preliminary engineering and construction costs are not eligible for Enhancement funding.