

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, NOVEMBER 3, 2003 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
  - II. Consent Agenda
    - A. Minutes of the October 20, 2003, Regular Meeting (#1-11)
    - B. Bills and Payroll
    - C. Receipts
    - D. Communications (#49-58)
  - III. Public Forum
    - A. Public Hearing – Street Assessments (#12-16)
  - IV. Committee and Staff Reports
    - A. Mayor’s Report
      - 1. Join MAOSC for 2003-2004 (#17-19)
      - 2. Assessor/Mining effects for 2004 (#20-24)
    - B. City Administrator’s Report
      - 1. Updated Fee List (#25-26)
      - 2. Temporary Liquor License
    - C. Director of Public Works Report
    - D. Director Parks and Recreation’s Report
  - V. Unfinished Business
    - A. Mountain Avenue Angle Parking (#27)
    - B. Payment/Suggestion Box Labels (#28)
    - C. Unity Addition Lot Subdivision (#29)
  - VI. New Business
    - A. Resolution Number 36-03 Adopting Assessments (#39-40)
    - B. Resolution Number 37-03 Authorizing Grant Application (#30-31)
    - C. Ordinance Number 03-03 Administrative Penalties (#41-48)
    - D. 2004 Audit Agreement (#32-36)
    - E. Brush Pile by City Garage (#37)
    - F. Anderson Conditional Use Permit (#38)
    - G. Library Renovations – RFP’s 1 & 2
    - H. Library Renovations – Pay Request Number 1
    - I. Communications (#49-58)
  - VII. Open Discussion
  - VIII. Announcements
  - IX. Adjourn
- # Denotes page number in packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
OCTOBER 20, 2003

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; Larry Nanti, Director of Parks and Recreation; and Karen Luoma, Librarian.

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. A. 5. New Phone Book Mailing Addresses
  6. Early Retirement Incentives
  7. Blight Ordinance
2. Approve the minutes of the October 20, 2003, City Council meeting as submitted.
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 October 1-15 2003, totaling \$99,284.56, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period October 1-15, 2003, totaling \$354,695.17, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

The Council discussed the 6% utility rate increase. It was the consensus of the Council that the motion that was approved by the City Council at the September 15, 2003 meeting was that the 6% increase in the electric utility rates were based on the old rates.

During the public forum, Terry Malmstrom, was present and spoke to the Council regarding the sale of his lot in Unity Addition. He said that Randy Rosandich and Brian Wilson would like to purchase his lot and split it and he would need the Councils approval to divide the lot. It was the consensus of the Council to check with the Planning and Zoning Commission to see if they made a recommendation regarding the subdivision. The Council requested that the City Attorney make a recommendation to the Council regarding the matter.

It was moved by Roskoski and supported by Irish to have legal counsel take care of the legal ramifications of allowing the sale of one individual lot to divide the lot with the two neighbors, have staff provide the dimensions of all of the Unity Addition lots, and see if the IRRRB

funding of the project would be affected by the sale. And further, reconsider the matter at the November 6, 2003 City Council meeting. The motion carried.

Wilbert Johnson, 5621 Nichols Avenue, asked what the status was on the blight complaint regarding his neighbor. The City Attorney said that the case is going to court next week.

Paul Fisher, 5493 Aster Avenue, asking about his assessment on his property. He asked if the property owners across the street from him are being charged assessments also. The City Administrator said each side of the street is treated equally with regard to the special assessments.

The Mayor reported on the following:

1. Mountain Manor Update. A meeting was held on October 8<sup>th</sup> with Rural Development in Duluth to discuss the Mountain Manor. The City Administrator, the Mayor, Larry P. Johnson, and Ed Roskoski attended the meeting. He said that the meeting was a very positive meeting. He said that only 17 units out of 40 are currently rented. He said that a housing marketing study had to be completed and the City Administrator completed and submitted this survey. He said that they might lower the minimum age for renting apartments below 62 and possibly make some of the one bedroom apartments into two bedroom apartments.
2. HRA/EDA Update. He said that they are looking at the process to make changes to have an EDA. He said the reason behind this is to have City input on money that is put into public projects.
3. Area Mayor's Meeting Update. The Mayor asked the Deputy Mayor Roskoski to update the Council because the Deputy Mayor attended the last meeting. The Deputy Mayor said that the following items were discussed:
  - a. Possible sharing a City Assessor with the City of Virginia by using the Mining Effects funds.
  - b. Possible coordination of library service hours between the Virginia and Mountain Iron Library to offer better services for both communities.
4. Rural Renaissance Report. Distributed a copy of the executive summary of Senator Norm Coleman's Rural Renaissance Initiative.
5. New Phone Book Mailing Addresses.

It was moved by Skalko and supported by Roskoski to direct the City Administrator to provide a list of the residents of Mountain Iron who get their mail elsewhere, i.e., Iron, Virginia, etc. to get the zip codes corrected for the next phone book publication. The motion carried with Councilor Nelson voting no.

6. Early Retirement Incentives. The Council said they would discuss the union proposal further at the budget meeting in November.
7. Blight Ordinance. The City Attorney reviewed the administrative fines system set up for the City of Mountain Iron. The Attorney said that there would be some challenges in the state regarding the administrative fines set up. The blight ordinance will be presented to the Council at the November 3, 2003, city council meeting.

It was moved by Skalko and supported by Irish to direct City Staff to purchase a 5' x 8' American flag for the Range Recreation Civic Center. The motion carried on the following roll call vote: Nelson, no; Irish, yes; Roskoski, yes; Prebeg, yes and Skalko, yes.

The Council reviewed the fee list. It was the consensus of the Council to have all fees, including utilities rates, utility hookups, and equipment rental fees added to the list. The Council requested that the list be updated and brought back to the Council for further consideration.

It was moved by Skalko and supported by Prebeg to set a special committee of the whole meeting for Monday, November 24, 2003 at 6:00 p.m. in the Mountain Iron Room of the Mountain Iron Community Center to discuss the 2004 Budget and to direct Staff to invite all Department Heads to the meeting. The motion carried.

Councilor Roskoski asked the City Administrator if the City had been in contact with the residents in the newly annexed area of the City with regard to fire protection. The City Administrator stated that a letter had been sent regarding fire protection.

It was moved by Irish and supported by Prebeg to direct the City Administrator to contact U. S. Steel Corporation to see if a public bon fire for special events could be held at the stockpile area off of Mineral Avenue. The motion carried.

Councilor Irish questioned the City Administrator regarding the revised special assessment notice that he received regarding the work on Grant Street.

The Director of Public Works updated the Council regarding the St. Louis County letter regarding County Road 102 (Old Highway 169).

Councilor Roskoski asked the Director of Public Works why the power outage on October 14, 2003 was done from 3-5 p.m. The Director of Public Works stated that it was the best time for the school to have this outage.

Councilor Roskoski asked what the progress on the angle parking on Mountain Avenue was. The Director of Public Works stated that Erik Wedge recommended not painting the angle parking stripes until the work was completed at the library.

It was moved by Prebeg and supported by Nelson to allow the Recreation Director to advertise for winter temporary workers for the Park and Recreation Department. The motion carried.

The Recreation Director advised the Council that U. S. Steel Corporation would be giving the City a tire stand for Locomotive Park. Councilor Prebeg said that it would be a good time to decide whether they wanted any other equipment moved around at Locomotive Park when the tire stand is being placed.

At 7:56 p.m., Councilor Prebeg left the meeting.

At 7:58 p.m., Councilor Prebeg returned to the meeting.

The City Attorney reported that he and Rod Flannigan met with Mr. & Mrs. Randy Cernohlavck, Plumbing and Heating Direct regarding the easement issues on his property and they have agreed to a compromise regarding the matter.

It was moved by Skalko and supported by Prebeg to ask the Mountain Iron-Buhl School District if the City could have approval to have the land adjacent to Unity Addition appraised by a neutral appraiser to see what the land value is. The motion carried unanimously on a roll call vote.

It was moved by Nelson and supported by Prebeg to adopt Resolution Number 25-03, Calling a Hearing, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Skalko and supported by Roskoski to **table** Resolution Number 35-03, Accepting Roads. The motion carried.

It was moved by Prebeg and supported by Nelson to approve the amendment to services agreement to the Minnesota Municipal Utilities Association, (a copy is attached and made a part of these minutes). It was moved by Prebeg and supported by Nelson to amend the motion to add to direct City Staff to check on the possibility of using mining effects taxes for this purpose. The amended motion carried unanimously on a roll call vote.

It was moved by Skalko and supported by Roskoski to have the Director of Public Works use a two inch minimum of snow fall before the city crew would be called out, after hours, for snowplowing and to have the Director of Public Works or the Foreman use their discretion for sending out the sanders when there is freezing rain. The motion carried on the following roll call vote: Prebeg, no; Nelson, no; Irish, yes; Roskoski, yes; and Skalko, yes.

The Council discussed the land sale with Tom Cvar. The Council requested that Mr. Cvar go to the Planning and Zoning Commission first.

It was moved by Roskoski and supported by Irish that because of constituency comments and liability concerns that the use of any City vehicles by any City Employees for personal use be prohibited during the time which is normally interpreted as lunch/dinner/noontime and this policy will go into effect on October 21, 2003, and will stay in force until rescinded by specific City Council action. The implementation of this policy will become the responsibility of the City Administrator. The motion carried.

It was moved by Roskoski and supported by Irish that: 1) it be determined who does not have city water on Heather Avenue, 2) that our Engineering Firm, working with City Staff, put together a basic cost analysis for bringing City water to whatever said properties that do not have public water, and 3) with the deadline for this project being February 1, 2004 or sooner if possible. The motion carried with Councilors Prebeg and Nelson voting no.

It was moved by Roskoski and supported by Irish to direct the City Engineer, working with City Staff, to study the water shed area of Heather Avenue and draw up a plan and cost analysis to remedy the area of standing and storm water drainage with a deadline of February 1, 2004 or sooner if possible. The motion carried unanimously on a roll call vote.

During the open discussion, Councilor Irish asked for an update on the Library grant with regard to the Librarian building consultant. The City Administrator said that the City Council would be hiring the consultant. He also reminded City Staff that the Library Grant for renovations is due November 7, 2003 and to submit the grant information to Mr. Pomarantz the week prior to the due date.

Also during the open discussion, Councilor Nelson said that he was up at the Wacootah Overlook recently and it looks like a small sanitary landfill. He said that the chain link fence is down and there is no garbage can up there.

Also during the open discussion, Councilor Nelson said that he was concerned about the Anderson Conditional Use Permit on Heather Avenue. He said that the Conditional Use Permit needs to be reviewed and to have it on the next City Council agenda for further discussion.

At 8:57 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

[www.mtniron.com](http://www.mtniron.com)

## COMMUNICATIONS

1. A copy of a letter sent to James McConnell by Mayor Skalko.
2. City Pager Usage Statement prepared by Mayor Skalko.
3. Mountain Iron Fire Department, monthly report for the month of September 2003.
4. Richard B. Walsh, Development Strategy Team for IRRRB, forwarding information regarding funding for hiring professional service to help with applications for federal and state funding.
5. Jim Weikum, an e-mail advising the City that the ALS Governing Board approved the matching funds grant request for a consultant.
6. Ron Dicklich, Executive Director of the Range Association of Municipalities and Schools, seeking requests to consider for the legislative agenda.
7. CGMC Summer Conference, seeking future conference site proposals.
8. Mediacom, a newsletter regarding the impact of broadband's local economic impact.

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	90,037.86
BUILDING RENTALS	COMMUNITY CENTER	225.00
METER DEPOSITS	ELECTRIC	650.00
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
BUILDING RENTALS	NICHOLS HALL	70.00
PERMITS	BUILDING	993.49
CAMPGROUND RECEIPTS	FEES	200.00
MISCELLANEOUS	REIMBURSEMENTS	441.01
CD INTEREST	CD INTEREST 101	798.69
CD INTEREST	CD INTEREST 102	49.62
CD INTEREST	CD INTEREST 103	2,246.44
CD INTEREST	CD INTEREST 104	489.13
CD INTEREST	CD INTEREST601	260.87
CD INTEREST	CD INTEREST 603	983.55
CD INTEREST	CD INTEREST 102	178.64
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	100.00
MISCELLANEOUS	ELECTRICAL INSPEC FORMS	2.00
MISCELLANEOUS	SEPTIC APPLICATIONS	275.00
CD INTEREST	CD INTEREST 301	179.58
CD INTEREST	CD INTEREST 376	9.45
CD INTEREST	CD INTEREST 378	37.80
CD INTEREST	CD INTEREST 602	61.43
MISCELLANEOUS	ELECTRIC RECONNECT FEE	25.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	950.00
Summary Totals:		<u>99,284.56</u>



Check Issue Date(s): 10/11/2003 - 10/22/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/03	10/15/2003	1	915	VOID - LESLIE NILSSON	002-20200	.00
10/03	10/21/2003	2	915	VOID - LESLIE NILSSON	002-20200	.00
10/03	10/15/2003	29005	130054	MN DEPT OF TRANSPORTATION	002-20200	8,841.64
10/03	10/15/2003	29006	190017	SMITH BARNEY CITIGROUP	002-20200	100,000.00
10/03	10/17/2003	29007	130011	MOUNTAIN IRON POSTMASTER	002-20200	287.16
10/03	10/21/2003	29008	10013	A T & T INFORMATION SYSTEMS	002-20200	86.12
10/03	10/21/2003	29009	501	ACCESS COMPUTERS	002-20200	759.75
10/03	10/21/2003	29010	130017	AMERICAN BANK	002-20200	254.00
10/03	10/21/2003	29011	10047	AMERICAN TEST CENTER INC	002-20200	850.00
10/03	10/21/2003	29012	10006	ANDERSON AUTO CENTER	002-20200	20.22
10/03	10/21/2003	29013	140026	AQUILA	002-20200	1,250.62
10/03	10/21/2003	29014	10019	ARMORY SHELL	002-20200	55.00
10/03	10/21/2003	29015	10021	ARROWHEAD LIBRARY SYSTEM	002-20200	1,014.36
10/03	10/21/2003	29016	20022	BENCHMARK ENGINEERING INC	002-20200	10,729.00
10/03	10/21/2003	29017	20007	BP	002-20200	1,941.28
10/03	10/21/2003	29018	30061	CELLULARONE	002-20200	452.18
10/03	10/21/2003	29019	1042	CHRISTINA JACOBSEN	002-20200	48.44
10/03	10/21/2003	29020	30053	CONSOLIDATED TRADING COMPANY	002-20200	773.58
10/03	10/21/2003	29021	30059	CVAR, THOMAS	002-20200	411.12
10/03	10/21/2003	29022	1051	DEBORAH DEFRANCES	002-20200	89.61
10/03	10/21/2003	29023	1047	DENNIS GAUTHIER	002-20200	56.12
10/03	10/21/2003	29024	40032	DEPARTMENT OF ADMINISTRATION	002-20200	325.51
10/03	10/21/2003	29025	50028	ELECTION SYSTEMS & SOFTWARE	002-20200	800.00
10/03	10/21/2003	29026	70029	GUARDIAN PEST CONTROL INC	002-20200	54.10
10/03	10/21/2003	29027	80002	HILLYARD	002-20200	565.53
10/03	10/21/2003	29028	1052	HOMECONING FINANCIAL NETWORK	002-20200	8.81
10/03	10/21/2003	29029	90003	INTERSTATE COMPANIES INC	002-20200	2,202.64
10/03	10/21/2003	29030	90004	IRON TRAIL CONVENTION AND	002-20200	1,505.00
10/03	10/21/2003	29031	1049	JAMES KINTZLE	002-20200	96.47
10/03	10/21/2003	29032	1045	JANELLE PERRIZO	002-20200	16.58
10/03	10/21/2003	29033	1048	JANICE GROSHENS	002-20200	82.54
10/03	10/21/2003	29034	1050	JEFFREY NOBLE	002-20200	90.07
10/03	10/21/2003	29035	1046	JENNIFER ADAMS	002-20200	64.88
10/03	10/21/2003	29036	1041	JOHN MILLER	002-20200	61.29
10/03	10/21/2003	29037	120006	L & M SUPPLY	002-20200	725.21
10/03	10/21/2003	29038	120008	LEHMAN FABRICATING INC	002-20200	452.63
10/03	10/21/2003	29039	120004	LITERARY GUILD	002-20200	99.41
10/03	10/21/2003	29040	130106	MEDIACOM - MIDWEST	002-20200	58.60
10/03	10/21/2003	29041	130035	MID-AMERICAN RESEARCH CHEMICAL	002-20200	112.75
10/03	10/21/2003	29042	130001	MINN PLANNING	002-20200	45.65
10/03	10/21/2003	29043	130008	MINNESOTA MUNICIPAL UTILITIES	002-20200	3,507.38
10/03	10/21/2003	29044	130056	MN DEPT OF NATURAL RESOURCES	002-20200	7.48
10/03	10/21/2003	29045	120007	MOTION INDUSTRIES INC	002-20200	204.11
10/03	10/21/2003	29046		Information Only Check	002-20200	.00 V
10/03	10/21/2003	29047	130015	MT IRON WATER AND LIGHT DEPT	002-20200	12,415.58
10/03	10/21/2003	29048	140018	NEW ENGLAND PROMO MARKETING	002-20200	192.50
10/03	10/21/2003	29049	140020	NEW LONDON WAREHOUSE	002-20200	38.02
10/03	10/21/2003	29050	140011	NORTHEAST TECHNICAL SERVICE	002-20200	472.25
10/03	10/21/2003	29051	140004	NORTHERN ENGINE & SUPPLY INC	002-20200	156.16
10/03	10/21/2003	29052	150014	ONE CALL CONCEPTS INC	002-20200	58.90
10/03	10/21/2003	29053	170005	QUALITY FLOW SYSTEMS INC	002-20200	12,886.50
10/03	10/21/2003	29054	170007	QUILL CORPORATION	002-20200	933.48
10/03	10/21/2003	29055	170001	QWEST	002-20200	488.05
10/03	10/21/2003	29056	180045	RESERVE ACCOUNT	002-20200	500.00
10/03	10/21/2003	29057	180050	ROSS INDUSTRIES INC	002-20200	325.30
10/03	10/21/2003	29058	190017	SMITH BARNEY CITIGROUP	002-20200	96,000.00
10/03	10/21/2003	29059	190002	ST LOUIS COUNTY AUDITOR	002-20200	5,273.64

M = Manual Check, V = Void Check

Check Issue Date(s): 10/11/2003 - 10/22/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/03	10/21/2003	29060	190016	ST LOUIS COUNTY AUDITOR	002-20200	50.00
10/03	10/21/2003	29061	210030	U S BANK TRUST SERVICES	002-20200	201.25
10/03	10/21/2003	29062	210001	UNITED ELECTRIC COMPANY	002-20200	4,939.21
10/03	10/21/2003	29063	220004	VIRGINIA DEPARTMENT OF PUBLIC	002-20200	21,176.74
10/03	10/21/2003	29064	1043	W VONWALD & B CHANDLER	002-20200	99.73
10/03	10/21/2003	29065	1044	WESLEY JOHANNESSEHN	002-20200	93.98
10/03	10/21/2003	29066	240001	XEROX CORPORATION	002-20200	746.38
10/03	10/22/2003	29067	190016	ST LOUIS COUNTY AUDITOR	002-20200	121.75

Totals:

296,176.26

Payroll-PP Ending 10/10/03  
Electronic Transfer-Sales Tax

50,227.02  
8,291.89

TOTAL EXPENDITURES

\$354,695.17



# 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 25-03

### SETTING HEARING ON VACATION

**WHEREAS**, a petition of property owners abutting streets adjacent to Blocks 1 and 2 of the Town of Costin and the North half of Northeast quarter (N1/2 of NE¼), Section Nine (9), Township Fifty-eight (58) North, Range Eighteen (18) West and Lessee of the Southeast quarter of Southeast quarter (SE¼ of SE¼), Section Four (4), Township Fifty-eight (58) North, Range Eighteen (18) West in the City of Mountain Iron, was received by the City Administrator on the 10<sup>th</sup> day of July, 2003, requesting that the City Council vacate the alley and road in said Town of Costin and the Southeast quarter of Southeast quarter (SE¼ of SE¼), Section Four (4) and the North half of Northeast quarter (N1/2 of NE¼), Section Nine (9), all in Township Fifty-eight (58) North, Range Eighteen (18) West, St Louis County, Minnesota:

- (1) all of First Avenue from the south line of Railroad Street south to the south end of the Town of Costin plat. The alley in Block 1 of the Town of Costin;
- (2) the road south of Railroad Street in the Southeast quarter of Southeast quarter (SE¼ of SE¼), Section Four (4) and the North half of Northeast quarter (N1/2 of NE¼), Section Nine (9), all in Township Fifty-eight (58) North, Range Eighteen (18) West, St Louis County, Minnesota.

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

The City Council will consider the vacation of such street, alley or road at a public hearing to be held on such proposed vacation on the 17<sup>th</sup> day of November, 2003, before the City Council in the Mountain Iron Room of the Community Center at 6:30 p.m., or shortly thereafter, and the City Administrator shall give published and posted notice as required by law.

DULY ADOPTED BY THE CITY COUNCIL THIS 20<sup>th</sup> DAY OF OCTOBER, 2003.

ATTEST.

City Administrator

Mayor Gary Skalko

Minnesota Municipal Utilities Association

**AMENDMENT TO SERVICES AGREEMENT**

Contract Date: September 15, 2003

Contract Number: 85-2004

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Mountain Iron Public Utilities (Mountain Iron), dated September 26, 2002, contract number 85-2003, is amended as follows:

**PART II, Section 1.**

1. DURATION: This Agreement shall remain in force from January 1, 2004 until September 30, 2004 (the "expiration date").

**PART III, Section 1.**

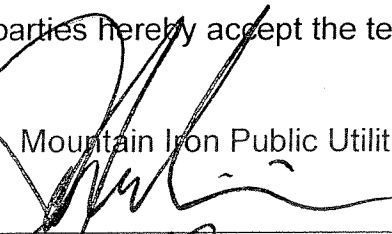
1. COMPENSATION: For the services covered by this Agreement, Mountain Iron shall pay MMUA a fee of nine thousand four hundred forty-five dollars and 93 cents (\$ 9,445.93) for the 2004 duration period. Such compensation shall be due and payable according to the selected payment terms below.

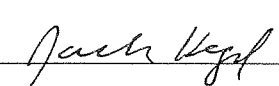
Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- One Payment (\$ 9,445.93)  
 Quarterly Payments (\$ 3,148.64 each)

For any term of less than nine full calendar months, the fee shall be pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of nine (9).

The parties hereby accept the terms of the Agreement as modified.

Mountain Iron Public Utilities  
By   
Title City Administrator  
Date 10/21/03  
Purchase Order # \_\_\_\_\_

Minnesota Municipal Utilities Association  
By   
Title Executive Director  
Date September 15, 2003

**COUNCIL LETTER 110303-IIIA**

**ADMINISTRATION**

**PUBLIC HEARING**

**DATE:** October 29, 2003  
**FROM:** Craig J. Wainio  
City Administrator

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This public hearing is part of the assessment process for the 2002 Street Overlay Project. The affected property owners have been notified of the public hearing. The property owners along Unity Drive are proposed to be assessed for 10% of the project costs, those along Jasmine Street are proposed to be assessed at 50% and the rest are proposed to be assessed at 75%.

Upon completion of the public hearing it is recommended that the City Council approve Resolution Number 36-03 Adopting Assessment.

NAME	BLOCK	LOT	FRONT PARCEL		PROJECT COST	ASSESSMENT RATE	ASSESSMENT AMOUNT	COST PER FOOT
			FOOTAGE	CODE				
RICHART, HARVEY	1	1	55.135	17-00010	\$ 767.39	10.00%	\$ 76.74	\$ 1.39
CONSOLIDATED TRADING	Outlot	B	92	17-00195	\$ 1,280.49	10.00%	\$ 128.05	\$ 1.39
CONSOLIDATED TRADING	Outlot	B	205.79	17-00196	\$ 2,864.25	10.00%	\$ 286.43	\$ 1.39
CINEMA ENTERTAINMENT CORP	1	1	300	32-00010	\$ 4,175.50	10.00%	\$ 417.55	\$ 1.39
BROWNIES FURNITURE	1	2	191.91	32-00020	\$ 2,671.07	10.00%	\$ 267.11	\$ 1.39
BROWNIES FURNITURE	1	3	191.91	32-00030	\$ 2,671.07	10.00%	\$ 267.11	\$ 1.39
BROWNIES FURNITURE	1	4	191.91	32-00040	\$ 2,671.07	10.00%	\$ 267.11	\$ 1.39
AMERICAN BANK	1	5	210.05	32-00050	\$ 2,923.54	10.00%	\$ 292.35	\$ 1.39
CITY OF MOUNTAIN IRON	12	SW/SW	183.81	32-00230	\$ 2,558.33	10.00%	\$ 255.83	\$ 1.39
HRA	12	SW/SW	725.79	71-01080	\$ 10,101.78	10.00%	\$ 1,010.18	\$ 1.39
RANGE REGIONAL HEALTH SERVICES	12	SW/SW	475	71-01086	\$ 6,611.20	10.00%	\$ 661.12	\$ 1.39
HRA	12	SW/SW	92	71-01088	\$ 1,280.49	10.00%	\$ 128.05	\$ 1.39
HEGLUND, TAMARA M	13	NE/NW	315.82	71-01230	\$ 4,395.69	10.00%	\$ 439.57	\$ 1.39
STATE OF MINNESOTA	13	NE/NW	75	71-01231	\$ 1,043.87	10.00%	\$ 104.39	\$ 1.39
KVAS, ROBERT D	13	NE/NW	115	71-01232	\$ 1,600.61	10.00%	\$ 160.06	\$ 1.39
PETERSON, DALE	13	NE/NW	298	71-01235	\$ 4,147.66	10.00%	\$ 414.77	\$ 1.39
NISKA, DEAN E & MARY	13	NW/NW	630	71-01255	\$ 8,768.54	10.00%	\$ 876.85	\$ 1.39
JACOB, FREDRICK C & LOIS	13	NW/NW	299	71-01260	\$ 4,161.58	10.00%	\$ 416.16	\$ 1.39
LEWANDOWSKI, CHESTER & JOAN	13	NW/NW	100	71-01273	\$ 1,391.83	10.00%	\$ 139.18	\$ 1.39
NELSON, JOHN L & CANDY	13	NW/NW	132	71-01274	\$ 1,837.22	10.00%	\$ 183.72	\$ 1.39
CHRISTENSON, ALAN D	13	NW/NW	100	71-01277	\$ 1,391.83	10.00%	\$ 139.18	\$ 1.39
TOTALS			4980.125		\$ 69,315.00		\$ 6,931.50	10.00%
COST PER FOOT					\$		\$ 1.39	
CITY PORTION					\$		\$ 62,383.50	90.00%

NAME	BLOCK	LOT	FRONT FOOTAGE	PARCEL CODE	PROJECT COST	ASSESSMENT RATE	ASSESSMENT AMOUNT	COST PER FOOT
PETERSON, TIMOTHY G & ARNETTE	1	1	103.64	69-00010	\$ 1,085.32	75.00%	\$ 813.99	\$ 7.85
PETERSON, TIMOTHY G & ARNETTE	1	1	69.295	69-00010	\$ 725.66	50.00%	\$ 362.83	\$ 5.24
NYLUND, CHARLES E & BRENDA	1	2	103.78	69-00020	\$ 1,086.79	75.00%	\$ 815.09	\$ 7.85
NYLUND, CHARLES E & BRENDA	1	3	103.82	69-00020	\$ 1,087.21	75.00%	\$ 815.41	\$ 7.85
NYLUND, CHARLES E & BRENDA	1	4	104.04	69-00040	\$ 1,089.51	75.00%	\$ 817.13	\$ 7.85
REINDAHL, SHANNON R	1	5	103.84	69-00040	\$ 1,087.42	75.00%	\$ 815.56	\$ 7.85
RAPPUCHI, JOHN J	2	6	69.295	69-00060	\$ 725.66	50.00%	\$ 362.83	\$ 5.24
RAPPUCHI, JOHN J	2	1	102.89	69-00110	\$ 1,077.47	75.00%	\$ 808.10	\$ 7.85
SODERBERG, RICHARD J	2	1	69.545	69-00110	\$ 728.28	50.00%	\$ 364.14	\$ 5.24
ALASPA, KENNETH G	2	2	103.82	69-00120	\$ 1,087.21	75.00%	\$ 815.41	\$ 7.85
VUJICICH, DAVID S & JUNE E	2	3	104.63	69-00130	\$ 1,095.69	75.00%	\$ 821.77	\$ 7.85
PAAKONEN, DAVID L	2	4	106.01	69-00140	\$ 1,110.14	75.00%	\$ 832.61	\$ 7.85
STANZEL, WESLEY D & WENDY	2	5	164.81	69-00150	\$ 1,725.90	75.00%	\$ 1,294.42	\$ 7.85
STANZEL, WESLEY D & WENDY	2	6	103.49	69-00160	\$ 1,083.75	75.00%	\$ 812.81	\$ 7.85
STANZEL, WESLEY D & WENDY	2	6	69.045	69-00160	\$ 723.04	50.00%	\$ 361.52	\$ 5.24
GORNICK, JOHN W	2	7	103.78	69-00170	\$ 1,086.79	75.00%	\$ 815.09	\$ 7.85
PETERSON, DAVID & LINDA	2	8	103.82	69-00180	\$ 1,087.21	75.00%	\$ 815.41	\$ 7.85
PETERSON, DAVID G	2	9	104.06	69-00190	\$ 1,089.72	75.00%	\$ 817.29	\$ 7.85
NELIMARK, STEVEN P	2	10	163.94	69-00200	\$ 1,716.79	75.00%	\$ 1,287.59	\$ 7.85
KING, DAVID S	3	1	136.81	69-00210	\$ 1,432.68	75.00%	\$ 1,074.51	\$ 7.85
KING, DAVID S	3	1	8	69-00215	\$ 83.78	75.00%	\$ 62.83	\$ 7.85
BOND, WILLIAM M/FLASCHBERGER, JOAN M	3	2	170.775	69-00215	\$ 1,788.36	75.00%	\$ 1,341.27	\$ 7.85
BOND, WILLIAM M & JOAN M	5	5	76.87	69-00335	\$ 804.99	75.00%	\$ 603.74	\$ 7.85
BERENS, CAROL J	5	6	100.34	69-00340	\$ 1,050.77	75.00%	\$ 788.07	\$ 7.85
LANARI, ELIZABETH ANN	5	7	100.34	69-00350	\$ 1,050.77	75.00%	\$ 788.07	\$ 7.85
GOLOBICH, GERALD L & MARY LYNN	5	8	100.34	69-00360	\$ 1,050.77	75.00%	\$ 788.07	\$ 7.85
ROGERS, BRIAN A	5	9	100.34	69-00370	\$ 1,050.77	75.00%	\$ 788.07	\$ 7.85
SPRAGG, ELIZABETH	5	10	159.4	69-00380	\$ 1,669.25	75.00%	\$ 1,251.93	\$ 7.85
FREDRICKSON, RICHARD	6	1	162.475	69-00390	\$ 1,701.45	75.00%	\$ 1,276.09	\$ 7.85
FIVECOATE, BARBARA J	6	2	103.73	69-00400	\$ 1,086.27	75.00%	\$ 814.70	\$ 7.85
RINDFUSS, DONALD J & JEAN	6	3	103.73	69-00410	\$ 1,086.27	75.00%	\$ 814.70	\$ 7.85
NOVAK, JOSEPH L	6	4	103.73	69-00420	\$ 1,086.27	75.00%	\$ 814.70	\$ 7.85
JONES, LLOYD T	6	5	163.345	69-00430	\$ 1,710.56	75.00%	\$ 1,282.92	\$ 7.85
FREDRICKSON, RICHARD J	6	6	155.125	69-00440	\$ 1,624.48	75.00%	\$ 1,218.36	\$ 7.85
MCGILLIVRAY, TODD R & WANDA A	6	7	103.62	69-00450	\$ 1,085.11	75.00%	\$ 813.84	\$ 7.85
MERTES, MICHELLE I & CARLSON, S K	6	8	103.62	69-00460	\$ 1,085.11	75.00%	\$ 813.84	\$ 7.85
	6	9	103.62	69-00470	\$ 1,085.11	75.00%	\$ 813.84	\$ 7.85

RYNES, WILLIAM C	6	10	163.235 69-00480	\$ 1,709.41	75.00%	\$	1,282.05	\$ 7.85
ROCHE, KEVIN E JR & MELISSA	7	1	162.535 69-00490	\$ 1,702.08	75.00%	\$	1,276.56	\$ 7.85
LUZOVICH, CHARLES M	7	2	103.67 69-00500	\$ 1,085.64	75.00%	\$	814.23	\$ 7.85
KLEKOTKA, STANLEY J	7	3	103.67 69-00510	\$ 1,085.64	75.00%	\$	814.23	\$ 7.85
MILLER, KENNETH L & NORMA J	7	4	103.67 69-00520	\$ 1,085.64	75.00%	\$	814.23	\$ 7.85
ENGMAN, BRADLEY B	7	5	163.285 69-00530	\$ 1,709.93	75.00%	\$	1,282.45	\$ 7.85
GILBERTSON, DALE T	7	6	160.36 69-00540	\$ 1,679.30	75.00%	\$	1,259.47	\$ 7.85
ANDERSON, FRANCIS J	7	7	103.62 69-00550	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
ANDERSON, GERALD J	7	8	103.62 69-00560	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
BIRD, WILLIAM G	7	9	103.62 69-00570	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
PHELPS, JODIE L	7	10	163.235 69-00580	\$ 1,709.41	75.00%	\$	1,282.05	\$ 7.85
ALTOBELLI, KEITH & KARA	8	1	164.15 69-00590	\$ 1,718.99	75.00%	\$	1,289.24	\$ 7.85
MANLEY, DAVID J	8	2	103.62 69-00600	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
BRUNFELT, MITCHELL J & AMANDA	8	3	103.62 69-00610	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
PAGLIACCETTI, GARY & MARY ANN	8	4	103.62 69-00620	\$ 1,085.11	75.00%	\$	813.84	\$ 7.85
PAGLIACCETTI, GARY & MARY ANN	8	5	163.235 69-00620	\$ 1,709.41	75.00%	\$	1,282.05	\$ 7.85
PAGLIACCETTI, GARY & MARY ANN	8	9	103.58 69-00620	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
PAGLIACCETTI, GARY & MARY ANN	8	10	163.195 69-00620	\$ 1,708.99	75.00%	\$	1,281.74	\$ 7.85
KEMPTON, KAREN I	8	6	161.36 69-00640	\$ 1,689.77	75.00%	\$	1,267.33	\$ 7.85
SARICH, CARL & RAIJA	8	7	103.58 69-00650	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
SARICH, CARL	8	8	103.58 69-00660	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
RICHARDS, MICHAEL E	9	1	103.49 69-00690	\$ 1,083.75	75.00%	\$	812.81	\$ 7.85
RICHARDS, MICHAEL E	9	2	103.58 69-00700	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
LUCARELLI, RICHARD	9	3	103.58 69-00710	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
PREBEG, DANIEL L & CHARMARINE	9	4	103.58 69-00720	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
GAMS, CARL L & KATHY	9	5	103.58 69-00730	\$ 1,084.70	75.00%	\$	813.52	\$ 7.85
ADAMS, DEAN R & KENY J	10	1	95.6 69-00790	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
JOHNSON, DANIEL R	10	2	95.6 69-00800	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
ROSIER, DEAN C & CATHY	10	3	95.6 69-00810	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
GIORGI, STEVE A	10	4	95.6 69-00820	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
PETERSON, MARK D	10	5	95.6 69-00830	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
AUTIO, ANDREW G	10	6	95.6 69-00840	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
MARCELLA, STEVEN M & KATHLEEN	10	7	95.6 69-00850	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
PAWLKOWSKI, CATHERINE MARY	10	8	95.6 69-00860	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
PAWLKOWSKI, CATHERINE MARY	10	9	95.6 69-00870	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
MORRISETTE, STEVEN M	10	10	95.6 69-00880	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
MORRISETTE, STEVEN	10	11	95.6 69-00890	\$ 1,001.13	75.00%	\$	750.85	\$ 7.85
ROSKOSKI, EDMUND C & NANCY	10	12	47.8 69-00900	\$ 500.56	75.00%	\$	375.42	\$ 7.85
ZUBERT, BRIAN M	4	3	150.39 69-00930	\$ 1,574.89	75.00%	\$	1,181.17	\$ 7.85
ZUBERT, BRIAN M	5	5	151.12 69-00930	\$ 1,582.54	75.00%	\$	1,186.90	\$ 7.85



ZUBERT, BRIAN M	4	6	65.32	69-00930	\$	684.03	75.00%	\$	513.03	\$	7.85
ZUBERT, BRIAN M	Outlot	A	116	69-00930	\$	1,214.76	50.00%	\$	607.38	\$	5.24
ZUBERT, BRIAN M	Outlot	A	194.035	69-00935	\$	2,031.94	50.00%	\$	1,015.97	\$	5.24
ZUBERT, BRIAN M	Outlot	B	43.005	69-00935	\$	450.35	75.00%	\$	337.76	\$	7.85
ZUBERT, BRIAN M	4	6	106.335	69-00940	\$	1,113.55	75.00%	\$	835.16	\$	7.85
ZUBERT, BRIAN M	Outlot	B	118.32	69-00940	\$	1,239.05	50.00%	\$	619.53	\$	5.24
EDMAN, RUSSELL A	Outlot	C	120.43	69-00950	\$	1,261.15	75.00%	\$	945.86	\$	7.85
EDMAN, RUSSELL A	Outlot	C	74.635	69-00950	\$	781.58	50.00%	\$	390.79	\$	5.24
KEATING, JOHN R	Outlot	D	283.53	69-00960	\$	2,969.14	75.00%	\$	2,226.86	\$	7.85
PETERSON, MARK R	1	10	72.445	13-00100	\$	758.65	50.00%	\$	379.32	\$	5.24
RINELL, BLAINE M	1	20	72.445	13-00225	\$	758.65	50.00%	\$	379.32	\$	5.24
EASTY, MICHAEL J	2	10	72.445	13-00360	\$	758.65	50.00%	\$	379.32	\$	5.24
L'VALIER, KENNETH H	2	11	125.36	13-00375	\$	1,312.78	75.00%	\$	984.58	\$	7.85
FISCHER, PAUL A & VIRGINIA ANN	2	12	125.36	13-00380	\$	1,312.78	75.00%	\$	984.58	\$	7.85
DIBLEY, JOHN	2	13	62.68	13-00400	\$	656.39	75.00%	\$	492.29	\$	7.85
DIBLEY, JOHN	2	13	12.68	13-00410	\$	132.79	75.00%	\$	99.59	\$	7.85
DIBLEY, JOHN	2	13	50	13-00415	\$	523.60	75.00%	\$	392.70	\$	7.85
DIBLEY, JOHN	2	14	112.9	13-00420	\$	1,182.29	75.00%	\$	886.72	\$	7.85
SKUR, NORMAN	2	14	12.5	13-00425	\$	130.90	75.00%	\$	98.18	\$	7.85
SKUR, NORMAN	2	15	62.68	13-00425	\$	656.39	75.00%	\$	492.29	\$	7.85
BRENTON, PATRICIA A	2	15	62.68	13-00440	\$	656.39	75.00%	\$	492.29	\$	7.85
KORPELA, TODD M	2	16	62.68	13-00450	\$	656.39	75.00%	\$	492.29	\$	7.85
MAKI, JAMES W JR	2	16	62.68	13-00455	\$	656.39	75.00%	\$	492.29	\$	7.85
SAAARI, DOUGLAS J	2	17	89.96	13-00460	\$	942.07	75.00%	\$	706.55	\$	7.85
ANGELONI, DAVID A	2	17	35.4	13-00465	\$	370.71	75.00%	\$	278.03	\$	7.85
ANGELONI, DAVID A	2	18	56.17	13-00470	\$	588.22	75.00%	\$	441.16	\$	7.85
ERICKSON, HARRIET	2	18	69.14	13-00475	\$	724.04	75.00%	\$	543.03	\$	7.85
ERICKSON, HARRIET	2	19	20.77	13-00480	\$	217.50	75.00%	\$	163.13	\$	7.85
CARLSON, GREGORY	2	19	104.59	13-00485	\$	1,095.27	75.00%	\$	821.45	\$	7.85
CARLSON, GREGORY	2	20	20.36	13-00485	\$	213.21	75.00%	\$	159.91	\$	7.85
LASSILA, JAMES G	2	20	105	13-00490	\$	1,099.57	75.00%	\$	824.67	\$	7.85
LASSILA, JAMES G	2	20	72.445	13-00490	\$	758.65	50.00%	\$	379.32	\$	5.24
NORDEEN, ROY E	1	10	72.44	14-00100	\$	758.60	50.00%	\$	379.30	\$	5.24
BERGQUIST, DAVID	1	20	72.44	14-00235	\$	758.60	50.00%	\$	379.30	\$	5.24
PETERSON, MARK R & BARBARA J	2	10	72.445	14-00360	\$	758.65	50.00%	\$	379.32	\$	5.24
MARCONETT, LEE H	2	20	72.445	14-00480	\$	758.65	50.00%	\$	379.32	\$	5.24
SKY INTERNATIONAL	13	NE/NE	400	71-01182	\$	4,188.82	75.00%	\$	3,141.62	\$	7.85
SKY INTERNATIONAL	13	NE/NE	920.23	71-01185	\$	9,636.70	75.00%	\$	7,227.52	\$	7.85
TOTALS			12915.52		\$	135,252.00		\$	97,879.24		72.37%

**COUNCIL LETTER 110303-IVA1**

**MAYOR SKALKO**

**JOIN MAOSC FOR 2003-04**

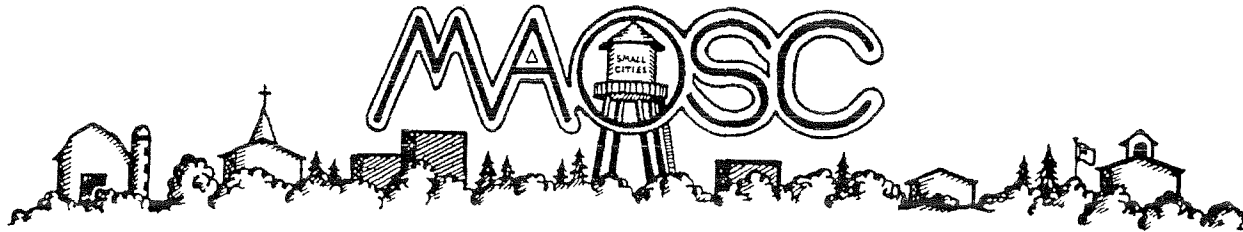
DATE: October 31, 2003

FROM: Gary Skalko  
Mayor

Craig J. Wainio  
City Administrator

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Background Information: Enclosed.



*Minnesota Association of Small Cities*  
Katherine Fenrich, Associate Director  
25770 CSAH #1  
Litchfield, MN 55355

320-693-1283 (phone)  
320-693-1284 (fax)  
[maosc@mchsi.com](mailto:maosc@mchsi.com)  
[www.maosc.org](http://www.maosc.org)

October 10, 2003

Dear Mayor Skalko:

As a proud sponsor of the *Minnesota Mayors Association*, I was able to visit with several Mayor's from across the State at their Annual Conference in Duluth last week. In those conversations, it became clear that there is great concern among those of us from small cities that we could bear the brunt of the "legislative axe" during the upcoming legislative session.

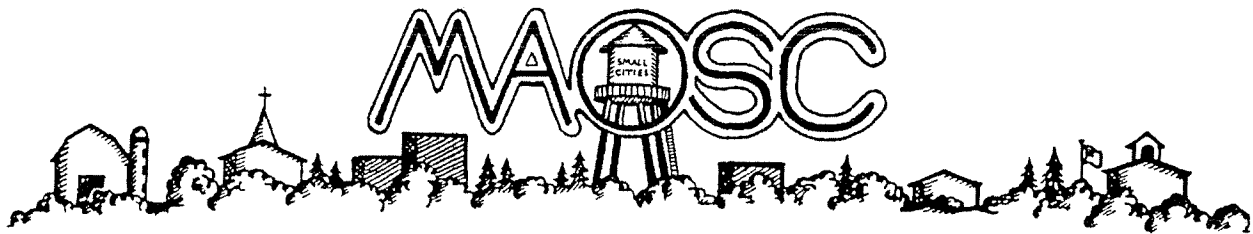
Our *Association* works on a number of issues that affect cities with populations under 5,000 , but our primary concerns are property taxes and local government aids, wastewater infrastructure funding, land use and annexation issues, and environmental concerns.

The majority of small cities don't have elected or appointed officials with either the time or the expense account to lobby on their own. However, **MAOSC will be working diligently on behalf of small cities throughout the next session, but we can only remain effective by maintaining a strong membership base.** Numbers count, and legislators are always interested in knowing which of their cities are members of our *Association*. We need your help and support, and hope you will provide it by joining MAOSC in 2003 – 2004.

I hope we can welcome you as either a new or a returning member of the *Minnesota Association of Small Cities*. Our staff welcomes any question you may have about legislative issues or the benefits of becoming a member of MAOSC. You can contact either Executive Director Nancy Larson at 320-275-3130, or myself at 320-693-1283, or email [maosc@mchsi.com](mailto:maosc@mchsi.com).

Sincerely,

Katherine Fenrich, Associate Director  
Minnesota Association of Small Cities



**MINNESOTA ASSOCIATION OF SMALL CITIES**

**2003 – 2004 MEMBERSHIP DUES**

The *Minnesota Association of Small Cities* looks forward to working with and for your city during 2003 and 2004. The following is information relating to the dues structure of MAOSC. If you have any questions about this information, please contact Katherine Fenrich, Associate Director, at 320-693-1283. Thank you in advance for your membership.

**Dues Structure**

<u>Population</u>	<u>Base</u>	<u>Per Capita</u>
0-1000	\$ 115.00	\$ 0.30
1001-2000	\$ 145.00	\$ 0.30
2001-5000	\$ 195.00	\$ 0.30

**2003 – 2004 Annual Dues Statement**

City of Mountain Iron

Membership base		\$195.00
Population of 2971	multiplied by 0.30 per capita	\$891.30
Total Dues		\$1,086.30

\_\_\_\_\_  
City Clerk/Administrator Signature

Dues may be remitted to:

**Minnesota Association of Small Cities**  
**25770 CSAH #1**  
**Litchfield, MN 55355**  
**Phone: 320-693-1283 Fax: 320-693-1284**  
**maosc@mchsi.com**

Payment from public funds authorized by Minnesota Statutes governing city operation and functions

**COUNCIL LETTER 110303-IVA2**

**MAYOR SKALKO**

**MINING EFFECTS MONIES**

DATE: October 31, 2003

FROM: Gary Skalko  
Mayor

Craig J. Wainio  
City Administrator

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Background Information: Enclosed.



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

TO: Honorable Mayor Skalko  
FROM: Craig J. Wainio, City Administrator  
DATE: October 23, 2003  
SUBJECT: Mining Effects Information

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Enclosed for your review, please find the mining effects expenditure reports for the last three years. Also enclosed is a copy of the relevant statute. State statute defines the word municipality in a great number of ways including Cities, Counties and various other authorities.

As is evident by the reports the City has spread the mining effects funding to various entities. Beside the submitting of the reports to the IRRRB there is no oversight of the program and no penalties established. As long as we are working with some other government agency and/or authority everything is satisfactory. Mr. Dick Walsh of the IRRRB is in charge of the reports filed and is responsible for the program; he was contacted on this matter on October 23<sup>rd</sup>.

Craig J. Wainio

From: Craig J. Wainio [cityadm@mtniron.com]  
Sent: Monday, August 18, 2003 6:22 PM  
To: 'Gary Skalko (gwsalko@hotmail.com)'  
Subject: 2003 Mining Effects Budget

Mr. Mayor:

I could not find the original that I had sent you. Here is a summary of the Mining Effects intergovernmental information you requested:

2003 Budget:

\$50,000 Mining Effects that needs to be used for intergovernmental cooperation

\$21,504 budgeted for the Quad Cities Joint Recreational Authority

\$25,102 budgeted for the Quad Cities Economic Development Authority

\$5,000 budgeted for the Virginia/Mountain Iron/Gilbert/Eveleth Chamber of Commerce

\$3,000 budgeted for the VRMC Foundation

\$54,606 Total Budgeted

Craig J. Wainio  
City Administrator

2004 Budget Possibilities:

- Assessor St. Louis County: \$ 27,000
- Quad City Joint Rec. Authority: \$ 7560
- VRMC Foundation: \$ 3000
- Misc. (Mesabi Bike Trail, etc.): \$ 12,440

Total Budgeted: \$ 50,000

Copy



Monday August 25, 2003

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

Dear Craig,

This is our annual request of funding from The Range Recreation Civic Center and the Quad Cities Joint Powers Board to the City of Mt Iron. Your share of the yearly operating expenses of the Range Recreation Civic Center is broken down below. We reduced our budget by 10 % for 2004. We are asking \$45,000.00 for 2004 to be divided between the Quad Cities.

Divided per capita, your amount due for 2004 is: \$7,560.00

	<u>%Population</u>	<u>Total</u>
Virginia	51.3%	\$23,085.00
Eveleth	21.6%	\$ 9,720.00
Mt. Iron	16.8%	\$ 7,560.00
Gilbert	10.3%	\$ 4,635.00

We understand that you are in the process of the 2004 budgets and need this information. Thank you in advance for your continued support.

Sincerely,

Peggy Giese  
Joint Powers Board Secretary



## MEMORANDUM

**To:** CGMC Members  
**From:** Tim Flaherty  
**Date:** September 23, 2003  
**Re:** Attorney General Opinion

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Attached is a partial copy of the State Auditor's 2002 report on the investigation of Brooklyn Park's financial affairs. Cited in the report is an Attorney General's opinion regarding the financial relationship of cities with their local chambers of commerce. One of our cities asked me to share the report with other members of the Coalition of Greater Minnesota Cities.

On June 27, 1997, Assistant Attorney General Kenneth E. Raschke, Jr. informed the City of Staples that it was inappropriate for the city to be a member of the Staples Chamber of Commerce. According to the State Auditor's report, Raschke held that cities "are authorized to appropriate funds to provide city membership in county, regional, state and national associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal government operations. However, the Attorney General has determined that a city is not authorized to be a member or pay membership dues of a local chamber of commerce." The State Auditor urged the City of Brooklyn Park to stop spending public funds for dues in the local chamber of commerce.

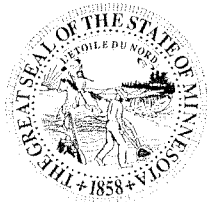
The opinion gives weight to my contention that cities should not be contributing - even indirectly - to an organization that is working to undercut the economic vitality of businesses and cities in rural areas of the state. Clearly, that is the agenda of the Minnesota Chamber of Commerce. Local chambers support that agenda by making financial contributions to the state chamber.

Attachment

CITY OF MOUNTAIN IRON FEE SCHEDULE

FEE NAME	2003 AMOUNT	2004 PROPOSED	COMMENTS	CHAPTER
Off-Sale Non-Intox.Liquor	\$ 5.00	\$ 5.00		11
On-Sale Non-Intox.Liquor	\$ 25.00	\$ 25.00		11
2am	\$ -	\$ 50.00		11
Off-Sale Liquor	\$ 75.00	\$ 75.00		11
Club On-Sale Liquor	\$ 75.00	\$ 75.00		11
Sunday Liquor	\$ 200.00	\$ 200.00		11
On-Sale Liquor	\$ 600.00	\$ 600.00		11
Tobacco License	\$ 100.00	\$ 100.00		12
Peddler	\$ -	\$ 25.00		13
1-5 Vendor Permit	\$ 50.00	\$ 50.00		13
6-1 year vendor permit	\$ 200.00	\$ 200.00		13
Street Cut Permit	\$ -	\$ 25.00		14
Massage Parlor	\$ -	\$ 25.00		16
Special Events Permit	\$ 25.00	\$ 25.00		18
Zoning Permit	\$ 5.00	\$ 5.00		22
Sign Permit	\$5-\$30	\$ 30.00		22
Ext Exc/Fill or Borrow Pit	Up to \$200	\$ 50.00	plus consulting	22
Cert. Of Occupancy	Up to \$200	\$ 50.00	plus consulting	22
Conditional Use Permit	\$ 150.00	\$ 150.00		22
Variance	\$ 150.00	\$ 150.00		22
Rezoning	\$ 150.00	\$ 150.00		22
Planned Unit Development	Up to \$200	\$ 150.00	plus consulting	22
Floodplain Permit	\$ -	\$ 25.00		23
Platting	\$ 150.00	\$ 150.00	plus consulting	24
Street Vacation	\$ -	\$ 150.00		26
ISTS Permit	\$ 275.00	\$ 275.00		37
Dog License	\$ 5.00	\$ 5.00	spayed/nuetered	56
Dog License	\$ 10.00	\$ 10.00		56
Copies	varies	\$ 0.25	per side	Policy
Fax	varies	\$ 1.00	per sheet	Policy
911 Maps	\$ 3.00	\$ 5.00		Policy
Certified copies	\$ 5.00	\$ 5.00		Policy
Meeting Tapes	actual	\$ 10.00		Policy
Assessment Search	\$ 10.00	\$ 10.00		Policy
Zoning Book	\$ 10.00	\$ 10.00		Policy
Camping	\$ 12.00	\$ 12.00	per night	Policy
Youth Sports	\$ 15.00	\$ 15.00		Policy

Returned Checks	\$	15.00	\$	20.00		Policy
Babe Ruth Baseball	\$	25.00	\$	25.00		Policy
Camping	\$	50.00	\$	50.00	per week	Policy
Legion Baseball	\$	75.00	\$	75.00		Policy
Water Tap Fees	\$	125.00	\$	125.00		
Water Meter Test	\$	20.00	\$	50.00		
Water Turn On	\$	25.00	\$	25.00	work hours	
Water Turn On	\$	50.00	\$	100.00	after hours	
Sewer Tap In	\$	50.00	\$	50.00		
Electric Turn On	\$	25.00	\$	25.00	work hours	
Electric Turn On	\$	50.00	\$	100.00	after hours	
Electric Meter Testing	\$	25.00	\$	50.00		
Electrical Affidavit	\$	1.00	\$	1.00		
Trencher w/ operator WB	\$	50.00	\$	75.00	per hour	
Trencher w/ operator	\$	75.00	\$	100.00	per hour	
Bucket Truck w/ operator	\$	75.00	\$	100.00	per hour	
Auger Truck w/ operator	\$	75.00	\$	100.00	per hour	
Dump Truck w/operator	\$	75.00	\$	100.00	per hour	
Backhoe w/ operator	\$	75.00	\$	100.00	per hour	
Grader w/ operator	\$	100.00	\$	125.00	per hour	
Sweeper w/operator	\$	75.00	\$	100.00	per hour	
Loader w/ operator	\$	75.00	\$	100.00	per hour	
Bobcat w/ operator	\$	50.00	\$	75.00	per hour	
Roller w/ operator	\$	50.00	\$	75.00	per hour	
Tractor/mower w/ operator	\$	50.00	\$	100.00	per hour	
Air Compressor	\$	35.00	\$	75.00	per hour	
Jack Hammer	\$	30.00	\$	75.00	per day	
Plate Compactor	\$	60.00	\$	100.00	per day	



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar St. - Suite 133  
 St. Paul, MN 55101-5133



(651) 215-6209 TTY (651) 282-6555

## APPLICATION AND PERMIT FOR A TEMPORARY ON-SALE LIQUOR LICENSE

### TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>VRMC Foundation</i>	DATE ORGANIZED <i>1990</i>	TAX EXEMPT NUMBER <i>41-1748809</i>	
STREET ADDRESS <i>901 North 9th Street</i>	CITY <i>Virginia</i>	STATE <i>MN</i>	ZIP CODE <i>55792</i>
NAME OF PERSON MAKING APPLICATION <i>Kathleen Murray</i>	BUSINESS PHONE <i>(218) 749-9481</i>	HOME PHONE <i>(218) 741-3911</i>	
DATES LIQUOR WILL BE SOLD <i>11/19/03 &amp; 11/22/03</i>	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input checked="" type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Linda Myklebust</i>	ADDRESS <i>2110 So 12th Ave. W., Virginia MN 55792</i>		
ORGANIZATION OFFICER'S NAME <i>Ann Berglund</i>	ADDRESS <i>7322 W. Donnywood, Britt MN 55710</i>		
ORGANIZATION OFFICER'S NAME <i>Chris Springhetti</i>	ADDRESS <i>218 Montast. So., Virginia MN 55792</i>		

Location where license will be used. If an outdoor area, describe:

*Mt. Iron Community Center, Mt. Iron, MN  
 8586 Enterprise Dr.*

Will the applicant contract for intoxicating liquor services? If so, give the name and address of the liquor licensee providing the service.

*Adventures Restaurant 218-747-7151  
 5475 Mt. Iron Dr.  
 Virginia MN 55792*

Will the applicant carry liquor liability insurance? If so, the carrier's name and amount of coverage.

(NOTE: Insurance is not mandatory.)

### APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY \_\_\_\_\_  
 CITY FEE AMOUNT \_\_\_\_\_  
 DATE FEE PAID \_\_\_\_\_

DATE APPROVED \_\_\_\_\_  
 LICENSE DATES \_\_\_\_\_

SIGNATURE CITY CLERK OR COUNTY OFFICIAL \_\_\_\_\_

APPROVED Alcohol & Gambling Enforcement Director \_\_\_\_\_

Note: Do not separate these two parts, send both parts to the address above and the original signed by this division will be returned as the license. Submit to the City or County at least 30 days before the event.

**COUNCIL LETTER 110303-VA**

**COUNCILOR ROSKOSKI**

**ANGLE PARKING**

DATE: October 31, 2003

FROM: Ed Roskoski  
City Councilor

Craig J. Wainio  
City Administrator

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Follow-up: The completion deadline should be changed for the Mountain Avenue angle parking.

**COUNCIL LETTER 110303-VB**

**COUNCILOR ROSKOSKI**

**PAYMENT/SUGGESTION BOX LABELS**

DATE: October 31, 2003

FROM: Ed Roskoski  
City Councilor

Craig J. Wainio  
City Administrator

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Follow-up: A deadline should be put on the payment/suggestion box label project.

**COUNCIL LETTER 110303-VC**

**ADMINISTRATION**

**UNITY ADDITION LOT SUBDIVISION**

**DATE:** October 31, 2003  
**FROM:** Craig J. Wainio  
City Administrator

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Based upon the information previously sent to the City Council, the Council should either take no action and let the previous position of no subdivision stand or reverse the previous decision.

**COUNCIL LETTER 110303-VIB**

**ADMINISTRATION**

**RESOLUTION NUMBER 37-03**

**DATE:** October 29, 2003

**FROM:** Craig J. Wainio  
City Administrator

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This Resolution authorizes Staff to submit an application for a public library accessibility grant. Staff was directed to prepare an application for this program by the City Council meeting. As part of the application process a Resolution by the City Council is required. The grant is being submitted for a total of \$159,776. Of which the City is proposing to pay \$79,888 with the State matching the same amount.

It is recommended that the City Council adopt Resolution Number 37-03 Authorizing the Application for funding under the public library accessibility grant program.





# 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 37-03

### AUTHORIZING APPLICATION

**WHEREAS**, the Mountain Iron Public Library building and public library services should be accessible to all residents; and,

**WHEREAS**, the City of Mountain Iron has title to the site and building where the Mountain Iron Public Library is located or will be located; and,

**WHEREAS**, the City of Mountain Iron has determined that various modifications are necessary within the Mountain Iron Public Library building to meet current Americans with Disabilities Act and Minnesota State Building Code Accessibility Standards; and,

**WHEREAS**, the City of Mountain Iron has determined that such modifications will cost approximately \$587,224; and,

**WHEREAS**, the City of Mountain Iron has determined that it will need a matching grant from the Department of Children, Families & Learning to pay for such modifications; and,

**WHEREAS**, the City of Mountain Iron shall provide matching funds for expenditures relating to the public library accessibility project in an amount equal to the amount of the grant from non-state sources and that such match shall be dollar-for-dollar and not matched by in-kind contributions; and,

**WHEREAS**, the source of the matching funds will be the General Fund; and,

**WHEREAS**, the City of Mountain Iron understands and agrees to adhere to the list of assurances as stated in the grant application.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA**, that it authorizes the City Administrator to submit a grant application totaling \$79,888 to make accessibility related modifications at the Mountain Iron Public Library building; and,

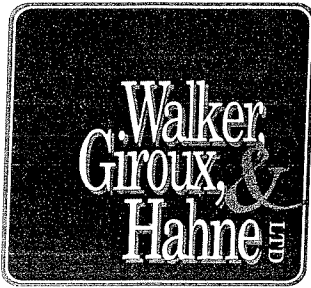
**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA**, that the City Administrator and the Mayor are authorized to sign and submit all applicable contracts, documents and agreements associated with the application or grant agreement on behalf of the City of Mountain Iron.

**DULY ADOPTED BY THE CITY COUNCIL THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2003.**

ATTEST:

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

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



CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

P.O. Box 960 • 225 1st Street North, Suite 2400 • Virginia, Minnesota 55792  
218-749-4880 • FAX 218-749-8528

October 15, 2003

City of Mountain Iron  
8586 Enterprise Dr. So.  
Mountain Iron, Minnesota 55768-8260

We are pleased to confirm our understanding of the services we are to provide City of Mountain Iron, Minnesota, for the year ended December 31, 2003. We will audit the financial statements of City of Mountain Iron, Minnesota, as of and for the year ended December 31, 2003. We understand that the financial statements will be presented in accordance with the financial reporting model in effect prior to that described in GASB Statement No. 34. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

1. Combining and individual fund financial statements.
2. Schedule of sources and uses of public funds for tax increment financing districts.

**Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and will include tests of the accounting records of City of Mountain Iron, Minnesota, and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified (with the exception of fixed assets in the proprietary fund and general fixed asset account group) we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide reports (that do not include opinions) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

**Management Responsibilities**

Management is responsible for establishing and maintaining internal control and for compliance with laws, regulations, contracts and agreements. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of

the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements, aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with

selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that City of Mountain Iron, Minnesota complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Mountain Iron, Minnesota's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Audit Procedures – Internal Controls**

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on City of Mountain Iron, Minnesota's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. (Tests of controls are required only if control risk is assessed below the maximum level.) Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control and, accordingly, no opinion will be expressed.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

#### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the City of Mt. Iron, Minnesota's general ledger into a working trial balance. Also as part of the audit we will prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment

City of Mountain Iron, Minnesota  
October 15, 2003  
Page 4

on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

The workpapers for this engagement are the property of Walker, Giroux and Hahne, Ltd. and constitute confidential information. However, we may be requested to make certain workpapers available to governmental agencies pursuant to authority given to them by law or regulation. If requested, access to such workpapers will be provided under the supervision of Walker, Giroux and Hahne, Ltd. personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the governmental agencies. The governmental agencies may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

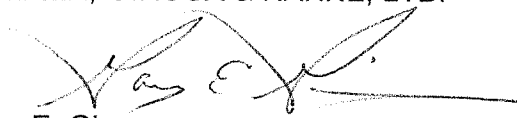
Our fee for these services will be at our standard hourly rates, plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) not to exceed \$10,300.00 for Governmental Funds and Account Groups, and \$5,200.00 for the Enterprise Funds. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent quality control review report. Our 2000 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Mountain Iron, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original of this letter and return it to us. A copy is enclosed for your records.

Very truly yours,

WALKER, GIROUX & HAHNE, LTD.



Gary E. Giroux  
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of City of Mountain Iron, Minnesota.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Jelinek Metz McDonald, Ltd.

A Certified Public Accounting Firm

33 Tenth Avenue South Suite 200

PO Box 507

Hopkins, Minnesota 55343-0507

(952)935-6868 FAX (952)935-7940

e-mail: [jmm@jmm-cpa.com](mailto:jmm@jmm-cpa.com)



John G. Jelinek, CPA  
William Metz, CPA  
Douglas M. McDonald, CPA  
Darlan J. Klein, CPA  
Patty Maus, CPA  
Kenneth F. Downer, CPA

October 11, 2000

To the Shareholders  
Walker, Giroux & Hahne, Ltd.  
Virginia, MN

We have reviewed the system of quality control for the accounting and auditing practice of Walker, Giroux & Hahne, Ltd. (the Firm) in effect for the year ended June 30, 2000. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of complying with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The design of the system and compliance with it are the responsibility of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with the system based on our review.

Our review was conducted in conformity with standards established by the Peer Review Board of the AICPA. In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Because our review was based on selective tests, it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it.

Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies and procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Walker, Giroux & Hahne, Ltd. in effect for the year ended June 30, 2000, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of complying with professional standards.

*Jelinek Metz McDonald, Ltd.*

**COUNCIL LETTER 110303-VIE**  
**COUNCILOR ROSKOSKI**  
**BRUSH PILE BY CITY GARAGE**

DATE: October 31, 2003

FROM: Ed Roskoski  
City Councilor

Craig J. Wainio  
City Administrator

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Follow-up: Because of numerous complaints about unsightliness and extra hauling time, a new plan/procedure should be looked at.

**COUNCIL LETTER 110303-VF**

**ADMINISTRATION**

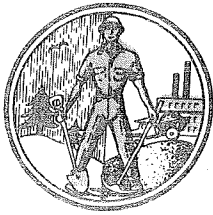
**ANDERSON CUP**

DATE: October 31, 2003  
FROM: Craig J. Wainio  
City Administrator

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As requested by the City Council, this item is being placed upon the agenda. The information concerning this item was previously submitted to the City Council.





# 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 36-03

### ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the improvement of those streets identified in Exhibit A by overlayment or reconstruction.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January 2004, and shall bear interest at the rate of eight percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2003. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this Resolution; and he may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

DULY ADOPTED BY THE CITY COUNCIL THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2003.

ATTEST:

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

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

**EXHIBIT A**

Jasmine Street from County Road 7 to Aster Avenue  
Gardenia Street from County Road 7 to Bluebell Avenue  
Aster Avenue from Unity Drive to Jasmine Street  
Daisy Avenue from Marigold Street to Gardenia Street  
Bluebell Avenue from Jasmine Street to Gardenia Street  
Carnation Avenue from Jasmine Street to Gardenia Street  
Marigold Street from County Road 7 to Bluebell Avenue  
Daffodil Avenue from Marigold Street to Gardenia Street  
Unity Drive from Enterprise Drive South to Mud Lake Road  
Unity Drive from County Road 7 to Enterprise Drive South

**COUNCIL LETTER 110303-VIC**

**CITY ORDINANCE**

**ORDINANCE NUMBER 03-03**

**DATE:** October 29, 2003  
**FROM:** Larry Nanti  
Director of Parks & Recreation  
  
Craig J. Wainio  
City Administrator

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This ordinance is for establishing a procedure for enforcing Administrative offenses.

The intent of this ordinance is to streamline the procedures needed for the enforcement of blight, nuisance, land use, tobacco, and garbage offenses. All offenses will be handled by the Administrative Review Procedure. The City Council should determine a fine for offences under this ordinance, examples are included.

The appointed Committee has met and reviewed the ordinance and it is their recommendation that this be adopted. A copy is enclosed.



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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8586 ENTERPRISE DRIVE SOUTH ■ MOUNTAIN IRON, MN ■ 55768-8260

## ORDINANCE NUMBER 03-03

### ESTABLISHING A PROCEDURE FOR ENFORCING ADMINISTRATIVE OFFENSES

THE CITY OF MOUNTAIN IRON HEREBY ORDAINS:

#### SECTION 1. PROCEDURES FOR ENFORCING ADMINISTRATIVE OFFENSES.

- Subd. 1. Purpose. Administrative offense procedures established pursuant to this Section are intended to provide the public and the City of Mountain Iron with an informal, cost effective, and expeditious alternative to traditional criminal charges for violations of certain City Code provisions. The procedures are intended to be voluntary on the part of those who have been charged with administrative offenses. At any time prior to the payment of the administrative penalty as is provided for hereafter, the individual may withdraw from participation in the procedures, in which event the City may bring criminal charges in accordance with law. Likewise, the City of Mountain Iron at its discretion may choose not to initiate an administrative offense and may bring criminal charges in the first instance. In the event a party participates in the administrative offense procedures but does not pay the monetary penalty, which may be imposed, the City of Mountain Iron will seek to collect the costs of the administrative offense procedure as part of a subsequent criminal sentence in the event the party is charged and is adjudicated guilty of the criminal violation.
- Subd. 2. Administrative Offense Defined. An administrative offense is a violation of a provision of the portions of the City Code presented in Exhibit "A" and is subject to the administrative penalties set forth in the schedule of offenses and penalties as set forth in Subdivision 9 of this Section.
- Subd. 3. Any officer of the Mountain Iron Sheriff's Department or authorized City employee shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of the violation, the name of the official issuing the notice, and the amount of the scheduled penalty.
- Subd. 4. Payment. Once such notice is given, the alleged violator may, within seven (7) days of the time of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The payment shall be deemed to be an admission of the violation.
- Subd. 5. Hearing. Any person contesting an administrative offense pursuant to this Section may, within seven (7) days of the time of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty within seven (7) days.

Subd. 6. Hearing Officer. A City of Mountain Iron employee or employees designated in writing by the Mayor and approved by the Mountain Iron City Council shall be designated individually or collectively as hearing officer. The hearing officer shall serve until such point the Mayor and City Council appoint a new hearing officer. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses provided for in this Section.

Subd. 7. Failure to Pay. In the event a party charged with an administrative offense fails to pay the penalty, a misdemeanor or petty misdemeanor charge may be brought against the alleged violator in accordance with applicable statutes. If a penalty is paid and an individual is found not to have committed the administrative offense by the hearing officer, no such charge may be brought by the City of Mountain Iron for the same violation.

Subd. 8. Disposition of Penalties. All penalties collected pursuant to this section shall be paid to the City of Mountain Iron and deposited in the City's General Fund.

Subd. 9. Offenses and Penalties. Offenses which may be charged as administrative offenses and penalties for such offenses may be established by Resolution of the City Council from time to time. Copies of such Resolution shall be maintained in the office of the City Administrator.

Subd. 10. Subsequent Offenses. In the event a party is charged with a subsequent administrative offense within a twelve (12) month period of paying an administrative penalty for the same or substantially similar offense, the subsequent administrative penalty shall be increased by twenty-five percent (25%) above the initial administrative penalty, except as otherwise provided by Resolution.

**SECTION 3. INCONSISTENT ORDINANCES.** Any inconsistent Ordinance or parts thereof are hereby repealed and replaced with the provision of this Ordinance.

**SECTION 4. REPEAL.** Chapter 5, Administrative Hearings Board, of the Mountain Iron City Code is hereby repealed in its entirety and replaced with the provisions of this Ordinance.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall become effective according to State Statute.

**DULY ADOPTED BY THE CITY COUNCIL THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2003.**

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

ATTEST:

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

EXHIBIT "A"

City of Mountain Iron Administrative Offenses

Tobacco Violations	City Code, Chapter 12
Nuisance Violations	City Code, Chapter 28
Nuisance Violations	City Code, Chapter 52
Land Use Violations	City Code, Chapter 22
Garbage Violations	City Code, Chapter 57



## League of Minnesota Cities

145 University Avenue West, St. Paul, MN 55103-2044

(651) 281-1200 • (800) 925-1122

Fax: (651) 281-1299 • TDD: (651) 281-1290

www.lmnc.org

Date: September 17, 2003  
To: File  
Re: Administrative Penalties

Attached are example documents from Lake Park, Cottage Grove (statutory cities), and Minnetonka (charter city) setting up structures for administrative penalties. All three systems are voluntary, in that the alleged violator may choose not to participate in the administrative penalty process – but then the city could choose to bring criminal charges. The system imposed by Minnetonka is unique, in that once you've elected to participate in the system, failure to pay an administrative penalty become a crime, a personal obligation of the violator, and may be a lien on property in certain circumstances.

Cities may be interested in an administrative penalties approach to code administration if they have limited resources for prosecuting violations, and/or they wish to provide a local process that may move more quickly than prosecution and that may remove some burden from the busy courts.

Administrative penalties for tobacco sale violations and liquor law violations are expressly allowed by statute (M.S. 461.12 and 340A.415).

There is arguably no express statutory authorization for cities to impose other types of administrative penalties. However, it can be persuasively argued that the power to adopt ordinances and "prescribe penalties therefor" (See; M.S. 412.231) implies the power to enforce them in the manner that the council sees fit. In addition, the "all powers" clause found in most city charters perhaps give charter cities an argument that they have the authority to impose administrative penalties.

A city should also consider some additional limitations. First, any administrative penalty provisions that are mandatory should include a due process procedure. Second, state statute could be construed to pre-empt a city's right to impose administrative penalties for moving violations of the traffic code. See M.S. 169.022 and 609.095(a). However, administrative penalties might be used for violations of local ordinances, including local traffic ordinances passed under the authority of M.S. 169.04 (parking, traffic control signals, etc.).

In spite of the fact that there are example documents available, statutory cities considering administrative penalties in areas other than tobacco and liquor violations should be aware there is a debate on whether they have authority to implement them, and should consult with their city attorney before taking any action. Likewise, charter cities should consult their charter and their city attorney before taking any action.

**Craig J. Wainio**

---

**From:** Mona [cityofev@meltel.com]  
**Sent:** Wednesday, October 22, 2003 8:16 AM  
**To:** Clerk Administrators  
**Subject:** Re: [clerk-admins] Blight Fine Schedule

City of Eden Valley Administrative Offense fine for violation of Nuisance ordinance is \$50 penalty and \$15 admin fee, for a total of \$65. We didn't list specific nuisances, but just referenced our Nuisance Ordinance on the resolution setting the penalties.

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

**From:** Craig J. Wainio  
**To:** Clerk Administrators  
**Sent:** Tuesday, October 21, 2003 10:03 AM  
**Subject:** [clerk-admins] Blight Fine Schedule

The City of Mountain Iron is looking to implement administrative fines for its blight/nuisance ordinances. We would like to know if anybody has a fine schedule to use with this enforcement?

Craig J. Wainio  
City Administrator

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This email has been scanned for all viruses by the MessageLabs Email Security System. For more information on a proactive email security service working around the clock, around the globe, visit <http://www.messagelabs.com>

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You are currently subscribed to clerk-admins as: cityofev@meltel.com  
To unsubscribe send a blank email to leave-clerk-admins-1808E@listserv.lmnc.org

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This email has been scanned for all viruses by the MessageLabs Email Security System. For more information on a proactive email security service working around the clock, around the globe, visit <http://www.messagelabs.com>

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You are currently subscribed to clerk-admins as: cityadmn@mtniron.com  
To unsubscribe send a blank email to leave-clerk-admins-1808E@listserv.lmnc.org

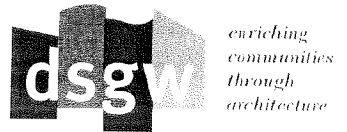
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This email has been scanned for all viruses by the MessageLabs Email



Pick-up truck	\$35.00			RES 02-238
Tires and Batteries				
Car tire	\$2.00			RES 02-238
Truck tire	\$5.00			
Tractor tire	\$10.00			
Car Battery	No charge			
<b>ADMINISTRATIVE OFFENSE PENALTIES</b>	<b>FEE</b>	<b>CITATION</b>	<b>DIRECT REFERENCE</b>	<b>AMENDED BY</b>
Administrative City Licensing Violations	\$25.00 - \$200.00			
Alarm Violations				
No current license	\$50.00	3-7-3-A	No	
Alcohol		3-3-18	No	
Licensee Violations	1st: \$500			
	2nd: \$1,000 in 24-mo. period			
	3rd: \$1,500 in 24-mo. period			
	4th: \$2,000 in 24-mo. period and one-day suspension			
	5th: \$2,000 in 24-month period and five-day suspension			
	6th in 24-mo. period: License revocation			
Consumption by minor - in park	\$75.00	7-3-4-G	No	
in public	\$75.00	3-3-13-C	No	
Possession by minor - in park	\$75.00	3-3-13-A-4	No	
in public	\$75.00	3-3-13-C	No	
Animals		5-4-3	No	
At large	\$40.00	5-4-2	No	
Feces accumulation	\$35.00	5-4-3-c	No	
No current license	\$35.00	5-4-4-A-1	No	
Pick up	\$30.00 - First violation	NA	No	
	\$40.00 - Second violation	NA	No	
	\$60.00 - Third violation	NA	No	
	\$100.00 - Fourth violation	NA	No	
Bicycles, Roller Blades, Skateboards			No	
Improper use	\$25.00	5-1-6-C	No	
Equipment violations	\$20.00	6-5-6	No	
Building/Housing Code Violations	\$100.00	Title 9	No	
Unfenced Swimming Pool	\$50.00	9-11-4-C-1	No	
Fire		4-6-1-A	No	
Illegal burning	\$100.00	4-6-B-1	No	
Recreation fire violation	\$50.00	5-2-1-A	No	
Curfew	\$35.00	5-2-1-C	No	
Environment			No	
Boating/no wake	\$50.00	7-5-4		
Compost pile	\$25.00	4-3-1-B		
Firewood storage	\$35.00	4-1-3-M-1		
Watering ban	\$50.00	8-1-9-B-1		
Excessive Noise/Disturbing the Peace				
Loud parties	\$50.00	5-1-2-B	No	
Boombboxes	\$20.00	5-1-2-C	No	
Noise prohibited	\$25.00	11-6-17	No	
Garbage			No	
Collection violations				
Commercial	\$100.00	4-2-6-H		
Residential	\$50.00	4-2-6-H		
Exterior storage	\$100.00	11-6-2		
Dumping of recyclable	\$50.00	4-2-10-B		
Illegal dumping	\$100.00	4-2-10-B		
Junk and debris	\$100.00	4-2-10-A		
Littering	\$100.00	4-2-10-C		
Tall weeds	\$35.00	4-3-1-B		
Hunting			No	
Illegal land use	\$100.00	5-3-6		
Without permit	\$100.00	5-3-6-B-2		
Loitering	\$25.00	5-1-4		
Parking		6-2-1	No	
Commercial vehicles	\$50.00	11-3-9-D-5		
Fire hydrant	\$25.00	6-1-1		
Fire lane	\$25.00	4-6-5-C		
Handicapped zone	\$200.00	6-2-2-A		
Mailbox	\$15.00	6-2-1-B-2		
Stop sign (30 ft)	\$15.00	6-1-1		
Truck parking	\$25.00	11-3-9-D-5		
Winter parking	\$35.00	6-2-1-A		
Other parking	\$15.00-\$200.00			
Parks			No	
After hours	\$25.00	7-3-3-A		
Animal waste	\$25.00	5-4-3-C		

Damage to turf	\$25.00 - \$200.00	7-3-4-J		
Dumping of grass clippings	\$25.00 - \$100.00	7-4-3-C		
Fence violations	\$100.00	7-3-4-H		
Fire pit	\$100.00	7-3-4-D-1		
Illegal dumping	\$100.00	7-3-4-C		
Play equipment	\$100.00	7-3-3-N		
Retaining walls	\$100.00	7-3-4-H		
Unauthorized gardens	\$100.00	7-3-4-I		
Unauthorized plantings	\$100.00	7-3-4-P		
Unlawful storage	\$100.00	7-3-4-H		
Vehicle storage	\$100.00	7-3-4-H		
Public Nuisance	\$100.00	4-1-2	No	
Dumping in R-O-W	\$100.00	4-2-10-C-2		
Soliciting violation	\$35.00 per person	3-4-2		
Sign Ordinance Violations	\$100.00	9-8-17-A	No	
Tobacco		State Statute		
Sale to minor				
Licensee	\$100.00 - First violation	3-6-10-A	No	
	\$200.00 - Second violation (w/ 24 Mo)	3-6-10-A		
	\$300.00 - Third & subsequent violations (w/ 24 Mo) (license suspension for not less than seven days in addition to fine)	3-6-10-A		
Seller	\$75.00	3-6-10-A		
Underage possession	\$25.00 - First violation	3-6-10-B		
	\$50.00 - Second violation	3-6-40-B		
	\$75.00 - Third violation	3-6-10-B		
	\$100.00 - Fourth violation	3-6-10-B		
Underage use	\$25.00 - First violation	3-6-10-C		
	\$50.00 - Second violation	3-6-10-C		
	\$75.00 - Third violation	3-6-10-C		
	\$100.00 - Fourth violation	3-6-10-C		
Traffic		14, State Statute 169	No	
		6-7-2		
Recreational	\$25.00	see attachment		
Snowmobiles	\$25.00	14		
Motor				
Inoperable vehicles	\$50.00	11-6-2		
Load limit		6-1-1		
Registration	\$35.00	6-1-1		
Seat belts	\$50.00	6-1-1		
Trespassing	\$25.00	16-25		
Zoning Ordinance Violations	\$100.00	Title 11		
All Other Violations	\$25.00 - \$200.00	3-1-2-A	No	
Amusement device violation	\$35.00			
SIGN COSTS - Replacement costs for signs/posts damaged by MV accidents		FEE	CITATION	DIRECT REFERENCE
Stop Sign- 30" Vixual Impact Perception (VIP)	\$45.00 plus labor fee & equipment cost			RES 02-238
Stop Sign- 36" Vixual Impact Perception (VIP)	\$67.50 plus labor fee & equipment cost			RES 02-238
Warning Sign -30" (VIP)	\$48.00 plus labor fee & equipment cost			RES 02-238
Warning Sign -36" (VIP)	\$67.80 plus labor fee & equipment cost			RES 02-238
Street Name Signs -24"(Regular)	\$53.42 plus labor fee & equipment cost			RES 02-238
Street Name Signs -24"(VIP)	\$59.07 plus labor fee & equipment cost			RES 02-238
Street Name Signs -30"(Regular)	\$47.78 plus labor fee & equipment cost			RES 02-238
Street Name Signs -30"(VIP)	\$75.93 plus labor fee & equipment cost			RES 02-238
Street Name Signs -36"(Regular)	\$58.19 plus labor fee & equipment cost			RES 02-238
Street Name Signs -36"(VIP)	\$91.97 plus labor fee & equipment cost			RES 02-238
Street Name Signs -40"(Regular)	\$67.52 plus labor fee & equipment cost			RES 02-238
Street Name Signs -40"(VIP)	\$106.98 plus labor fee & equipment cost			RES 02-238
Galvanized Round Post 10'	\$15.00 plus labor fee & equipment cost			RES 02-238
Galvanized Round Post 12'	\$16.00 plus labor fee & equipment cost			RES 02-238
Cap and tee Brackets	\$4.50 plus labor fee & equipment cost			RES 02-238
Heavy Duty cap bracket	\$12.54 plus labor fee & equipment cost			RES 02-238
Heavy Duty T bracket	\$12.54 plus labor fee & equipment cost			RES 02-238



October 29, 2003

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

RE: RE: RFP I & 2  
Phase II – Interior Renovations  
Mtn. Iron Library  
Mtn. Iron, Minnesota  
DSGW Project # 03058

Dear Craig:

We have reviewed the attached RFP's received on October 27, 2003 and find them to be in order therefore we are recommending that they be approved. Once approved a formal change order will be issued for the project.

If you have any questions, please do not hesitate to contact our office.

Thank you.

Sincerely,

DSGW Architects, Inc.

A handwritten signature in black ink, appearing to read 'Erik C. Wedge', is written over a light gray background.

Erik C. Wedge, Associate AIA

ECW:jp

cc: Mayor Gary Skalko – City of Mtn. Iron  
Karen Louma – City of Mnt. Iron Library



**PROPOSAL REQUEST**

**RFP**

**Project:** Mnt. Iron Library ADA Renovations Phase II Arch. Project #: 03058  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

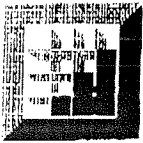
Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER. CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE								
1	<p>Toilet Venting</p> <p><b>DESCRIPTION OF ITEM:</b></p> <p>Provide quotes to perform the following work. Mechanical contractor shall connect two new 2" vents from new lower level toilet rooms to the existing 3" vents (2 thus) located on the upper level for the upper level toilet rooms. Connect to existing vents above the floor of the upper level.</p> <p>PROPOSAL - Oct. 27, 2003                      Sub-bid from mechanical (encl.) \$ 2,392.50                      General contractor costs 100.00  <span style="float:right;">2,492.50</span>                      (10%) Markup 249.50                      Bond 40.00  <span style="float:right;">TOTAL \$ 2,782.00</span></p> <p style="text-align:center;">LENCI ENTERPRISES, INC.  <i>Dale J. Hansen</i>                      Dale J. Hansen</p>	10/21/2003								
	<p><b>ATTACHMENTS:</b></p> <p>N/A</p>	<p><b>REVISIONS:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:20px;">1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </table>	1		2		3		4	
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	<p><b>RFP INITIATED BY:</b></p> <p><input type="checkbox"/> OWNER  <input type="checkbox"/> ARCHITECT  <input checked="" type="checkbox"/> CONTRACTOR</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>C.O. ISSUE DATE</th> <th>STATUS</th> <th>PRICE</th> <th>APPV'D PRICE</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align:center;">1</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Status Key</b></p> <p>1. RFP Issued- DO NOT PROCEED                  2. PROCEED-C.O. to Follow                  3. C.O. ISSUED                  4. Proposal NOT ACCEPTED</p> <p style="text-align:right;"><b>C.O. NO.</b></p> <div style="border: 1px solid black; width: 50px; height: 20px; margin-left: auto;"></div>	C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE		1		
C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE							
	1									

**REQUESTED BY:** Erik C. Wedge  
 Damberg, Scott, Gerzina, Wagner Architects inc.  
 417 2nd St., P.O. Box 1065  
 Virginia, MN 56792  
 (218) 741-7962  
 FAX (218) 741-7967

Post-It® Fax Note	7671	Date	10/27	# of pages	3
To	ERIK	From	DALE HANSEN		
Co./Dept.	DSGW	Co.	LENCI		
Phone #		Phone #			
Fax #		Fax #			



**PROPOSAL REQUEST**

**RFP**

**Project:** Mnt. Iron Library ADA Renovatons Phase II Arch. Project #: 03058  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

R.P.P. NO:	ITEM:	R.F.P. ISSUE DATE									
<b>2</b>	Heating piping	10/21/2003									
<b>DESCRIPTION OF ITEM:</b>		<b>REVISIONS:</b>									
New heating piping connections to the existing heating piping shall be the same size as the existing piping. No increase in pipe sizing is required. All unused abandoned heating piping located below the old floor of the lower level shall be disconnected and removed. Cap piping behind new finished surfaces.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align:center;">1</td><td></td></tr> <tr><td style="text-align:center;">2</td><td></td></tr> <tr><td style="text-align:center;">3</td><td></td></tr> <tr><td style="text-align:center;">4</td><td></td></tr> </table>	1		2		3		4		
1											
2											
3											
4											
PROPOSAL- Oct. 27, 2003 Sub-bid from mechanical (encl.) \$ 370.70 General contractor costs 50.00 <span style="float:right;">\$ 420.70</span> (10%) Markup 42.30 Bond 7.00 TOTAL \$ 470.00  LENCI ENTERPRISES, INC. <i>Dale J. Hansen</i>											
<b>ATTACHMENTS:</b> Dale J. Hansen											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="height:40px; vertical-align:top;">N/A</td></tr> </table>		N/A	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:center;">C.O. ISSUE DATE</th> <th style="text-align:center;">STATUS</th> <th style="text-align:center;">PRICE</th> <th style="text-align:center;">APPV'D PRICE</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;"> </td> <td style="text-align:center;">1</td> <td style="text-align:center;"> </td> <td style="text-align:center;"> </td> </tr> </tbody> </table>	C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE		1		
N/A											
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<b>RFP INITIATED BY:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR		<b>Status Key</b> 1. RFP Issued- DO NOT PROCEED 2. PROCEED-C.O. to Follow 3. C.O. ISSUED 4. Proposal NOT ACCEPTED  C.O. NO. <span style="border:1px solid black; display:inline-block; width:30px; height:20px; vertical-align:middle;"></span>									

**REQUESTED BY:** Erik C. Wedge  
 Damberg, Scott, Gerzina, Wagner Architects Inc.  
 417 2nd St., P.O. Box 1065  
 Virginia, MN 55792  
 (218) 741-7982  
 FAX (218) 741-7967



GENERAL HEATING & MECHANICAL

1922 W. Superior St.  
Duluth, MN 55806  
(218) 727-1888  
(218) 727-8840 fax

TO: Dale  
Lenci Enterprises

FROM: Jonathan D. Rohweder

DATE: October 27, 2003

RE: Mt. Iron Library ADA Renovations RFP #1 and #2

General Heating states the following cost changes for RFP #1

Material (this includes use tax)	\$595.00	
Labor	\$1,320.00	
Truck	\$100.00	
Subsistence	\$60.00	
Tools	\$100.00	
OHP	\$217.50	\$ 2,392. <sup>50</sup>

General Heating states the following cost changes for RFP #2

Material (this includes use tax)	\$22.00	
Labor	\$360.00	
Credit for smaller piping	\$45.00	
OHP	\$33.70	\$ 370. <sup>70</sup>

Sincerely,

Jonathan D. Rohweder



October 29, 2003

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

RE: Application for Payment No. One (1)  
Phase II – Interior Renovations  
Mtn. Iron Library  
Mtn. Iron, Minnesota  
DSGW Project # 03058

Dear Craig:


Enclosed please find three (3) copies of the Application and Certificate for Payment No. One (1), on the above subject project, from Lenci Enterprises, for \$20, 330.00.

We have reviewed & approved this application for payment and trust that you will pay the contractor directly.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

DSGW Architects, Inc.

A handwritten signature in black ink that reads 'Erik C. Wedge /p'.

Erik C. Wedge  
Project Manager

ECW:jp

enc.

cc: Lenci Enterprises

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF 2 PAGES

TO OWNER: City of Mountain Iron  
 8586 Enterprise Drive South  
 Mountain Iron, MN 55768

PROJECT: Phase II Interior Renovations  
 Mountain Iron Library ADA  
 Mountain Iron, MN 55768

APPLICATION NO.: ONE  
 PERIOD TO: 10/28/03  
 PROJECT NOS.:

FROM CONTRACTOR: Lenci Enterprises, Inc.  
 P.O. Box 6  
 Virginia, MN 55792

VIA ARCHITECT: Damberg Scott Gerzina Wagne  
 P.O. Box 1065  
 Virginia, MN 55792

CONTRACT FOR: Complete construction

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 64,500.00
2. Net change by Change Orders ..... \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 64,500.00
4. TOTAL COMPLETED & STORED TO DATE ..... \$ 21,400.00  
 (Column G on G703)
5. RETAINAGE:
  - a. 5 % of Completed Work ..... \$ 1,070.00  
 (Columns D + E on G703)
  - b. \_\_\_\_\_ % of Stored Material ..... \$
 Total Retainage (Line 5a + 5b or Total in Column I of G703) ..... \$ 1,070.00
6. TOTAL EARNED LESS RETAINAGE ..... \$ 20,330.00  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$  
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ 20,330.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 44,170.00  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Lenci Enterprises, Inc.

By: [Signature] Date: 10/28/03

State of: \_\_\_\_\_  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 20,330

*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

ARCHITECT: [Signature] Date: 10.28.03

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

MT. IRON LIBRARY ADA RENOVATIONS  
 MT. IRON, MINNESOTA

AIA DOCUMENT G703 (Instructions on reverse side)

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

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

APPLICATION NO.: ONE  
 APPLICATION DATE: 10/28/03  
 PERIOD TO: 10/28/03  
 ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			E THIS PERIOD	F FROM PREVIOUS APPLICATION (D + E)		G COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)		
1.	General Conditions	\$ 6,000.	4,800.			4,800.	80	1,200.	
2.	Concrete Work	10,100.	10,100.			10,100.	100		
3.	Demolition	3,700.	3,700.			3,700.	100		
4.	Metal Handrails	1,200.	1,200.			1,200.	100		
5.	Rough Carpentry	2,700.						2,700.	
6.	Millwork	600.						600.	
7.	Doors & Hardware	3,000.	500.			500.	17	2,500.	
8.	Gypsum Board/Plaster	8,800.						8,800.	
9.	Ceramic Tile	8,000.						8,000.	
10.	Painting	1,300.						1,300.	
11.	Toilet Accessories	1,200.						1,200.	
12.	Mechanical	10,500.						10,500.	
13.	Electrical	7,400.	1,100.			1,100.	15	6,300.	
		\$64,500.							
			21,400.			21,400.		43,100.	



AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

COMMUNICATIONS  
NOVEMBER 3, 2003

1. Michael Skenzich, Mayor of Gilbert, forwarding a memo regarding the Quad Cities Joint Economic Development Authority.
2. Erik Wedge, DSGW Virginia, forwarding RFP's 1-6 for the Mountain Iron Library renovation.

# City of Gilbert

16 SOUTH BROADWAY \* PO BOX 548  
GILBERT, MN 55741  
PHONE (218)748-2232 FAX (218)748-2234  
WEBSITE ADDRESS: [www.gilbertmn.org](http://www.gilbertmn.org)

---

TO: City Councils of Eveleth, Mountain Iron and Virginia  
FROM: City of Gilbert  
DATE: October 15, 2003  
RE: Quad Cities Joint Economic Development Authority

The Gilbert City Council discussed the status of the Quad Cities Joint Economic Development Authority and the impact of Eveleth voting to drop out of the Authority.

The Authority was created in the spirit of cooperation between the communities and now it is evident that Eveleth wants to disband the Authority. The City Council of Gilbert has indicated they support Eveleth's request to drop out of the organization and Gilbert would follow suit if all cities agree to disband the Authority.

The City of Gilbert therefore requests the Council of each of the Member Cities adopt a resolution requesting the dissolution of the Quad Cities Joint Economic Development Board pursuant to ARTICLE X DISSOLUTION: AMENDMENT Section 1. of the agreement. The agreement states in Article X, Section 1. "Dissolution is mandatory when the secretary has received certified copies of resolutions of the Quad Cities Joint Economic Development Authority."

If the Quad Cities intends to enter more cooperative ventures, it is important that the cooperation efforts work on the disbanding of a venture as well as it does in creation of a venture.

Sincerely,



Michael Skenzich  
Mayor of Gilbert

417 South Second Street Virginia, Minnesota 55792  
tel 218-741-7962 fax 218-741-7967 www.dsgw.com



enriching  
communities  
through  
architecture

# MEMO

*project* Mtn. Iron Library  
 ADA Renovations  
 Phase II

*project #* 03058

*subject* RFP's 1 - 6 Additional Information

*date* October 27, 2003

*from* Erik C. Wedge                    DSGW Virginia

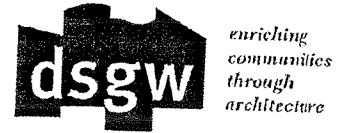
*to* Craig Wainio                        City of Mtn. Iron

*cc* Mayor Gary Skalko                City of Mtn. Iron  
 Karen Luoma                            Mtn. Iron Library

Following is additional information on the attached RFP's 1 - 6:

- RFP #1    After removing the plaster the wall the contractor found that the existing toilet venting did not meet code. Existing toilet vent piping is too small to reconnect new venting to.
- RFP #2    Some of the heat piping was specified to be larger than the existing piping. This RFP clarifies the size requirements of the piping. Also, some additional heat piping was found under the floor of the toilet rooms that can be abandoned.
- RFP #3    An existing surface metal raceway on the west wall of the Men's Toilet Room 010 needs to be relocated to not interfere with the new porcelain tile being installed on the walls.
- RFP #4    Outside Women's Toilet Room 004 a light fixture was scheduled for demolition. No new light fixture was scheduled. A new fixture needs to be specified for this area.
- RFP #5    Revising the ceilings from gypsum board to suspended acoustical tile. The electrical contractor has some junction boxes above the new specified gypsum board ceiling that would be difficult to relocate. By changing the ceiling from gypsum board to SAT the electrical contractor will not have to move his junction boxes. No junction boxes are allowed above an inaccessible ceiling. The gypsum board ceiling would have needed an access panel added to access the junction box. Revising the ceiling to SAT will make the ceiling accessible.

417 South Second Street Virginia, Minnesota 55792  
tel 218-741-7962 fax 218-741-7967 www.dsgw.com



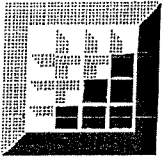
## MEMO

RFP #6 On the exterior walls some of the wood studs are rotten and need to be replaced.

If you have any questions or concerns about these issued RFP's please feel free to contact me. The RFP's have been issued but no authorization to proceed has been given. I will need to review pricing with you and the counsel once received.

On a side note have you found out if we need a detailed structural analysis concerning live loads for the grant yet? If we do I will need to contact Northland Engineering to write the report ASAP. Please let me know so I can finish answering the highlighted areas.

END OF MEMO



### PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Summit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
<b>1</b>	Toilet Venting	10/21/2003

**DESCRIPTION OF ITEM:**

Provide quotes to perform the following work. Mechanical contractor shall connect two new 2" vents from new lower level toilet rooms to the existing 3" vents (2 thus) located on the upper level for the upper level toilet rooms. Connect to existing vents above the floor of the upper level.

**REVISIONS:**

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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

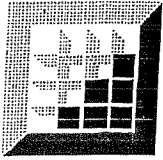
**RFP INITIATED BY:**

- OWNER
- ARCHITECT
- CONTRACTOR

**Status Key**  
 1. RFP Issued- DO NOT PROCEED  
 2. PROCEED-C.O. to Follow  
 3. C.O. ISSUED  
 4. Proposal NOT ACCEPTED

**C.O. NO.**

**REQUESTED BY:** Erik C. Wedge  
 Damberg, Scott, Gerzina, Wagner Architects Inc.  
 417 2nd St., P.O. Box 1065  
 Virginia, MN 55792  
 (218) 741-7962  
 FAX (218) 741-7967



### PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

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R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
<b>2</b>	Heating piping	10/21/2003

**DESCRIPTION OF ITEM:**

New heating piping connections to the existing heating piping shall be the same size as the existing piping. No increase in pipe sizing is required. All unused abandoned heating piping located below the old floor of the lower level shall be disconnected and removed. Cap piping behind new finished surfaces.

**REVISIONS:**

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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

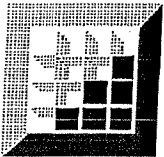
**RFP INITIATED BY:**

- OWNER
- ARCHITECT
- CONTRACTOR

**Status Key**  
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**C.O. NO.**

**REQUESTED BY:** Erik C. Wedge  
 Damberg, Scott, Gerzina, Wagner Architects Inc.  
 417 2nd St., P.O. Box 1065  
 Virginia, MN 55792  
 (218) 741-7962  
 FAX (218) 741-7967



# PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

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R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
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<b>3</b>	Electrical conduit in Men's Toilet Room 010.	10/27/2003
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**DESCRIPTION OF ITEM:**

Electrical Contractor to submit a price to reroute existing surface metal raceway on the west wall of the Men's Toilet Room 010. Reroute and bury conduit in North wall as necessary to refeed the Women's Club Room 009. Pull new conductors as necessary between nearest junction points.

**REVISIONS:**

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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

**RFP INITIATED BY:**

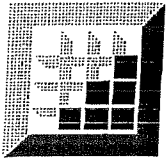
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- ARCHITECT
- CONTRACTOR

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# PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

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R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
<b>4</b>	Light outside Women's Toilet Room 004.	10/27/2003

**DESCRIPTION OF ITEM:**

Contractor to submit a price to add one light fixture outside Women's Toilet Room 004 – similar to light fixture outside of Men's Toilet Room 010. Connect to existing circuit and add switching similar to configuration at Men's Toilet Room 010. All wiring to be #12.

**REVISIONS:**

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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

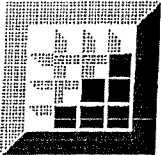
**RFP INITIATED BY:**

- OWNER
- ARCHITECT
- CONTRACTOR

**Status Key**  
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**C.O. NO.**

**REQUESTED BY:** Erik C. Wedge  
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 417 2nd St., P.O. Box 1065  
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# PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

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R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
<b>5</b>	Revise ceilings in Women's Toilet Room 004 and Men's Toilet Room 010 to SAT	10/27/2003

**DESCRIPTION OF ITEM:**

SAT to be USG Aspen Illusion 2 x 4 tile with face cut illusion Two/24.  
 Ceiling will be 8'-0" A.F.F. Ceiling to run into widow with white metal trim extending from S.A.T. ceiling to top of window.

Provide credit for removing g. bd. ceiling.

Electrical Contractor to submit a price to change light fixtures in Toilet rooms 004 and 010 from surface mounted fluorescent fixtures to 2'x4' recessed, 2-lamp fluorescent type with electronic ballasts. Fixtures shall have pattern #12 acrylic lens and be complete with 120V ballast and t-8 octron lamps.

Provide credit for removing surface mounted light fixtures.

**REVISIONS:**

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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

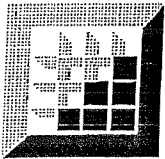
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# PROPOSAL REQUEST

# RFP

**Project:** Mnt. Iron Library ADA Renovations Phase II  
**Architect:** Damberg, Scott, Gerzina, Wagner Architects  
**Owner:** City of Mountain Iron  
**Contractor:** Lenci Enterprises  
**Contract For:** All Construction

Arch. Project #: 03058

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R.F.P. NO:	ITEM:	R.F.P. ISSUE DATE
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<b>6</b>	Replece rotten wood studs @ Women's Toilet Room 004 and Men's Toilet Room 010 on exterior walls as required for new construction.	10/27/2003
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**DESCRIPTION OF ITEM:**

Replece rotten wood studs @ Women's Toilet Room 004 and Men's Toilet Room 010 on exterior walls as required for new construction. Remove plaster as needed for replacement replace plaster with fiber cement board at all tile locations and g. bd. at all paint locations.

**REVISIONS:**

1	
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**ATTACHMENTS:**

N/A

C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE
	1		

**RFP INITIATED BY:**

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