

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, DECEMBER 15, 2003 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
  - II. Consent Agenda
    - A. Minutes of the December 1, 2003, Regular Meeting (#1-12)
    - B. Minutes of the November 24, 2003, COW Meeting (#13-15)
    - C. Bills and Payroll
    - D. Receipts
    - E. Communications (#82-93)
  - III. Public Forum
  - IV. Committee and Staff Reports
    - A. Mayor's Report
      - 1. Seniors Donation (#16)
    - B. City Administrator's Report
      - 1. Temporary Liquor License (#17)
      - 2. Authorization for a Raffle (#18-21)
    - C. Director of Public Work's Report
      - 1. Enterprise Zone Electric Rate (#22-23)
    - D. Director of Parks and Recreation's Report
    - E. Library Director's Report
      - 1. Library Consultant (#24-35)
    - F. City Attorney's Report
    - G. City Engineer's Report
      - 1. Pay Request Number 5 (#36-37)
      - 2. Pay Request Number 4 (#38-39)
      - 3. Pay Request Number 3-R (#40)
  - V. Unfinished Business
    - A. HRA/EDA Proposal (#41)
    - B. 2004 – 2008 Capital Improvement Plan (#42-47)
    - C. 2004 Proposed Budget (#48-64)
    - D. Resolution 40-03 Approving Levy (#65)
    - E. Resolution 42-03 Approving Fee Schedule (#66-68)
  - VI. New Business
    - A. RFP Number 7 (#69-76)
    - B. RAMS Membership (#77-78)
    - C. Personal Accident Policy (#79-80)
    - D. Resolution 43-03 Charitable Gambling (#81)
    - E. Communications (#82-93)
  - VII. Open Discussion
  - VIII. Announcements
  - IX. Adjourn
- # Denotes page number in packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
DECEMBER 1, 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 Rod Flannigan, City Engineer.

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

1. Add the following item to the agenda:  
IV. A. Christmas Tree for the Downtown Area
2. Approve the minutes of the November 17, 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 November 1-15 2003, totaling \$63,568.66, (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period November 1-15, 2003, totaling \$198,154.31, (a list is attached and made a part of these minutes).

The motion carried on the following roll call vote: Prebeg, yes; Nelson, yes; Irish, yes; Roskoski, no; and Skalko, yes.

During the public forum, Tami Petersen, 5482 Heather Avenue, asked what the status was on the businesses that are being run on the property of Tim Anderson. The City Administrator said that the situation was turned over to the Zoning Administrator. Mrs. Petersen said it has now been a month since her initial request was made on the situation. She said there is excessive traffic, speed, and loud exhaust from vehicles coming and going from the Anderson property. She said that the Heather Avenue area is not a neighborhood, it is an industrial zone. She also said that Mr. Anderson is conducting an excavating business and pulp business out of his residential property.

It was moved by Skalko and supported by Irish to direct City Staff to decorate one of the pine trees for a Christmas tree in the Library yard or by the Rock in the High School yard, purchase some lighting, and have the lights up from December 10, 2003 until January 15, 2003. The motion carried on the following roll call vote: Nelson, no; Irish, yes; Roskoski, yes; Prebeg, yes; and Skalko, yes.

The Mayor requested that the City Administrator to check with the Personnel Committee regarding the union proposal for an early retirement discussions.

During the City Administrator's report, the Administrator said that he reviews health insurance rates annually and this is the first year that the Northeast Service Cooperative rates came in less expensive than our current rates through Blue Cross/Blue Shield. Mick Giblin, the City's insurance representative from the Greater Minnesota Agency, was present and introduced Paul Brinkman and Mike Grahek, representatives from the Northeast Service Cooperative, to discuss their joint powers agreement. Mr. Giblin stated that the City would save a minimum of \$17,000 in 2004 for Health Insurance benefits through the Northeast Service Cooperative. Mr. Giblin said that there would be no change in the current benefit structure for the City Employees.

It was moved by Irish and supported by Prebeg to adopt the joint powers agreement for group employee benefits and other financial and risk management services with the Northeast Service Cooperative contingent on the City Attorney's approval and authorize the payment of the \$75.00 membership fee. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and supported by Nelson to approve the amendment to the service agreement for the collection of residential and commercial recyclable materials with Saint Louis County, (a copy is attached and made a part of these minutes). The motion carried.

The City Administrator questioned Councilor Roskoski's motion regarding the special assessment letter. He advised Councilor Roskoski that the dates refer to in the letter were for the life of the special assessment, not just this year. The Administrator said that the letter has not gone out because he wanted clarification from Councilor Roskoski. Councilor Roskoski stated that the City Administrator could modify the letter so it would be easier to understand.

It was moved by Skalko and supported by Prebeg to accept the recommendation of the Director of Public Works and reimburse Larry Nelson, Ziebart, for \$849.76, fix the light on the light poles by Ziebart and check with legal services with regard to collecting the funds from Direct Plumbing and Heating. The motion carried on the following roll call vote: Roskoski, no; Prebeg, yes; Nelson, yes; Irish, no; and Skalko, yes.

It was moved by Roskoski and supported by Skalko to direct City Staff to contact Mr. John Thomas, Minnesota Pollution Control Agency, and invite him to attend a regular city council meeting or to set a special council meeting to fit Mr. Thomas's schedule, to discuss the notice of violation. The motion carried.

It was moved by Irish and supported by Prebeg to accept the recommendation of the Director of Public Works and direct the City Engineer to prepare plans and specifications on Plan A for the Eagle Avenue sanitary sewer with the funding coming from sewer maintenance fund. The motion carried.

The Council discussed the Heather Avenue drainage project. Councilor Prebeg questioned who would be assessed if this work would be completed. The City Administrator stated that the area that would benefit from the project would be assessed. Mrs. Petersen stated that she would like the City to complete work by her home on 5482 Heather Avenue because of the water standing there. The Director of Public Works said that the City probably wouldn't be able to get to Heather Avenue to complete ditching work until June of 2004.

Councilor Roskoski questioned the Director of Public Works regarding the minutes from the August 6, 2003, Utility Advisory Board regarding the need for an additional lineman. The Director of Public Works advised him that the Electric Fund does not have funds right now to consider hiring another lineman.

Councilor Roskoski questioned the Director of Public Works regarding the policy for completing work within the city easement.

Councilor Roskoski questioned the Director of Public Work regarding the disposal of used equipment. The Director of Public Works stated that several years ago the City Council voted to donate a lawnmower to the Cemetery Association.

The Council discussed the information received from Range Cable TV.

The Recreation Director advised the Council that the Building for the Downtown Skating rink would be delivered on December 2, 2003.

Councilor Irish asked the Recreation Director if a snow pile for sliding was going to be built in the Downtown Area. The Recreation Director said that the snow pile would be put in.

It was moved by Nelson and supported by Irish to authorize the payment request from the City of Virginia for the Joint DNR/Virginia/Mountain Iron Drainage Project in the amount of \$13,264.04. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and supported by Nelson to approve change order number 2-R for the Water Tank Rehabilitation-Maintenance Project/MI02-4 in the amount of \$4,400.00. The motion carried.

It was moved by Nelson and supported by Prebeg to approve change order number 3 for the Water Tank Rehabilitation-Maintenance/MI02-4 in the amount of \$920.00. The motion carried.

It was moved by Roskoski and supported by Prebeg to approve the specifications for the fire apparatus and authorize City Staff to advertise for bids with proposals due on January 16, 2004. The motion carried.

The Fire Chief also advised the City Council that the City had also been awarded a \$1,000 matching grant from the Minnesota Department of Natural Resources. He said that the City Council would need to budget funds in the capital improvement fund for the two grants that the Fire Department has been awarded.

At 8:22 p.m. Councilor Prebeg left the meeting.

The Fire Chief said that the City would have to coordinate the sale of the two fire rigs when the new fire truck arrives.

At 8:24 p.m., Councilor Prebeg returned to the meeting.

The Mayor said that the City does not technically qualify for the United States Department of Agriculture grants.

It was moved by Skalko and supported by Prebeg to approve the Request for Proposals for Auditing Services, Legal Services, and Engineering Services as submitted, but omitting the section titled Clients/Conflict of Interest. The motion carried with Councilor Irish voting no.

It was moved by Skalko and supported by Roskoski to direct City Staff to order two dozen banners, with brackets, from Bark Design from Chisholm at a cost not to exceed \$2,200.00, with the banners to be placed in the Downtown area. The motion carried on the following roll call vote: Nelson, no; Irish, yes; Roskoski, yes; Prebeg, no; and Skalko, yes.

It was moved by Nelson and supported by Skalko to direct City Staff to not pay the 2003 allotment to the Quad Cities Economic Development Authority (QCEDA) and dissolve the QCEDA by the end of the 2003 contingent on the City of Virginia doing the same. The motion carried.

It was moved by Nelson and supported by Prebeg to adopt Resolution 39-03, Accepting Work on the Mountain Iron Drive drainage improvement project, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Skalko and supported by Irish to set a Committee-of-the-Whole meeting for Tuesday, December 9, 2003 at 6:00 p.m. to review the 2004 budget and invite all City Staff and Union Employees to attend the meeting. The motion carried with Councilor Nelson voting no.

It was moved by Prebeg and supported by Nelson to adopt Resolution 41-03, approving the proposed 2004 market rate based referendum levy for the general obligation community center bonds and interest, (a copy is attached and made a part of these minutes). The motion carried unanimously on a roll call vote.

It was moved by Roskoski and supported by Irish the following information be included in the "Twice Monthly Work Schedule Reports" and that the procedure be implemented by January 1, 2004 and stay in place until rescinded by specific City Council action. All Administrative Employees, i.e., City Administrator, Director of Public Works, Director of Parks and Recreation, and the Library Director, will submit twice monthly reports due on the Friday before City Council meetings. Said reports will include the following: 1) specific routines/projects/jobs to be implements/assigned; 2) Employee(s), by name, will be assigned to the project/job; 3) dates of the project/ job assignment will be part of this report; 4) the Administrative Employees can use any size paper format, not a computer format; 5) the layout shall be legible and easy to understand; 6) work days will be divided into morning, afternoon, evening; 7) emergency situations, i.e. snow storms, flooding, water line breaks, obviously can not be planned for and hence would not have to scheduled, the emergency situations will take priority over the routine planned jobs/projects; 8) reports can be submitted in the City Council packets, can be mailed to the Councilors homes, or can be handed out at the City Council meetings; 9) a yearly master file of all these schedules will be kept by the City Administrator. The **motion failed** on the following roll call vote: Roskoski, yes; Prebeg, no; Nelson, no; Irish, no; and Skalko, no.

At 9:36 p.m., it was moved by Nelson and supported by Roskoski 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. Jerry Kujala, an e-mail regarding the display houses next to the Sawmill Saloon.

## Summary By Category And Distribution

Category	Distribution	Amount
BUILDING RENTALS	NICHOLS HALL	85.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	650.00
UTILITY	UTILITY	48,655.80
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	8,752.04
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	229.32
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	1,872.05
METER DEPOSITS	ELECTRIC	350.00
MISCELLANEOUS	ASSESSMENT SEARCHES	40.00
BUILDING RENTALS	SENIOR CENTER	25.00
FINES	CRIMINAL	1,298.45
MISCELLANEOUS	ELECTRICAL INSPEC FORMS	1.00
BUILDING RENTALS	COMMUNITY CENTER	50.00
MISCELLANEOUS	WATER TAP IN FEE	125.00
LICENSES	LIQUOR	875.00
LICENSES	CIGARETTE	100.00
MISCELLANEOUS	SEPTIC APPLICATIONS	275.00
MISCELLANEOUS	REIMBURSEMENTS	185.00
Summary Totals:		<u>63,568.66</u>

Check Issue Date(s): 11/21/2003 - 12/05/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/03	12/02/2003	28866	190043	VOID - SPIRIT LAKE 4-H CLUB	002-20200	29.00 -M
12/03	12/02/2003	29198	10021	ARROWHEAD LIBRARY SYSTEM	002-20200	3,093.48
12/03	12/02/2003	29199	20043	BOBCAT OF DULUTH, INC.	002-20200	14.91
12/03	12/02/2003	29200	20004	BURGHHER OFFICE EQUIPMENT	002-20200	37.28
12/03	12/02/2003	29201	30017	CARQUEST (MOUNTAIN IRON)	002-20200	306.16
12/03	12/02/2003	29202	220003	CITY OF VIRGINIA	002-20200	13,264.04
12/03	12/02/2003	29203	40034	DAMBERG SCOTT GERZINA WAGNER	002-20200	1,918.04
12/03	12/02/2003	29204	40032	DEPARTMENT OF ADMINISTRATION	002-20200	300.11
12/03	12/02/2003	29205	400012	DIAMOND MOWERS INC	002-20200	6,816.00
12/03	12/02/2003	29206	60026	FASTENAL COMPANY	002-20200	302.06
12/03	12/02/2003	29207	60029	FERGUSON ENTERPRISES INC	002-20200	3,069.75
12/03	12/02/2003	29208	5007	FORTIS BENEFITS	002-20200	498.93
12/03	12/02/2003	29209	60031	FOX VALLEY SYSTEMS, INC.	002-20200	112.04
12/03	12/02/2003	29210	80022	HAWKINS INC	002-20200	771.33
12/03	12/02/2003	29211	80002	HILLYARD	002-20200	324.37
12/03	12/02/2003	29212	80010	HOMETOWN ELECTRIC	002-20200	2,118.10
12/03	12/02/2003	29213	90008	INNER-TITE CORPORATION	002-20200	368.03
12/03	12/02/2003	29214	90003	INTERSTATE COMPANIES INC	002-20200	5,631.08
12/03	12/02/2003	29215	30023	J P COOKE COMPANY	002-20200	51.55
12/03	12/02/2003	29216	120032	LAKE COUNTRY POWER	002-20200	134.31
12/03	12/02/2003	29217	120036	LATOLA FOREST PRODUCTS INC	002-20200	138.66
12/03	12/02/2003	29218	120017	LAW OFFICES OF LARRY C MINTON	002-20200	980.00
12/03	12/02/2003	29219	120002	LAWSON PRODUCTS INC	002-20200	447.13
12/03	12/02/2003	29220	120004	LITERARY GUILD	002-20200	105.23
12/03	12/02/2003	29221	120034	LOUIS LEUSTEK & SONS INC.	002-20200	346.12
12/03	12/02/2003	29222	130106	MEDIACOM - MIDWEST	002-20200	55.95
12/03	12/02/2003	29223	130006	MESABI HUMANE SOCIETY	002-20200	1,709.74
12/03	12/02/2003	29224	130096	MICROMARKETING ASSOCIATES	002-20200	58.80
12/03	12/02/2003	29225	130009	MINNESOTA POWER	002-20200	981.09
12/03	12/02/2003	29226	130013	MOUNTAIN IRON FIREMEN'S RELIEF	002-20200	2,700.00
12/03	12/02/2003	29227		Information Only Check	002-20200	.00 V
12/03	12/02/2003	29228	130015	MT IRON WATER AND LIGHT DEPT	002-20200	12,473.31
12/03	12/02/2003	29229	140013	NATIONAL WATERWORKS	002-20200	237.74
12/03	12/02/2003	29230	140052	NORTHEAST SERVICE COOPERATIVE	002-20200	75.00
12/03	12/02/2003	29231	140004	NORTHERN ENGINE & SUPPLY INC	002-20200	200.73
12/03	12/02/2003	29232	150003	OVERHEAD DOOR	002-20200	1,166.39
12/03	12/02/2003	29233	160036	PENWORTHY COMPANY	002-20200	391.26
12/03	12/02/2003	29234	170001	QWEST	002-20200	100.27
12/03	12/02/2003	29235	180024	RANDOM HOUSE	002-20200	25.70
12/03	12/02/2003	29236	180004	RANGE COOPERATIVES	002-20200	21.30
12/03	12/02/2003	29237	180001	RANGE PAPER	002-20200	61.10
12/03	12/02/2003	29238	190024	ST LOUIS CO SHERIFF LITMAN	002-20200	32,083.00
12/03	12/02/2003	29239	190061	SULLIVAN CANDY & SUPPLY	002-20200	13.31
12/03	12/02/2003	29240	200003	TACONITE TIRE SERVICE	002-20200	445.47
12/03	12/02/2003	29241	200035	TJ/H2b ANALYTICAL SERVICES	002-20200	42.00
12/03	12/02/2003	29242	200036	TRITEC OF MINNESOTA INC	002-20200	2,406.90
12/03	12/02/2003	29243	210002	UNITED TRUCK BODY COMPANY INC	002-20200	75.45
12/03	12/02/2003	29244	210006	UTILITY SYSTEMS OF AMERICA INC	002-20200	500.00
12/03	12/02/2003	29245	220025	VERIZON WIRELESS, BELLEVUE	002-20200	52.64
12/03	12/02/2003	29246	220014	VIKING INDUSTRIAL NORTH	002-20200	140.29
12/03	12/02/2003	29247	230022	WELLS FARGO REMITTANCE CENTER	002-20200	1,018.31
12/03	12/02/2003	29248	230005	WESCO DISTRIBUTION INC	002-20200	1,194.79
12/03	12/02/2003	29249	230028	WISCONSIN ENERGY CONSERVATION	002-20200	13.61
12/03	12/02/2003	29250	240001	XEROX CORPORATION	002-20200	337.07
12/03	12/02/2003	29251	260002	ZIEBART	002-20200	849.76

M = Manual Check, V = Void Check



Check Issue Date(s): 11/21/2003 - 12/05/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
Totals:						<u>100,550.69</u>
Payroll-PP Ending 11/21/03						55,500.16
BC/BS for December Electronic Trans.						33,353.41
Sales Tax-11/20 Electronic Trans.						<u>8,750.05</u>
TOTAL EXPENDITURES						<u>\$198,154.31</u>

# St. Louis County Solid Waste Department

## AMENDMENT TO SERVICE AGREEMENT FOR COLLECTION OF RESIDENTIAL AND COMMERCIAL RECYCLABLE MATERIALS

THIS AGREEMENT, made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2003, by and between ST. LOUIS COUNTY, a body corporate and politic existing under the laws of the State of Minnesota, hereinafter referred to as "County", and the CITY OF MT. IRON, hereinafter referred to as "Provider."

### WITNESSETH:

WHEREAS, the County and Provider entered into an Agreement, hereinafter referred to as the "original Agreement" on January 1, 2000, which allows the County to pay for the processing and marketing of Curbside collected recyclable materials, up to a predetermined maximum tonnage, weighed and hauled by the Provider to the County-owned recyclables processing facility or recyclables transfer station; and

WHEREAS, the parties desire to amend the original Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides by extending its term and services provided thereunder; and

WHEREAS, Section I of the original Agreement provides for four one-year extensions of the Agreement; and

WHEREAS, the County and Provider have negotiated the fourth one year extension of the original Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable considerations, the parties do agree as follows:

1. To extend the Term of the Agreement to December 31, 2004, upon the mutual agreement of both parties as allowed under Article 1 of the original Agreement.
2. That all other provisions of the original Agreement, except as amended herein, shall remain in full force and effect through its duration.

IN WITNESS THEREOF, the parties have executed the Agreement the date and year first above written.

CITY OF MOUNTAIN IRON

ST. LOUIS COUNTY

BY: 

GARY STRANKO  
Mayor

BY: \_\_\_\_\_

DENNIS FINK  
County Board of Commissioners

BY: 

CRAIG WAINIO  
City Administrator

BY: \_\_\_\_\_

GORDON MCFAUL  
County Auditor

BY: \_\_\_\_\_

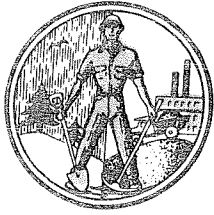
TED TROOLIN  
Director, Solid Waste Department

APPROVED AS TO FORM &  
EXECUTION

BY: \_\_\_\_\_

AMY H. KURONEN  
Assistant County Attorney

2003-1563



# 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

## RESOLUTION NUMBER 39-03

### ACCEPTING WORK

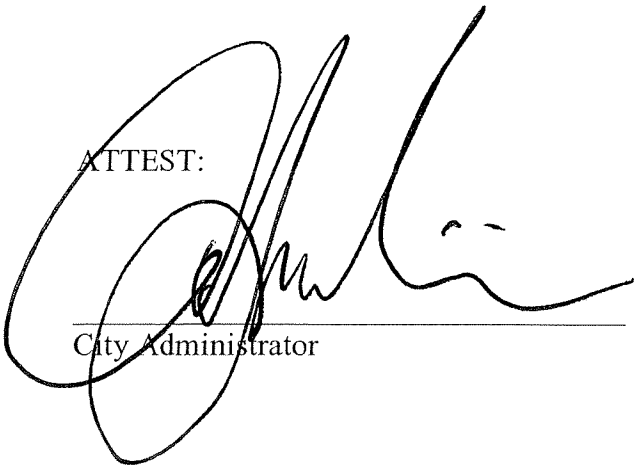
**WHEREAS**, pursuant to a written contract signed with the City on August 20, 2001, Utility Systems of America of Eveleth, Minnesota, has satisfactorily completed the Mountain Iron Drive drainage improvements in accordance with such contract,

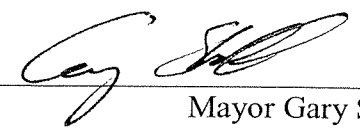
**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA**, the work completed under said contract is hereby accepted and approved, and,

**BE IT FURTHER RESOLVED**, that the City Administrator and Mayor are hereby directed to issue a proper order for the final payment on such agreement, taking the contractor's receipt in full.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>st</sup> DAY OF DECEMBER, 2003.**

ATTEST:

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

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



# 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

## RESOLUTION NUMBER 41-03

### APPROVING PROPOSED 2004 MARKET RATE BASED REFERENDUM LEVY FOR THE GENERAL OBLIGATION COMMUNITY CENTER BONDS AND INTEREST

**WHEREAS**, in February 1998 the voters in the City of Mountain Iron approved a market rate based referendum levy for bonds and interest to construct the Mountain Iron Community Center.

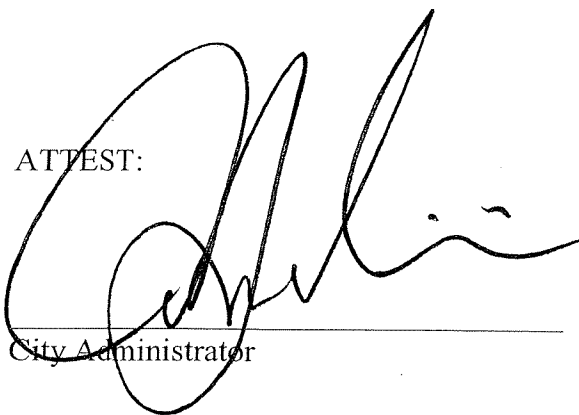
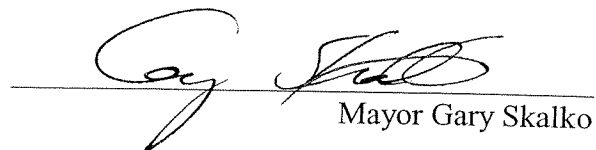
**NOW, THEREFOR BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following market rate based levy shall be made in 2003 payable in 2004 for all property in the City of Mountain Iron:

General Obligation Community Center Bond levy shall be \$84,824.00

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED THIS 1<sup>st</sup> DAY OF DECEMBER 2003.**

ATTEST:

  
\_\_\_\_\_  
City Administrator  
\_\_\_\_\_  
Mayor Gary Skalko

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE MEETING  
NOVEMBER 24, 2003

Mayor Skalko called the City Council meeting to order at 6:02 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; Tom Cvar, Fire Chief; Joe Stewart, Sergeant; and Karen Luoma, Library Director.

The Mayor stated that the purpose of the meeting was to review the 2004 budget.

Mayor Skalko handed out a packet of "possible" 2004 budget reductions/savings proposals to City Council members and others present.

The Mayor questioned the Parks and Recreation Director regarding the VFW and Legion Baseball Programs. The Director stated that the City spends approximately \$4,000 to \$5,000 with five participants from Mountain Iron. The Director said that there could possibly be a joint venture with Buhl, Cherry, or Virginia. Councilor Prebeg stated that the Parks and Recreation Board should review this situation and make a recommendation to the City Council.

At 6:14 p.m., Steve Giorgi, AFSCME Representative, came to the meeting.

The Council discussed the funding for the Cemetery Associations. The Council requested that City Staff request the latest financial statements from the Cemetery Associations.

The Council discussed the Mining Effects Tax money. The Mayor suggested that a resolution be prepared to dissolve the Quad Cities Economic Development Authority effective December 31, 2003.

The Council discussed the Union Employees proposal for an early retirement. The Council discussed who might be available to replace the retiring employee. The Union Representative stated that the Personnel Committee should meet with the Union Representative and Members to negotiate the terms of the early retirement program. Councilor Prebeg said that you could not really count on this for a 2004 budget savings. Councilor Irish said that he does not feel that this would be a cost savings; he feels that the union letter reflects that the City is over staffed and there may be a need for layoffs. Councilor Irish said that he would like to see the union contract opened up to discuss the medical coverage for dependents.

The Fire Chief stated that the City Council would need to budget in the capital improvement account for approximately \$20,000 necessary for the grant award matches.

The City Council reviewed the City Council budget. Councilor Nelson suggested that the Council salaries be eliminated.

Mayor Skalko questioned whether the Union and Management Employees would take a voluntary reduction to 2% for the next year's wage increase.

Councilor Irish stated that he would like to have projected costs to the end of the year on the budget report.

The Council discussed the Sheriff Department budget. The Sergeant stated that the 2004 budget of \$385,000 for contract services is not for a full staff. He said that the department is currently one officer short; paying the overtime is cheaper than paying for another position. He said that if the department had a full staff, the budget would actually be \$404,000.

The Council reviewed the Fire Protection budget. The Fire Chief suggested that the payroll taxes line item be increased to properly reflect the actual charges. The Fire Chief stated that the department is training in two new firemen; so additional training wages are being incurred. The Fire Chief stated that the City could charge for fire calls occurring on the highway.

The Council discussed the pager duty charges.

At 7:34 p.m., Councilor Roskoski left the meeting.

Councilor Irish suggested scheduling employees during the weekend and having earlier starting times to avoid paying overtime.

At 7:36 p.m., Councilor Roskoski returned to the meeting.

The Union Representative advised the Council that the current hours are set by the city with a Monday through Friday day shift. The Director of Public Works suggested that the Personnel Committee sit down with the Union Employees and discuss the proposed issues.

The Council reviewed the Campground budget. Councilor Roskoski said that he would like to see the rental fees increased.

The Council reviewed the Recreation Department budget. The Recreation Director said that he was concerned that the amount budgeted for payroll taxes and insurance was too small.

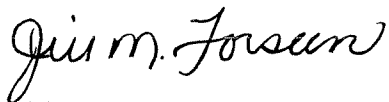
The Council reviewed the Library Department budget. The Library Director was concerned that the amount budgeted for payroll insurance was too small. The City

Administrator stated that the City is looking at going into a different insurance pool and the rates should decrease.

The Council discussed the account for Local Government Aid offset. The City Administrator stated that in 2002 there was a 20% cut and this was built into the 2003 budget.

At 8:22 p.m., it moved by Nelson and supported by Prebeg that the meeting be adjourned. The motion carried.

Respectfully submitted:



Jill M. Forseen, CMC/MMCA  
Municipal Services Secretary



**COUNCIL LETTER 121503-IVA1**

**MAYOR SKALKO**

**SENIOR'S DONATION**

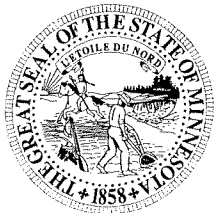
**DATE:** December 12, 2003

**FROM:** Mayor Gary Skalko

Craig J. Wainio  
City Administrator

---

Donation to the Mountain Iron Senior Citizen's annual Christmas/New Year's dinner party.



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>AMERICAN Legion 7.220</i>	DATE ORGANIZED <i>1954</i>	TAX EXEMPT NUMBER <i>41-0642884</i>	
STREET ADDRESS <i>5748 Mountain Avenue</i>	CITY <i>MT Iron</i>	STATE <i>MN</i>	ZIP CODE <i>55768</i>
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE <i>(218) 735-8514</i>	HOME PHONE <i>( ) - -</i>	
DATES LIQUOR WILL BE SOLD <i>Dec 31 - Jan 1</i>	TYPE OF ORGANIZATION <input checked="" type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Ross Tool</i>	ADDRESS		
ORGANIZATION OFFICER'S NAME <i>Larry Shaff</i>	ADDRESS		
ORGANIZATION OFFICER'S NAME <i>Barry Ross</i>	ADDRESS <i>5686 Mineral Ave MT Iron MN</i>		

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

*Community Center*

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

*NO*

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.

PS-09079 6/02

**Arrowhead Chapter of Muskies' Inc.**

**P.O. Box 82  
Virginia, MN 55792**

# Memo

**To:** Mountain Iron City Council  
**From:** David Swenson, Arrowhead Chapter of Muskies, Inc.  
**Date:** 12/01/2003  
**Re:** Authorization for a Raffle

---

I would like to begin by introducing our organization to you, The Arrowhead Chapter of Muskies, Inc. We are a new non-profit organization on the Iron Range and we are an affiliate of Muskies, Inc. International. We meet monthly September through May at the Sawmill Saloon and Restaurant. Our purpose is to promote the sport of Muskie Fishing. We do this through such means as seminars, literature, sponsoring community events, and fund raising.

We are preparing for our Second Annual Fund Raiser Raffle to be drawn in May of 2004. We are going to sell 400 tickets at \$10.00 each. We hope we will receive \$4000.00 in ticket sales of which \$2000.00 will be given away in prizes to ticket purchaser's on May 5th, 2004. The Arrowhead Chapter of Muskies, Inc., will hopefully raise \$2000.00 from the raffle. The Arrowhead Chapter of Muskies Inc. will use the funds for fisheries management, water quality projects, youth programs, fisheries research, and habitat restoration.

Accompanying this memo is the Minnesota State Application for Exempt Permit so we can conduct our raffle. This raffle needs your approval to be conducted within the City of Mountain Iron. A signature of authorization is needed on page two (2) of the application. We hope you approve our raffle being held in the City of Mountain Iron.

We thank you for your time and consideration. If you have any questions please feel free to contact me at (218) 482-5217.

**Minnesota Lawful Gambling**

**LG220 Application for Exempt Permit**

**Fee - \$25**

Page 1 of 2 3/01

**For Board Use Only**

Fee Paid \_\_\_\_\_

Check No. \_\_\_\_\_

**Organization Information**

Organization name		Previous lawful gambling exemption number	
Street	City	State/Zip Code	County
Name of chief executive officer (CEO) First name Last name		Daytime phone number of CEO	
Name of treasurer First name Last name		Daytime phone number of treasurer:	

**Type of Nonprofit Organization**

Check the box that best describes your organization:

- ☐ Fraternal
 ☐ Religious  
☐ Veteran
 ☒ Other nonprofit organization

Check the box that indicates the type of proof your organization attached to this application:

- ☐ IRS letter indicating income tax exempt status  
☐ Certificate of Good Standing from the Minnesota Secretary of State's Office  
☐ A charter showing you are an affiliate of a parent nonprofit organization  
☐ Proof previously submitted and on file with the Gambling Control Board

**Gambling Premises Information**

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

SAWMILL SALOON & RESTAURANT

Address (do not use PO box)	City	State/Zip Code	County
5478 MOUNTAIN IRON DR	MOUNTAIN IRON	55768	ST. LOUIS

Date(s) of activity (for raffles, indicate the date of the drawing)

MAY 5th, 2004

Check the box or boxes that indicate the type of gambling activity your organization will be conducting:

- ☐ \*Bingo
 ☒ Raffles (cash prizes may not exceed \$12,000)
 ☐ \*Paddlewheels
 ☐ \*Pull-Tabs
 ☐ \*Tipboards

\*Equipment for these activities must be obtained from a licensed distributor.

This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested, the Board will be able to process your application.

Your name and your organization's name and address will be public information when received by the Board. All the other information that you provide will be private data about you until the Board issues your permit. When the Board issues your permit, all of the information that you have provided to the Board in the process of applying for your permit will become public. If the Board does not issue you a permit, all the information you have provided in the process of applying for a permit remains private, with the exception of your name and your organization's name and address which will remain public.

Private data about you are available only to

the following: Board members, staff of the Board whose work assignment requires that they have access to the information; the Minnesota Department of Public Safety; the Minnesota Attorney General; the Minnesota Commissioners of Administration, Finance, and Revenue; the Minnesota Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

# LG220 Application for Exempt Permit

Page 2 of 2

3/01

Organization Name \_\_\_\_\_

## Local Unit of Government Acknowledgment

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I acknowledge this application.

Check the action that the city is taking on this application.

- ☐ The city approves the application with no waiting period.
- ☐ The city approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a first class city).
- ☐ The city denies the application.

Print name of city \_\_\_\_\_

(Signature of city personnel receiving application)

Title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the gambling premises is located in a township, both the county and township must sign this application.

On behalf of the county, I acknowledge this application.

Check the action that the county is taking on this application.

- ☐ The county approves the application with no waiting period.
- ☐ The county approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The county denies the application.

Print name of county \_\_\_\_\_

(Signature of county personnel receiving application)

Title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**TOWNSHIP:** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application (Minn. Stat. sec. 349.213, subd. 2).]

Print name of township \_\_\_\_\_

(Signature of township official acknowledging application)

Title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Mail Application and Attachments

At least 45 days prior to your scheduled activity date send:

- the completed application,
  - a copy of your proof of nonprofit status, and
  - a \$25 application fee (make check payable to "State of Minnesota").
- Application fees are not prorated, refundable, or transferable.

Send to: **Gambling Control Board**  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

If your application has not been acknowledged by the local unit of government or has been denied, do not send the application to the Gambling Control Board.

## LG220 Application for Exempt Permit , Information Sheet

3/01

**Who may be issued an exempt permit?** An exempt permit can be issued to nonprofit organizations conducting lawful gambling activity on five or fewer days, and awarding less than \$50,000 in prizes during a calendar year. (Raffles: Total cash prizes for a raffle may not exceed \$12,000.)

**Separate applications required**

Complete a separate application for each occasion. An occasion may be either:

1. One day of gambling activity.
  - If your organization wants to conduct gambling activity on April 5, May 5, and June 5, you must submit a separate application and fee for each activity date.

**- OR -**

2. Two or more consecutive days of gambling activity.
  - If your organization wants to conduct gambling on July 3, 4, and 5 at the same site, you may submit only one application and one fee.

**Raffle:** If you are conducting a raffle, each day a drawing is held constitutes one day of gambling. If drawings are held on more than five days in a calendar year, your organization must obtain an organization license, a gambling manager's license, and a premises permit.

### How to obtain a copy of proof of nonprofit status

**Minnesota Secretary of State**  
Certificate of Good Standing - Nonprofit Articles of Incorporation

Attach a copy of your organization's Certificate of Good Standing (317A) showing incorporation as a nonprofit organization.

This certificate can be obtained from the Minnesota Secretary of State:

Minnesota Secretary of State  
Business Services Division  
180 State Office Building  
St. Paul, MN 55155

Phone: 651-296-2803

**OR**

**IRS Income Tax Exemption**

Under a national organization

If your organization falls under a national organization, attach both of the following:

1. a copy of the IRS letter showing that your national organization has been a registered nonprofit 501(c) organization and carries a group ruling, and
2. a copy of the charter, or letter from your national organization, recognizing your organization as a subordinate.

Not under a national organization

If your organization does not fall under a national organization, attach a copy of the IRS income tax exemption [501(c)] letter in the name of your organization, showing income tax exempt status.

To obtain a copy of your federal income tax exempt letter, send your federal ID number and the date your organization initially applied for tax exempt status to:

IRS  
P.O. Box 2508  
Room 4010  
Cincinnati, OH 45201

**Sales tax exempt status or federal ID employer numbers are not proof of income tax exempt status.**

**Financial report and recordkeeping required**

- A financial report form and instructions will be sent with your permit.
- Complete and return the financial report form to the Board within 30 days of your date of activity.
- Your organization must keep its gambling records for 3-1/2 years.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000. If you use a TTY, you can call the Board by using the Minnesota Relay Service and ask to place a call to 651-639-4000. Or, check our Web site at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

**COUNCIL LETTER 121503-IVC1**

**UTILITY ADVISORY BOARD**

**ENTERPRISE ZONE RATE SCHEDULE**

**DATE:** December 12, 2003

**FROM:** Utility Advisory Board

Don Kleinschmidt  
Public Works Director

Craig J. Wainio  
City Administrator

---

The Utility Advisory Board is recommending to the City Council that the Enterprise Zone rate schedule be eliminated from the Electric Rate Schedule.

Since the expansion of the electric utility into the West Virginia and Westgate areas, the Enterprise Zone area was combined into the electric utility as a whole with each business charged the same rate. The Utility Advisory Board had recommended the electric rate increase proposal to the City Council, which did not include the Enterprise Zone rate. The City Council adopted a rate increase on the old rates, which included the Enterprise Zone rate.

Staff is concurring with the Utility Advisory Board that the Enterprise Zone electric rate structure be eliminated from the adopted electric rates.

ELECTRIC RATES – As Of October 1, 2003

Residential Service Rate

First 200 kwh	\$.074 per kwh
Next 800 kwh	\$.060 per kwh
Over 1000 kwh	\$.049 per kwh

Minimums: City - \$4.24/mo.  
Rural - \$6.36/mo.  
Elec. Heat - \$12.72/mo.

Vacant Apartments in Apt. Complexes –  
\$6.36/mo. (except Kujala Apts. – no charge)

General Service Rate

First 100 kwh	\$.099 per kwh
Next 900 kwh	\$.074 per kwh
Over 1000 kwh	\$.050 per kwh

Minimums: \$5.30/mo.  
or  
\$1.06per hp of installed  
3 phase capacity for the first  
10 hp plus \$.80 per hp for  
each additional hp

Power Service Rate

Energy Charge	\$.035 per kwh
Demand Charge	\$11.66 per KW

Enterprise Zone Rate

First 1000 kwh	\$.084 per kwh
Next 1600 kwh	\$.071 per kwh
Over 2600 kwh	\$.052 per kwh

Plus:  
Demand Charge \$4.24 per KW

Municipal Service Rate

Energy Charge	\$.065 per kwh
Demand Charge	None

Off-Peak Water Heating Rate

All kwh used	\$.026 per kwh
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Security Lighting Rate

175 Watt Mercury Vapor	\$5.25/month
250 Watt Mercury Vapor	\$7.50/month
400 Watt Mercury Vapor	\$8.75/month





*Mountain Iron Public Library*

5742 Mountain Avenue  
P.O. Box 477  
Mountain Iron, MN 55768  
218-735-8625 • Fax 218-735-8252

December 8, 2003

Mountain Iron City Council  
Mountain Iron, MN. 55768

Dear Council Members:

At the last meeting of our library board, the board discussed the issue of a library consultant. After reviewing the bids from two applicants and after much discussion, it is the recommendation of the library board that we hire Ron McGriff for the consultant job. We have enclosed the proposals from both Jan Feye-Stukas and Ron McGriff for your review.

We hope you support our recommendation and approve this proposal.

Mountain Iron Library Board  
Mountain Iron, MN 55768

Ron McGriff  
CONSULTING LIBRARIAN

3102 413th Ave. NW, Braham, MN 55006  
(320) 396-3957

• Evaluation of  
Spaces and  
Services

• Long Range  
and Strategic  
Planning

• Building  
Program  
Development

• Native  
American  
Libraries  
and Archives

November 16, 2003

To: Karen Luoma, Director  
Mountain Iron Public Library  
From: Ron McGriff *RM*  
Re: Proposal for Space Planning Assistance

Following are two options with estimated costs for planning assistance for improved library space and services for the community. All reports are issued in discussion draft first for local review and then a final document is issued. Two on-site visits will be necessary, one for data collection and interviews and a second for discussion of findings and recommendations.

**OPTION I - Selected Evaluations as Needed and Affordable**

1. Interior Layout Changes due to Elevator Installation	\$500
2. Review of City's Plan for the Library	\$250
3. Space Evaluation for Services Provided	\$500
4. Design and Tabulation of Community Survey	\$750
Office and Travel Expenses	\$600
<b>Total Fee - Not to Exceed</b>	<b>\$2,600</b>

**OPTION II - Complete Space Needs Study**

A normal space needs study includes the evaluation of the present facility and renovation opportunities, definition of the service area population (20 year projection) and library service needs including some form of surveying, and review and ranking of up to four potential sites or buildings for public library services. A summary table of needed interior spaces with capacities and sizes is prepared for local review. Report length is 30 to 50 pages long usually, and such a document has served many communities well in making the case that public library improvements are needed and that various options have been defined and examined.

**Total Fee - Not to Exceed** **\$5,500**

Please contact me for any questions about this proposal.

### CONDITIONS OF PROPOSED SERVICES

1. This proposal is based on my understanding of local planning needs for library review and improvement and the information provided to me to-date. It can be revised if additional needs or other planning are identified by local officials.
2. Use of the Consulting Librarian's time is controlled by the Library Board. Any additional work beyond the scope of this proposal, authorized by the Board, will be billed at the Consulting Librarian's regular hourly rate, plus expenses. Estimated time and expenses allow for up to two on-site visits.
3. All communications, requests for information will be transmitted to the Library Director or her designated alternative. Discussion drafts of any reports by the Consulting Librarian are delivered prior to his meeting with local planners.
4. The services proposed are based on the normal processes followed in similar public library projects and are organized and intended to provide essential planning information to community officials, architects, engineers and other specialists charged with the responsibility for design. Duplication of effort is purposely avoided.
5. If, during the planning assistance, the Library Board wishes to terminate the agreement, it may do so with the only obligation being to reimburse the Consulting Librarian for time and expenses incurred prior to the date of receiving written notice.

Ron McGriff, Consulting Librarian  
3102 - 413th Ave. NW  
Braham, MN 55006  
320-396-3957

**RON MCGRUFF**  
3102 - 413th Ave. N.W.  
Braham, MN 55006  
(320) 396-3957

**FEES AND EXPENSES**  
January 1, 2003

**TIME:**

Ron McGriff - OnSite and Office	\$ 65.00 per hour
Ron McGriff - Travel Time	\$ 10.00 per hour

**EXPENSES:**

Airfare	Billed at actual cost.
Rental Car	Billed at actual cost.
Mileage on personal vehicle	\$ 0.35 per mile
Per Diem - Hotel/Meals	\$ 75.00

**OFFICE:**

Word Processing/Clerical Service	\$ 20 - 25 per hour
Telephone, Postage, Copies and all other expenses	Billed at actual cost.

**RON McGRIFF**

3102 – 413<sup>th</sup> Ave. N.W.  
Braham, MN 55006  
(320) 396-3957

**Public Librarian, Administrator and Planner**  
– 33 years experience –

**HEAD LIBRARIAN**  
**Jan. 2003 – Present**

Pine Technical College  
Pine City, Minnesota

**CONSULTING LIBRARIAN**  
**1985 – Present**

Extensive experience in assisting communities for library space and services improvement, including:

Space Needs Assessment  
Library Building Program Development  
Architect Selection  
Review of Plans  
Evaluation and Development of Library Services  
Long Range/Strategic Planning  
Design of Surveys

**CURRENT PLANNING PROJECTS**

Library Building Program Development – Thief River Falls (MN) Public Library

Library Building Program Development – Gaylord (MN) Public Library

Selection of Project Architect – Milaca (MN) Community Library

Evaluation of Buildings and Sites – Montgomery (MN) Public Library

Site Selection Process – Kasson (MN) Public Library

## REPRESENTATIVE PLANNING PROJECTS

### SPACE PLANNING

Space Needs Assessment and/or Library Building Programs for these Minnesota communities.

Aitkin	Hoyt Lakes	Montgomery	St. James
Blackduck	International Falls	North Branch	St. Peter *
Crosby	Jackson	Northfield	Sandstone
Dawson	Kasson	Olivia	Stewartville
East Grand Forks *	Lindstrom	Pelican Rapids	Thief River Falls
Fergus Falls	Litchfield	Perham	Wabasha
Gaylord	Longville	Plainview	Wyoming
Grand Rapids	Madelia	Rock County	
Hinckley	Milaca	Rushford	

\* Space planning for communities that lost public libraries due to natural disasters.

### SERVICES PLANNING

Strategic Planning Process/Review of Facilities – Northwest Regional Library, Thief River Falls, Minnesota

Library Development/Staff Training – Red Lake Band of Chippewa, Red Lake, Minnesota

Library Assessment and Development – Indian Women's Resource Center, Minneapolis, Minnesota

Short Term Planning and Interim Administrative Services – Plum Creek Library System, Worthington, Minnesota

Evaluation of Space and Service Conditions – Iron Range Research Center, Chisholm, Minnesota

Strategic Planning – Southwest Area Multicounty Multitype Interlibrary Exchange (SAMMIE), Marshall, Minnesota

Survey Design/Planning for Assistive Technology Grant – Pioneerland Library System, Willmar, Minnesota

#### **Ron McGriff - In Association with David R. Smith, Consulting Librarian, Hopkins, Minnesota**

Services Analysis/Space Needs Assessment South Dakota State Library	Pierre, South Dakota
Library Building Programs, Two Branches	Pueblo, Colorado
Library Building Program, Branch Expansion	Lincoln, Nebraska
Reorganization/Expansion Project, Central Library	St. Paul, Minnesota
Space Needs Assessment, State Library of Iowa	Des Moines, Iowa
Program Revision and Addendum, Conversion Project	Sioux City, Iowa
Library Building Program, Expansion Project	Beloit, Wisconsin
Evaluation of Services, SELCO/SELS	Rochester, Minnesota
Space Needs Assessment/Building Program Development, Weld Library District, Three Branches and Resource Library	Greeley, Colorado
Evaluation Study, Chemeketa Cooperative Regional Library Service	Salem, Oregon

- plus numerous other library space needs studies and building programs from 1985 to the present.

## **PUBLIC LIBRARY EXPERIENCE**

Information Librarian, Substitute  
1987 - 2000

East Central Regional Library  
Cambridge, Minnesota

Assistant Director  
1976 - 1984

East Central Regional Library  
Cambridge, Minnesota

Assistant Director/Head of Public Service  
1972 - 1976

Pueblo Regional Library District  
Pueblo, Colorado

Director  
1970 - 1972

Edwardsville Public Library  
Edwardsville, Illinois

Page, Service Desk Assistant, BKM Driver  
1959 - 1966 (part-time)

Sioux City Public Library  
Sioux City, Iowa

## **RELATED INFORMATION**

### **EDUCATION**

University of Minnesota  
Wayne (NE) State College

Library Science, MA  
English, BAE  
Continuing Education

University of Wisconsin, Extension

Interior Design and Furniture Selection, 1991

Nuts and Bolts of Building Project Administration, 1992

Planning the Library, 1994

Capital Fundraising, 2000

LAMA - ALA Preconference - Chicago, Illinois

People, Places, Human Spaces: Designing Libraries  
with the User Experience in Mind, 2000

### **PROFESSIONAL ASSOCIATIONS**

American Library Association  
Public Library Association  
Minnesota Library Association

1970 - Present  
1986 - Present  
1976 - Present

### **WORKSHOPS/CONTINUING EDUCATION PRESENTED**

"Planning Public Library Buildings" -  
State Library of Iowa, Perry, Iowa

March 28, 1992

"What Is Your Library's Attitude?" - CLIME  
(Continuing Library Information Media  
Education Committee), St. Paul, Minnesota

November 12, 1993

"Alan Lewis Memorial Bus Tour of New Library  
Facilities" - Friends of the Development and  
Services Library, St. Paul, Minnesota

September 9, 1995

## OTHER

Illinois State Library Fellowship Recipient	1969 - 1970
Chairperson, Lewis and Clark Library System Advisory Board	1972
Chairperson, By-laws Committee, Public	1974
Library Division, Colorado Library Association	
Vice-President, Pueblo Area Librarians	1975
Co-founder, Isanti County Environmental Coalition	1990 -
Board Member, Former Chairman, Isanti County Planning Commission	1993 - 1996, 2000 - present
Board Member, Former Chairman, Isanti County Area Parks and Recreation Commission	1992 -
Poultryman/Vegetable Market Farmer	1980 -

## REFERENCES

These persons can be contacted about my assistance in their recent or in progress planning projects.

Ann Hutton, Executive Director  
Southeastern Libraries Cooperating (SELCO)  
2600 - 19<sup>th</sup> Street N.W.  
Rochester, MN 55901  
(507) 288-5513  
(Space Planning/Evaluation of Services)

Barbara Jauquet-Kalinoski, Director  
Northwest Regional Library  
210 La Bree Avenue North  
Thief River Falls, MN 56701  
(218) 681-1066  
(Strategic Planning)

Chris Lang, Administrative Assistant  
Plum Creek Library System  
P. O. Box 290  
Worthington, MN 56187  
(507) 376-5803  
(Planning/Interim Administration)

Walt Dunlap, Library Director  
Fergus Falls Public Library  
205 East Hampden  
Fergus Falls, MN 56537  
(218) 739-9387  
(Building Expansion Planning/Review of Plans)

Marcia Savelle, Librarian  
Kasson Public Library  
16 N.W. First Avenue  
Kasson, MN 55944-1471  
(507) 634-7615  
(New Library Planning/Architect Selection)

Troy Domine, Director  
Mobilize Montgomery  
206 First Street South  
Montgomery, MN 56069  
(507) 364-5577  
(New Library Planning/Architect Selection)

Susan Hart, Library Director  
Rushford Public Library  
P. O. Box 250  
Rushford, MN 55971  
(507) 864-7600  
(Renovation Planning)

Pamela Westby, Library Director  
Pelican Rapids Public Library  
25 West Mill Street  
Pelican Rapids, MN 56572-0371  
(218) 863-7055  
(Building Expansion/Architect Selection)

Doug Wolfe, Librarian  
St. Peter Public Library  
101 East Nassau Street  
St. Peter, MN 56082  
(507) 931-1228  
(New Library Planning)

Charlotte Helgeson, Librarian  
Campbell Library  
P. O. Box 419  
East Grand Forks, MN 56721  
(218) 773-9121  
(New Library Planning)



**PROFESSIONAL LIBRARY CONSULTANTS, P.A.**

Over Thirty Years Consulting Services to Libraries

**P.  
L.  
C.**

Building Programs  
Community Surveys  
Management Studies  
Plan Review  
Planning Studies  
Personnel Studies  
Service Surveys  
Site Studies

November 10, 2003

Karen Luoma, Director  
Mountain Iron Public Library  
5742 Mountain Avenue  
P. O. Box 477  
Mountain Iron, MN 55768

Dear Ms. Luoma:

As I stated in my email to you earlier this morning, I was very pleased to receive your letter last week inviting me to submit a proposal to provide consultant services to the Mountain Iron Public Library.

I would be very pleased to be able to provide the assistance that you requested. During my previous work as a public library consultant for the State of Minnesota, I had the opportunity to visit the Mt. Iron Public Library several times and remember it well. I am pleased that the City of Mt. Iron has moved forward to make critical improvements to the Library's physical structure. I understand how important it is for an independent analysis and recommendations to be undertaken to determine the optimum layout for the library as it relates to services that are currently provided as well as those that might be added in the future. I also understand the importance of community input and have had extensive experience with surveys.

Attached is a proposal and fee schedule for carrying out the requested services. As stated in the proposal, I am willing to negotiate additions, modifications, or reduced services as may be appropriate. If selected to provide the requested services, I would be available to carry out most of this work in December or January.

I shall look forward to hearing from you.

Sincerely,



Jan Feye-Stukas  
PH: 612.868.4564

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Professional Library Consultants ♦ 7400 Edinborough Way, Suite 5202 ♦ Minneapolis, Minnesota 55435-5615  
Voice: 952.921.9401 ♦ FAX: 952.921.9402 ♦ [www.prolibconsult.com](http://www.prolibconsult.com)

Robert H. Rohlf, Principal ♦ [plebob@bitstream.net](mailto:plebob@bitstream.net)  
Jan Feye-Stukas, Partner ♦ [plejan@bitstream.net](mailto:plejan@bitstream.net)

**PROFESSIONAL LIBRARY CONSULTANTS, P.A. (P.L.C.)**  
**Jan Feye-Stukas, Partner**

**Proposal for Consultant Services for Mountain Iron Public Library**  
**November 10, 2003**

**A. Project Understanding**

It is understood that the Mountain Iron Public Library provides library services primarily to the residents of the City of Mountain Iron and, through its membership in the Arrowhead Library System, also provides services to other residents from the surrounding area and region. This service is provided through a facility built in 1915. Various renovations of the building have already taken place, other changes including restroom renovations are underway, and plans are underway to install an elevator in the Library building.

It is understood that the Mountain Iron Public Library is seeking a consultant to provide assistance to the Library and recommendations for the following:

- 1) Recommend an optimum layout for the Library as it relates to the new elevator;
- 2) Review the plans that the City has for the Library;
- 3) Evaluate the Library space as it relates to the services provided; and
- 4) Design a community survey.

**B. Proposed Approach and Plan of Work:**

**TASK 1.0** Collection, review and analysis of background materials and data.

Consultant will collect and review any materials that might already exist as provided by the Library at the request of the consultant. Such materials may include:

- a) Library use patterns and services;
- b) Collection size and growth patterns
- c) Existing census and planning projections regarding traffic, population shifts, etc.
- d) Existing building plan, blueprints, and/or photos of current building.

**TASK 2.0** On-site visit

Consultant will make an on-site visit. During that time, the building layout and library services will be reviewed and structured interviews will be held with appropriate City and Library individuals to verify information learned from the data reviewed and to gather information still needed.

**TASK 3.0** Draft reports

The consultant will develop draft recommendations for layouts, draft comments on the City plan for the Library, a draft evaluation of the space as it relates to the services; and a draft community survey. These drafts will be developed through frequent consultation with the Library Director via email, fax and/or telephone. This will be working drafts and are not meant for public distribution.

**TASK 4.0** Draft reports sent to client for comment and review. Client reviews recommendations and provides feed back to consultant.

**TASK 5.0** Draft revised based on client feedback and Final Report sent to Client.

**TASK 6.0 (Optional).** Second on-site visit

A Consultant would return to Mountain Iron to present Recommendations to the Library Director, Library Board and other appropriate individuals.

**Additional Tasks:** Additional tasks such as carrying out the survey can best be negotiated at a later time when more is known about the progress of the project.

### C. Project Consultant

Jan Feye-Stukas (See Attachment A for Biographical Information.)

### D. Proposed Time Frame

Week→ Task↓	1	2	3	4	5	6	7
1.0 Collection and Analysis of background materials	■	■					
2.0 First on-site visit			■				
3.0 Draft Report Prepared				■			
4.0 Draft Report Reviewed by Client					■		
5.0 Report Revised as needed & sent to Client						■	
6.0 (Optional) Second on-site visit							■

### E. Fee Schedule

Tasks	Estimated Consultant Hours	Total Costs*	Travel+	Total
1. Collection & Analysis	2	\$ 200		\$ 200
2. First Visit	12	1,200	\$275	1,475
3. Draft Report	6	600		600
4. Review by Client	-	-		-
5. Final Report	2	200		200
<b>Total</b>	<b>22</b>	<b>\$ 2,200</b>	<b>\$275</b>	<b>\$2,475</b>
(6.) Second visit (Optional)	8	(\$ 800)	(100)	(\$900)

Chargeable Rates\*: \$100 per hour

\*Communications and office costs are included in hourly rates.

+ Travel Costs are all inclusive for Hotel, Meals, Car and other miscellaneous expenses. Billed at flat rate per Task as shown.

Professional Library Consultants, P.A. (PLC) believes that a study such as the one contemplated here will only be as good as: 1) the thoroughness of the information provided to the consultant, and 2) the experience and expertise of the consultant in interpreting the information and converting it into viable and practical recommendations. PLC involves clients in all aspects of studies to assure the studies are aimed at the client's needs.

PLC is willing to negotiate additions, modifications, or reduced services.

This proposal is valid for a period of 60 days.

Jan Feye-Stukas  
November 10, 2003

JAN FEYE-STUKAS

**BIOGRAPHICAL INFORMATION****Present Position**

Partner, Professional Library Consultants, P.A.  
 5501 Northwood Ridge  
 Bloomington, MN 55437-1721  
 Phone: 612.868.4564 Fax: 952-835-9784 Email: [plcjan@bitstream.net](mailto:plcjan@bitstream.net)

**Previous Professional Library Positions:**

Associate Director, Minneapolis (MN) Public Library, 1998 – 2003  
 Assistant Director, Minnesota Office of Library Development and Services, 1995 -1998  
 Associate Consultant, Professional Library Consultants, 1992 - 1998  
 Public Library Consultant, Minnesota Office of Library Development and Services, 1976-1995  
 Senior Librarian/Branch Manager, Hennepin County (MN) Library, 1973 -1976  
 Librarian II/Branch Manager, Minneapolis (MN) Public Library, 1970-1973  
 Young Adult Services Librarian/Assistant Branch Mgr. Kansas City (MO) Public Lib., 1969-1970  
 Librarian I, Denver (CO) Public Library, 1966-1967

**Buildings and Planning**

As public library administrator and consultant, worked on over 40 public library projects which involved feasibility studies, library building programs, planning, construction, staffing and organization, system integration and organization. . Below is a representative list:

Ada MN	Greensboro NC	Prince Georges County MD
Arlington VA	Hoyt Lakes MN	Red Lake Falls MN
Aurora MN	La Crescent MN	Redwood Falls MN
Browns Valley MN	Lake Oswego OR	San Diego CA
Detroit Lakes MN	Lakeville MN	San Jose CA
Duluth MN	Los Gatos CA	St. Joseph MO
Evansville IN	Minneapolis MN	Wadena MN
Fergus Falls MN	Moorhead MN	Westminster CO
Glenwood MN	Olivia MN	Wheaton MN
Grand Rapids MN	Princeton MN	Willmar MN

**Presentations**

Guest Lecturer: College of St. Dominican University, Graduate Class in Public Library Administration  
 Guest Lecturer: Minnesota State University, Graduate Class, Library Media Education  
 Speaker, "One Person Library", at state library conferences in Arizona, Iowa, Nebraska, Texas, Wisconsin.  
 Speaker, "Using Statistics for Public Libraries", Missouri State Library Workshop  
 Speaker/Presenter at numerous programs sponsored by Library Development and Services, Minnesota Library Association, and the American Library Association.

## RECOMMENDATION OF PAYMENT

No. 5

Owner's project No. \_\_\_\_\_

Engineer's Project No. MI02-27

Project: Mountain Iron Commercial Forty

CONTRACTOR: Rajala Construction Co., Inc., P.O. Box 277, Cohasset, MN 55721

For Period Ending: November 28, 2003

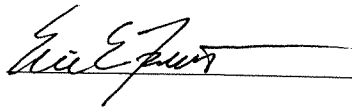
To: City of Mountain Iron  
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated December 9, 2003

By 

### STATEMENT OF WORK

Original Contract Price	<u>\$685,679.15</u>	Work & Materials to Date	\$ <u>561,488.88</u>
Net Change Orders	<u>\$(85,684.26)</u>	Amount Retained (5%)	\$ <u>28,074.44</u>
Current Contract Price	<u>\$599,994.89</u>	Subtotal	\$ <u>533,414.44</u>
		Previous Payments	\$ <u>503,893.19</u>
		Amount Due this Payment	\$ <u>29,521.25</u>



December 5, 2003

**PAY REQUEST NO. 5**

City of Mountain Iron

Commercial Forty Development

Project No. MI02-27

**CONTRACTOR: RAJALA CONSTRUCTION CO., INC.**

SPEC. NO.	ITEM	UNITS	PROJECT QUANTITIES	ITEM COST	QUANTITY TO DATE	TOTAL AMOUNT
2101.511	CLEARING & GRUBBING	LUMP SUM	1.0	\$ 72,000.00	1.0	\$72,000.00
2105.501	COMMON EXCAVATION	CU. YD.	121,400.0	\$ 1.40	121,400.0	\$169,960.00
2105.522	SELECT GRANULAR BORROW (CV)	CU.YD.	1,840.0	\$ 6.00	1,840.0	\$11,040.00
2105.535	SALVAGED TOPSOIL (CV)	CU.YD.	18,850.0	\$ 2.00	18,850.0	\$37,700.00
2105.604	GEOTEXTILE FABRIC TYPE V	SQ.YD.	5,061.0	\$ 1.25	5,061.0	\$6,326.25
2211.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	1,403.0	\$ 9.25	1,403.0	\$12,977.75
2350.501	TYPE LV4 WEARING COURSE MIXTURE	TON	385.0	\$ 36.00	347.5	\$12,510.00
2350.502	TYPE LV3 NON-WEARING COURSE MIXTURE	TON	857.0	\$ 32.00	830.8	\$26,585.60
2357.502	BIT MATERIAL FOR TACK COAT	GAL.	192.0	\$ 2.00	0.0	\$0.00
2501.515	21" RC PIPE APRON	EACH	1.0	\$ 400.00	1.0	\$400.00
2501.515	36" RC PIPE APRON	EACH	1.0	\$ 800.00	1.0	\$800.00
2502.541	4" PERF PE PIPE DRAIN W/GEOTEXTILE SOCK	LIN.FT.	1,891.0	\$ 2.25	1,942.0	\$4,369.50
2502.511	4" PVC CONDUIT PIPE - SCHEDULE 80	LIN.FT.	220.0	\$ 9.00	220.0	\$1,980.00
2503.511	6" PVC SEWER PIPE - SDR 35	LIN.FT.	34.0	\$ 14.00	29.0	\$406.00
2503.511	8" PVC SEWER PIPE - SDR 35	LIN.FT.	1,035.0	\$ 18.00	776.0	\$13,968.00
2503.541	12" RC PIPE SEWER DES. 3006	LIN.FT.	37.0	\$ 27.00	37.0	\$999.00
2503.541	15" RC PIPE SEWER DES. 3006	LIN. FT.	22.0	\$ 29.00	22.0	\$638.00
2503.541	18" RC PIPE SEWER DES. 3006	LIN. FT.	156.0	\$ 32.00	156.0	\$4,992.00
2503.541	21" RC PIPE SEWER DES. 3006	LIN. FT.	657.0	\$ 33.00	466.0	\$15,378.00
2503.541	24" RC PIPE SEWER DES. 3006	LIN. FT.	339.0	\$ 35.00	339.0	\$11,865.00
2503.541	30" RC PIPE SEWER DES. 3006	LIN.FT.	92.0	\$ 47.00	92.0	\$4,324.00
2503.541	36" RC PIPE SEWER, DES. 3006	LIN.FT.	200.0	\$ 62.00	200.0	\$12,400.00
2503.602	8" X 6" PVC WYE	EACH	1.0	\$ 100.00	1.0	\$100.00
2503.602	CONNECT TO EXISTING SANITARY MANHOLE	EACH	1.0	\$ 750.00	1.0	\$750.00
2503.603	4" PVC FORCEMAIN - SDR 21	LIN.FT.	310.0	\$ 12.00	330.0	\$3,960.00
2503.602	6" GATE VALVE AND BOX	EACH	1.0	\$ 575.00	0.0	\$0.00
2503.602	10" GATE VALVE AND BOX	EACH	2.0	\$ 1,000.00	2.0	\$2,000.00
2504.602	HYDRANT	EACH	1.0	\$ 2,800.00	1.0	\$2,800.00
2504.602	CONNECT TO EXISTING WATERMAIN	EACH	1.0	\$ 500.00	1.0	\$500.00
2504.603	6" WATERMAIN D.I. CLASS 52	LIN.FT.	8.0	\$ 25.00	15.0	\$375.00
2504.603	10" WATERMAIN D.I. CLASS 52	LIN.FT.	1,375.0	\$ 30.00	1,049.0	\$31,470.00
2504.620	WATERMAIN FITTINGS	POUNDS	1,040.0	\$ 2.20	889.0	\$1,955.80
2506.501	CONST. DRAINAGE STRUCTURE DES. F	LIN.FT.	44.2	\$ 195.00	44.2	\$8,619.00
2506.501	CONST. DRAINAGE STRUCTURE DES. G	LIN.FT.	24.2	\$ 195.00	24.2	\$4,719.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 60-4020	LIN.FT.	28.5	\$ 280.00	28.5	\$7,980.00
2506.501	CONST. DRAINAGE STRUCTURE DES. 4007	LIN.FT.	38.3	\$ 175.00	28.7	\$5,022.50
2506.516	CASTING ASSEMBLY	EACH	18.0	\$ 300.00	18.0	\$5,400.00
2506.601	CONSTRUCT LIFT STATION	LUMP SUM	1.0	\$ 56,500.00	0.75	\$42,375.00
2511.501	RANDOM RIP RAP CLASS III	CU.YD.	20.0	\$ 25.00	0.0	\$0.00
2531.501	CONCRETE CURB & GUTTER - DESIGN B618 (MOD.)	LIN.FT.	1,891.0	\$ 8.04	1,842.0	\$14,809.68
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$ 1,500.00	1.0	\$1,500.00
2573.502	SILT FENCE	LIN.FT.	2,110.0	\$ 1.60	2,110.0	\$3,376.00
2573.502	STRAW BALE BARRIER	EACH	2.0	\$ 100.00	0.0	\$0.00
2575.501	SEEDING	ACRE	0.0	\$ 599.00	0.0	\$0.00
2105.503	ROCK EXCAVATION	CU. YD.	0.0	\$ 13.40	80.5	\$1,078.70
2531.501	7" CONCRETE VALLEY GUTTER & RADIUS	SQ. YD.	0.0	\$ 49.50	21.8	\$1,079.10

VALUE OF WORK COMPLETED: \$561,488.88  
 LESS PREVIOUS PAY REQUESTS: \$530,413.88

VALUE OF WORK (PAY REQUEST 5): \$31,075.00

BENCHMARK ENGINEERING, INC.



# BENCHMARK ENGINEERING, INC.

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

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

December 10, 2003

City of Mountain Iron  
Attn: Craig Wainio, City Administrator  
Mountain Iron City Hall  
8586 Enterprise Drive South  
Mountain Iron, MN 55768-8260

RE: Cleaning, Repairing, and Painting of Water Storage Reservoirs – Final Pay Requests  
File No.: MI02-4; KLM Engineering Projects 1153 & 1154

Craig:

Enclosed with this letter please find the two final pay requests for the above referenced projects. Please add these items to the agenda for approval at the December 15<sup>th</sup> City Council meeting.

The work for the project has been completed. KLM Engineering has indicated that the 2-year warranty inspection will be performed in Spring 2005.

As you may be aware, Marty Halverson has taken a position at another firm, therefore either Rodney Flannigan or myself will be completing the paperwork for this project. Please feel free to contact me at (218) 735-8914 with any questions or comments regarding this letter.

Sincerely,

**BENCHMARK ENGINEERING, INC.**

Eric E. Fallstrom, P.E.  
Project Engineer

Encl.

Pc: Kelly Mulhern, KLM Engineering

# RECOMMENDATION OF PAYMENT

No. 4 (final)

Owner's Project No. MI02-4

KLM Project No. MN1153

Project: WATER TANK REHABILITATION/MAINTENANCE

CONTRACTOR: LeadCon Inc., P.O. Box 907, Hudson WI 54016

For Period Ending: December 1, 2003


To City of Mountain Iron, Minnesota  
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated December 10, 2003

By 

## STATEMENT OF WORK

Original Contract Price	\$ <u>300,000.00</u>	Work & Materials to Date	\$ <u>307,056.10</u>
Net Change Orders	\$ <u>7,056.10</u>	Amount Retained	\$ <u>0.00</u>
Current Contract Price	\$ <u>307,056.10</u>	Subtotal	\$ <u>307,056.10</u>
		Previous Payments	\$ <u>285,000.00</u>
		Amount Due this Payment	\$ <u>22,056.10</u>



## RECOMMENDATION OF PAYMENT

No. 3-R (final)

Owner's Project No. MI02-4

KLM Project No. MN1154

Project: WATER STORAGE RESERVOIR REHABILITATION/MAINTENANCE

CONTRACTOR: LeadCon Inc., P.O. Box 907, Hudson WI 54016

For Period Ending: December 1, 2003

To City of Mountain Iron, Minnesota  
Owner

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

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

BENCHMARK ENGINEERING, INC.

Dated December 10, 2003

By 

### STATEMENT OF WORK

Original Contract Price	\$ <u>245,000.00</u>	Work & Materials to Date	\$ <u>259,107.37</u>
Net Change Orders	\$ <u>14,107.37</u>	Amount Retained	\$ <u>0.00</u>
Current Contract Price	\$ <u>259,107.37</u>	Subtotal	\$ <u>259,107.37</u>
		Previous Payments	\$ <u>232,750.00</u>
		Amount Due this Payment	\$ <u>26,357.37</u>

**COUNCIL LETTER 121503-VA**

**MAYOR SKALKO**

**HRA/EDA PROPOSAL**

**DATE:** December 12, 2003

**FROM:** Mayor Gary Skalko

Craig J. Wainio  
City Administrator

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Background: Will be presented by a report prepared by the Trenti Law Firm

## **COUNCIL LETTER 121503-VB**

### **ADMINISTRATION**

#### **2004 PROPOSED BUDGET**

**DATE:** December 10, 2003

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

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At this meeting, the City Council is required to adopt the 2004 budget and set the levy for 2004.

First, the City Council should review and adopt the 5 year capital improvement plan. This plan is used to show activities of a capital nature that may be coming up in the future years. Typically items not included in the CIP are not eligible to be included in the Capital Improvement Budget. The Plan is adopted on an annual basis.

Next the Council should determine the amount of the general levy for City operations for the upcoming fiscal year. As at the previous meeting, the budget presented shows a 2.3% increase in the levy for 2003.

Staff would like to express the position that a 2.3% increase for 2004 would be in the best interest for the long term financial stability of the City. The City's portion of the tax rate for the community would decrease from 0.702405103 in 2003 to 0.663599306 in 2004, this is based upon a levy increase of 2.3%. In essence, the burden to the City taxpayer is decreasing even as you increase the levy.

Once the levy amount is determined, the City Council needs to adopt the 2004 budget (as modified) and Resolution Number 41-03 Setting the General Levy (as modified).

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

2004 Capital Improvement Plan

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

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

2005 Capital Improvement Plan

Item	Department	General	Grant	Designated	Bonding	Other	TOTAL
Street Maintenance	Streets	A \$ 50,000.00				\$ 50,000.00	\$ 100,000.00
Park Ridge Development	Development	A \$ 250,000.00					\$ 250,000.00
Library Renovations	Library	A \$ 100,000.00	\$ 100,000.00				\$ 200,000.00
Lights at SG	Parks	A \$ 62,000.00					\$ 62,000.00
Patrol Car	Sheriffs	A \$ 26,500.00					\$ 26,500.00
Sliplining	Wastewater	A \$ 20,000.00					\$ 20,000.00
Technology Upgrades	Administration	A \$ 10,000.00					\$ 10,000.00
Fire Appartuas	Fire	B \$ 60,000.00				\$ 5,000.00	\$ 15,000.00
OVERALL 2005 TOTAL		\$ 578,500.00	\$ 100,000.00	\$ -	\$ -	\$ 55,000.00	\$ 733,500.00

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

2006 Capital Improvement Plan

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

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

2007 Capital Improvement Plan

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

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

2008 Capital Improvement Plan

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



**2004 (PROPOSED) BUDGET SUMMARY  
CITY OF MOUNTAIN IRON**

<b>EXPENDITURES</b>	<b>2003 Budget</b>	<b>2004 Budget</b>	<b>Difference</b>	<b>Percent</b>
Administration	\$ 406,000.00	\$ 441,500.00	\$ 35,500.00	8.7%
Public Safety	\$ 468,300.00	\$ 483,300.00	\$ 15,000.00	3.2%
Public Works	\$ 625,000.00	\$ 638,500.00	\$ 13,500.00	2.2%
Culture and Rec	\$ 328,930.00	\$ 328,930.00	\$ -	0.0%
General Government	\$ 943,002.00	\$ 666,490.00	\$ (276,512.00)	-29.3%
<b>TOTAL</b>	<b>\$ 2,771,232.00</b>	<b>\$ 2,558,720.00</b>	<b>\$ (212,512.00)</b>	<b>-7.7%</b>
<b>REVENUE</b>				
Taxes	\$ 116,978.00	\$ 115,324.00	\$ (1,654.00)	-1.4%
Intergovernmental Aid	\$ 1,504,698.00	\$ 1,293,084.00	\$ (211,614.00)	-14.1%
General Revenue	\$ 297,500.00	\$ 278,500.00	\$ (19,000.00)	-6.4%
<b>TOTAL</b>	<b>\$ 1,919,176.00</b>	<b>\$ 1,686,908.00</b>	<b>\$ (232,268.00)</b>	<b>-12.1%</b>
<b>GENERAL LEVY</b>	<b>\$ 852,056.00</b>	<b>\$ 871,812.00</b>	<b>\$ 19,756.00</b>	<b>2.3%</b>

**2004 (PROPOSED) BUDGET SUMMARY  
CITY OF MOUNTAIN IRON  
REVENUE**

GENERAL REVENUE	2003 Budget	2004 Budget	Difference	Percent
Lic. & Permits	\$ 21,500.00	\$ 21,500.00	\$ -	0.0%
Charges for Service	\$ 27,000.00	\$ 28,000.00	\$ 1,000.00	3.7%
Fines	\$ 9,000.00	\$ 9,000.00	\$ -	0.0%
Interest	\$ 40,000.00	\$ 40,000.00	\$ -	0.0%
Refunds	\$ 175,000.00	\$ 150,000.00	\$ (25,000.00)	-14.3%
General	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20.0%
Subtotal	\$ 297,500.00	\$ 278,500.00	\$ (19,000.00)	-6.4%

**INTERGOVERNMENTAL REVENUE**

Local Government Aid	\$ 542,198.00	\$ 430,584.00	\$ (111,614.00)	-20.6%
Taconite Production Tax	\$ 500,000.00	\$ 450,000.00	\$ (50,000.00)	-10.0%
Taconite Municipal Aid	\$ 350,000.00	\$ 300,000.00	\$ (50,000.00)	-14.3%
Mining Effects Tax	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%
Other	\$ 12,500.00	\$ 12,500.00	\$ -	0.0%
Subtotal	\$ 1,504,698.00	\$ 1,293,084.00	\$ (211,614.00)	-14.1%

**TAXES**

Market Rate Levy	\$ 86,478.00	\$ 84,824.00	\$ (1,654.00)	-1.9%
Misc. Taxes	\$ 20,000.00	\$ 20,000.00	\$ -	0.0%
Franchise	\$ 10,500.00	\$ 10,500.00	\$ -	0.0%
Subtotal	\$ 116,978.00	\$ 115,324.00	\$ (1,654.00)	-1.4%

<b>Total</b>	<b>\$ 1,919,176.00</b>	<b>\$ 1,686,908.00</b>	<b>\$ (232,268.00)</b>	<b>-12.1%</b>
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**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
REVENUE**

TAXES	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 YTD	2004 BUDGET	%
Tax Levy	\$ 609,718.00	\$ 708,314.00	\$ 852,056.00	\$ 449,572.00	\$ 871,812.00	2.3%
Bond Levy	\$ 87,045.00	\$ 87,206.00	\$ 86,478.00	\$ 54,737.00	\$ 84,824.00	-1.9%
Franchise	\$ 20,130.00	\$ 22,165.00	\$ 20,000.00	\$ 17,567.00	\$ 20,000.00	0.0%
Other Taxes	\$ 16,515.00	\$ 5,050.00	\$ 10,500.00	\$ 17,349.00	\$ 10,500.00	0.0%
<b>TOTAL</b>	\$ 733,408.00	\$ 822,735.00	\$ 969,034.00	\$ 539,225.00	\$ 987,136.00	1.9%

**INTERGOVERNMENTAL REVENUE**

LGA	\$ 328,413.00	\$ 528,046.00	\$ 542,198.00	\$ 264,307.00	\$ 430,584.00	-20.6%
Tac. Prod Aid	\$ 560,125.00	\$ 539,555.00	\$ 500,000.00	\$ 671,766.00	\$ 450,000.00	-10.0%
Tac. Aid	\$ 356,300.00	\$ 330,404.00	\$ 350,000.00	\$ 311,221.00	\$ 300,000.00	-14.3%
Mining Effects	\$ 120,836.00	\$ 104,935.00	\$ 100,000.00	\$ -	\$ 100,000.00	0.0%
HACA	\$ 185,781.00	\$ -	\$ -	\$ -	\$ -	0.0%
Misc. Aid	\$ 54,754.00	\$ 62,696.00	\$ 12,500.00	\$ 43,548.00	\$ 12,500.00	0.0%
<b>TOTAL</b>	\$ 1,606,209.00	\$ 1,565,636.00	\$ 1,504,698.00	\$ 1,290,842.00	\$ 1,293,084.00	-14.1%

**GENERAL REVENUE**

Lic. & Permits	\$ 20,850.00	\$ 25,567.00	\$ 21,500.00	\$ 9,130.00	\$ 21,500.00	0.0%
Charges for Service	\$ 28,502.00	\$ 30,296.00	\$ 27,000.00	\$ 34,776.00	\$ 28,000.00	3.7%
Fines	\$ 10,679.00	\$ 6,747.00	\$ 9,000.00	\$ 9,610.00	\$ 9,000.00	0.0%
Interest	\$ 76,361.00	\$ 52,218.00	\$ 40,000.00	\$ 28,704.00	\$ 40,000.00	0.0%
Refunds	\$ 171,678.00	\$ 154,738.00	\$ 175,000.00	\$ 76,096.00	\$ 150,000.00	-14.3%
General	\$ 134,129.00	\$ 94,929.00	\$ 25,000.00	\$ -	\$ 30,000.00	20.0%
<b>TOTAL</b>	\$ 442,199.00	\$ 364,495.00	\$ 297,500.00	\$ 158,316.00	\$ 278,500.00	-6.4%
<b>TOTAL</b>	\$ 2,781,816.00	\$ 2,752,866.00	\$ 2,771,232.00	\$ 1,988,383.00	\$ 2,558,720.00	-7.7%

**2004 (PROPOSED) BUDGET SUMMARY**  
**CITY OF MOUNTAIN IRON**  
**EXPENDITURES**

DEPARTMENT	2003 Budget	2004 Budget	Difference	Percent
City Council	\$ 12,500.00	\$ 12,500.00	\$ -	0.0%
Administration	\$ 355,000.00	\$ 375,000.00	\$ 20,000.00	5.6%
Election	\$ -	\$ 9,000.00	\$ 9,000.00	100.0%
Assessing	\$ 18,500.00	\$ 24,000.00	\$ 5,500.00	29.7%
Planning & Zoning	\$ 20,000.00	\$ 21,000.00	\$ 1,000.00	5.0%
Sheriffs	\$ 390,000.00	\$ 405,000.00	\$ 15,000.00	3.8%
Fire Protection	\$ 66,300.00	\$ 66,300.00	\$ -	0.0%
Emergency Management	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
Animal Control	\$ 11,000.00	\$ 11,000.00	\$ -	0.0%
Streets	\$ 476,500.00	\$ 490,000.00	\$ 13,500.00	2.8%
Buildings	\$ 148,500.00	\$ 148,500.00	\$ -	0.0%
Campground	\$ 42,330.00	\$ 42,330.00	\$ -	0.0%
Recreation	\$ 177,000.00	\$ 177,000.00	\$ -	0.0%
Government	\$ 396,050.00	\$ 249,570.00	\$ (146,480.00)	-37.0%
Subtotal	\$ 2,114,680.00	\$ 2,032,200.00	\$ (82,480.00)	-3.9%
Library	\$ 109,600.00	\$ 109,600.00	\$ -	0.0%
Transfers	\$ 546,952.00	\$ 416,920.00	\$ (130,032.00)	-23.8%
Total	\$ 2,771,232.00	\$ 2,558,720.00	\$ (212,512.00)	-7.7%

**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
GOVERNMENT OPERATIONS**

CITY COUNCIL	2001		2002		2003		2004	
	ACTUAL		ACUTAL		BUDGET	YTD	BUDGET	%
Council Salaries	\$ 11,818.00	\$	11,816.00	\$	12,500.00	\$ 16,768.00	\$ 12,500.00	0%
TOTAL	\$ 11,818.00	\$	11,816.00	\$	12,500.00	\$ 16,768.00	\$ 12,500.00	0%

**ADMINISTRATION**

Salaries	\$ 153,976.00	\$	161,533.00	\$	148,000.00	\$	134,286.00	\$	165,000.00	11%
Payroll Taxes	\$ 20,649.00	\$	22,183.00	\$	20,000.00	\$	18,920.00	\$	25,000.00	25%
Insurance-Group	\$ 29,810.00	\$	39,374.00	\$	33,000.00	\$	36,514.00	\$	40,000.00	21%
Insurance-General	\$ 20,452.00	\$	51,475.00	\$	45,000.00	\$	40,035.00	\$	50,000.00	11%
Independent Audit	\$ 9,300.00	\$	9,860.00	\$	10,000.00	\$	9,900.00	\$	10,000.00	0%
Engineering Fees	\$ 48,883.00	\$	46,036.00	\$	37,000.00	\$	52,757.00	\$	31,000.00	-16%
Legal Fees	\$ 30,036.00	\$	33,468.00	\$	29,000.00	\$	24,911.00	\$	25,000.00	-14%
Communications	\$ 8,189.00	\$	9,700.00	\$	9,000.00	\$	8,621.00	\$	9,000.00	0%
Supplies	\$ 6,390.00	\$	3,628.00	\$	5,000.00	\$	4,388.00	\$	5,000.00	0%
Operations	\$ 24,033.00	\$	43,791.00	\$	19,000.00	\$	41,933.00	\$	15,000.00	-21%
TOTAL	\$ 351,718.00	\$	421,048.00	\$	355,000.00	\$	372,265.00	\$	375,000.00	6%

**ELECTION**

Salaries	\$ 1,116.00	\$	2,868.00	\$	-	\$	-	\$	4,000.00	100%
Operations	\$ 280.00	\$	3,820.00	\$	-	\$	72.00	\$	5,000.00	100%
TOTAL	\$ 1,396.00	\$	6,688.00	\$	-	\$	72.00	\$	9,000.00	100%

**ASSESSING**

Contract Services	\$ 15,715.00	\$	19,306.00	\$	17,500.00	\$	19,531.00	\$	23,000.00	31%
Operations	\$ 288.00	\$	-	\$	1,000.00	\$	258.00	\$	1,000.00	0%
TOTAL	\$ 16,003.00	\$	19,306.00	\$	18,500.00	\$	19,789.00	\$	24,000.00	30%

**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
GOVERNMENT OPERATIONS**

PLANNING & ZONING	2001		2002		2003		2003		2004	
	ACTUAL		ACTUAL		BUDGET		YTD		BUDGET	%
Salaries	\$ 27,343.00	\$	12,807.00	\$	15,000.00	\$	7,568.00	\$	16,000.00	7%
Payroll Taxes	\$ 3,508.00	\$	1,688.00	\$	2,000.00	\$	944.00	\$	2,000.00	0%
Operations	\$ 2,729.00	\$	3,011.00	\$	3,000.00	\$	1,619.00	\$	2,000.00	-33%
TOTAL	\$ 33,580.00	\$	17,506.00	\$	20,000.00	\$	10,131.00	\$	21,000.00	5%
ADMINISTRATION										
TOTAL	\$ 414,515.00	\$	476,364.00	\$	406,000.00	\$	419,025.00	\$	441,500.00	9%

**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
PUBLIC SAFETY**

<b>POLICE PROTECTION</b>	<b>2001 ACTUAL</b>	<b>2002 ACTUAL</b>	<b>2003 BUDGET</b>	<b>2003 YTD</b>	<b>2004 BUDGET</b>	<b>%</b>
Contract Services	\$ 393,725.00	\$ 401,625.00	\$ 385,000.00	\$ 288,747.00	\$ 400,000.00	4%
Other Expenditures	\$ 5,652.00	\$ 7,356.00	\$ 5,000.00	\$ 4,980.00	\$ 5,000.00	0%
<b>TOTAL</b>	\$ 399,377.00	\$ 408,981.00	\$ 390,000.00	\$ 293,727.00	\$ 405,000.00	4%
<b>FIRE PROTECTION</b>						
Salaries	\$ 16,701.00	\$ 17,480.00	\$ 18,000.00	\$ 11,023.00	\$ 18,000.00	0%
Payroll Taxes	\$ 559.00	\$ 2,705.00	\$ 500.00	\$ 2,000.00	\$ 500.00	0%
Training	\$ 15,960.00	\$ 10,726.00	\$ 11,000.00	\$ 5,290.00	\$ 11,000.00	0%
Maintenance	\$ 4,848.00	\$ 6,800.00	\$ 6,000.00	\$ 2,019.00	\$ 6,000.00	0%
Operations	\$ 18,468.00	\$ 13,910.00	\$ 11,000.00	\$ 10,210.00	\$ 11,000.00	0%
Firemen's Relief	\$ 23,012.00	\$ 20,244.00	\$ 19,800.00	\$ 19,390.00	\$ 19,800.00	0%
<b>TOTAL</b>	\$ 79,548.00	\$ 71,865.00	\$ 66,300.00	\$ 49,932.00	\$ 66,300.00	0%
<b>EMERGENCY MANAGEMENT</b>						
Operations	\$ 15.00	\$ 25.00	\$ 1,000.00	\$ 25.00	\$ 1,000.00	0%
<b>TOTAL</b>	\$ 15.00	\$ 25.00	\$ 1,000.00	\$ 25.00	\$ 1,000.00	0%
<b>ANIMAL CONTROL</b>						
Contract Services	\$ 10,234.00	\$ 10,258.00	\$ 10,000.00	\$ 7,694.00	\$ 10,000.00	0%
Operations	\$ 127.00	\$ 741.00	\$ 1,000.00	\$ 201.00	\$ 1,000.00	0%
<b>TOTAL</b>	\$ 10,361.00	\$ 10,999.00	\$ 11,000.00	\$ 7,895.00	\$ 11,000.00	0%
<b>PUBLIC SAFETY</b>						
<b>TOTAL</b>	\$ 489,301.00	\$ 491,870.00	\$ 468,300.00	\$ 351,579.00	\$ 483,300.00	3%

**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
PUBLIC WORKS**

STREETS	2001	2002	2003	2003	2004	%
	ACTUAL	ACTUAL	BUDGET	YTD	BUDGET	
Salaries	\$ 284,300.00	\$ 287,949.00	\$ 249,800.00	\$ 214,544.00	\$ 255,000.00	2%
Payroll Taxes	\$ 37,046.00	\$ 38,409.00	\$ 33,300.00	\$ 30,524.00	\$ 40,000.00	20%
Insurance-Group	\$ 63,217.00	\$ 79,344.00	\$ 59,300.00	\$ 76,657.00	\$ 75,000.00	26%
Utilities	\$ 47,386.00	\$ 52,347.00	\$ 46,800.00	\$ 42,778.00	\$ 45,000.00	-4%
Maintenance	\$ 34,989.00	\$ 45,826.00	\$ 44,500.00	\$ 36,930.00	\$ 40,000.00	-10%
Supplies	\$ 29,596.00	\$ 14,605.00	\$ 26,000.00	\$ 15,156.00	\$ 20,000.00	-23%
Operations	\$ 28,930.00	\$ 27,973.00	\$ 16,800.00	\$ 7,551.00	\$ 15,000.00	-11%
<b>TOTAL</b>	\$ 525,464.00	\$ 546,453.00	\$ 476,500.00	\$ 424,140.00	\$ 490,000.00	3%
<b>BUILDINGS</b>						
Salaries	\$ 49,402.00	\$ 52,072.00	\$ 55,450.00	\$ 40,538.00	\$ 56,000.00	1%
Payroll Taxes	\$ 6,215.00	\$ 6,780.00	\$ 7,200.00	\$ 5,419.00	\$ 8,000.00	11%
Insurance-Group	\$ 12,915.00	\$ 17,485.00	\$ 12,400.00	\$ 15,808.00	\$ 15,000.00	21%
Utilities	\$ 43,449.00	\$ 27,948.00	\$ 46,400.00	\$ 32,188.00	\$ 45,000.00	-3%
Communications	\$ 2,062.00	\$ 1,256.00	\$ 2,050.00	\$ 1,150.00	\$ 2,000.00	-2%
Supplies	\$ 52,447.00	\$ 17,970.00	\$ 15,500.00	\$ 3,155.00	\$ 9,500.00	-39%
Operations	\$ 18,698.00	\$ 16,048.00	\$ 9,500.00	\$ 14,908.00	\$ 13,000.00	37%
<b>TOTAL</b>	\$ 185,188.00	\$ 139,559.00	\$ 148,500.00	\$ 113,166.00	\$ 148,500.00	0%
<b>PUBLIC WORKS</b>						
<b>TOTAL</b>	\$ 710,652.00	\$ 686,012.00	\$ 625,000.00	\$ 537,306.00	\$ 638,500.00	2%



**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
CULTURE AND RECREATION**

CAMPGROUND	2001	2002	2003	2003	2004	%
	ACTUAL	ACTUAL	BUDGET	YTD	BUDGET	
Salaries	\$ 15,006.00	\$ 17,365.00	\$ 14,600.00	\$ 15,907.00	\$ 14,600.00	0%
Payroll Taxes	\$ 1,966.00	\$ 1,827.00	\$ 1,530.00	\$ 1,541.00	\$ 1,530.00	0%
Insurance-Group	\$ 3,922.00	\$ 1,908.00	\$ 2,550.00	\$ 1,936.00	\$ 2,550.00	0%
Utilities	\$ 6,887.00	\$ 4,618.00	\$ 7,350.00	\$ 3,732.00	\$ 7,350.00	0%
Operations	\$ 18,427.00	\$ 15,248.00	\$ 14,300.00	\$ 14,330.00	\$ 14,300.00	0%
Advertising	\$ 130.00	\$ -	\$ 2,000.00	\$ 120.00	\$ 2,000.00	0%
<b>TOTAL</b>	\$ 46,338.00	\$ 40,966.00	\$ 42,330.00	\$ 37,566.00	\$ 42,330.00	0%

**RECREATION DEPARTMENT**

Salaries	\$ 87,709.00	\$ 90,362.00	\$ 101,350.00	\$ 78,074.00	\$ 101,350.00	0%
Payroll Taxes	\$ 10,191.00	\$ 11,281.00	\$ 11,300.00	\$ 9,869.00	\$ 11,300.00	0%
Insurance-Group	\$ 15,521.00	\$ 20,738.00	\$ 13,400.00	\$ 18,505.00	\$ 13,400.00	0%
Utilities	\$ 8,807.00	\$ 9,305.00	\$ 10,300.00	\$ 9,092.00	\$ 10,300.00	0%
Maintenance	\$ 3,948.00	\$ 5,355.00	\$ 5,650.00	\$ 2,053.00	\$ 5,650.00	0%
Operations	\$ 21,618.00	\$ 25,490.00	\$ 20,200.00	\$ 12,621.00	\$ 20,200.00	0%
Mesabi Trail	\$ -	\$ -	\$ 6,500.00	\$ -	\$ 6,500.00	0%
Special Events	\$ 15,866.00	\$ 14,077.00	\$ 8,300.00	\$ 9,218.00	\$ 8,300.00	0%
<b>TOTAL</b>	\$ 163,660.00	\$ 176,608.00	\$ 177,000.00	\$ 139,432.00	\$ 177,000.00	0%

**LIBRARY**

Salaries	\$ 65,305.00	\$ 69,065.00	\$ 67,350.00	\$ 57,496.00	\$ 67,350.00	0%
Payroll Taxes	\$ 8,404.00	\$ 9,022.00	\$ 8,750.00	\$ 7,559.00	\$ 8,750.00	0%
Insurance-Group	\$ 5,004.00	\$ 7,348.00	\$ 4,900.00	\$ 6,621.00	\$ 4,900.00	0%
Utilities	\$ 7,334.00	\$ 4,869.00	\$ 8,400.00	\$ 5,904.00	\$ 8,400.00	0%
Books	\$ 16,430.00	\$ 15,346.00	\$ 12,500.00	\$ 8,518.00	\$ 12,500.00	0%
Communications	\$ 3,310.00	\$ 2,985.00	\$ 4,900.00	\$ 3,124.00	\$ 4,900.00	0%
Operations	\$ 19,675.00	\$ 3,960.00	\$ 2,800.00	\$ 3,775.00	\$ 2,800.00	0%
<b>TOTAL</b>	\$ 125,462.00	\$ 112,595.00	\$ 109,600.00	\$ 92,997.00	\$ 109,600.00	0%

**CULTURE AND RECREATION**

<b>TOTAL</b>	\$ 335,460.00	\$ 330,169.00	\$ 328,930.00	\$ 269,995.00	\$ 328,930.00	0%
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**2004 (PROPOSED) BUDGET  
CITY OF MOUNTAIN IRON  
GENERAL GOVERNMENT**

GENERAL GOVERNMENT	2001	2002	2003	2003	2003	2004	%
	ACTUAL	ACTUAL	BUDGET	YTD	BUDGET	BUDGET	
Cash Short and Over	\$ (55.00)	\$ 1.00	\$ 10.00	\$ (1.00)	\$ 10.00	\$ 10.00	0%
Cemeteries	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0%
Retire/Pension Contrib.	\$ 62,226.00	\$ 64,671.00	\$ 63,994.00	\$ 64,195.00	\$ 70,000.00	\$ 70,000.00	9%
Public Expense	\$ 10,066.00	\$ 17,167.00	\$ 6,500.00	\$ 15,756.00	\$ 6,500.00	\$ 6,500.00	0%
Promotion and Tourism	\$ 10,200.00	\$ 311.00	\$ 2,500.00	\$ 1,505.00	\$ 2,500.00	\$ 2,500.00	0%
EMT Equipment	\$ 1,790.00	\$ 2,850.00	\$ 3,000.00	\$ 1,124.00	\$ 3,000.00	\$ 3,000.00	0%
Intergovernmental Coop	\$ 54,248.00	\$ 1,473.00	\$ -	\$ 21,567.00	\$ -	\$ -	0%
Contribution - QCJRA	\$ -	\$ 34,232.00	\$ 21,504.00	\$ -	\$ 7,560.00	\$ 7,560.00	-65%
Contribution - QCEDA	\$ -	\$ 30,102.00	\$ 25,102.00	\$ -	\$ -	\$ -	-100%
Contribution - V/MI/GCC	\$ -	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	-100%
Hydrants	\$ 3,845.00	\$ 2,139.00	\$ 5,000.00	\$ 7,301.00	\$ 5,000.00	\$ 5,000.00	0%
TCBDA	\$ 42,288.00	\$ 41,930.00	\$ 50,000.00	\$ 36,274.00	\$ 50,000.00	\$ 50,000.00	0%
QCEDA	\$ 40,861.00	\$ 64,753.00	\$ 100,000.00	\$ 54,879.00	\$ 100,000.00	\$ 100,000.00	0%
LGA Offset	\$ -	\$ -	\$ 108,440.00	\$ -	\$ -	\$ -	-100%
VRMC Contribution	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0%
Wastewater Charges	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Water Charges	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>TOTAL</b>	\$ 237,969.00	\$ 272,129.00	\$ 396,050.00	\$ 212,600.00	\$ 249,570.00	\$ 249,570.00	-37%
<b>TRANSFERS</b>							
Capital Improvement	\$ 460,353.00	\$ 322,804.00	\$ 268,782.00	\$ 138,985.00	\$ 136,920.00	\$ 136,920.00	-49%
Mining Effects	\$ -	\$ 30,200.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	0%
Debt Service	\$ 200,000.00	\$ 203,000.00	\$ 228,170.00	\$ 190,141.00	\$ 230,000.00	\$ 230,000.00	1%
<b>TOTAL</b>	\$ 660,353.00	\$ 556,004.00	\$ 546,952.00	\$ 329,126.00	\$ 416,920.00	\$ 416,920.00	-24%
<b>GENERAL GOVERNMENT</b>							
<b>TOTAL</b>	\$ 898,322.00	\$ 828,133.00	\$ 943,002.00	\$ 541,726.00	\$ 666,490.00	\$ 666,490.00	-29%

**2004 BUDGET**  
**CITY OF MOUNTAIN IRON**  
**DEBT SERVICE FUND**

REVENUE	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 YTD	2004 BUDGET
Interest Earnings	\$ 5,614.00	\$ 16,502.00	\$ 2,000.00	\$ 6,613.33	\$ 2,000.00
Special Assessments	\$ 126,271.00	\$ 34,216.00	\$ 17,274.00	\$ 6,372.09	\$ 17,500.00
Electric Fund	\$ -	\$ -	\$ 8,103.00	\$ 6,752.50	\$ 8,024.00
Water Fund	\$ -	\$ -	\$ 17,868.00	\$ 14,890.00	\$ 17,695.00
Capital Projects Fund	\$ -	\$ 36,259.00	\$ -	\$ -	\$ -
General Fund	\$ 200,000.00	\$ 203,000.00	\$ 228,170.00	\$ 190,141.20	\$ 230,000.00
<b>TOTAL REVENUE</b>	<b>\$ 331,885.00</b>	<b>\$ 289,977.00</b>	<b>\$ 273,415.00</b>	<b>\$ 224,769.12</b>	<b>\$ 275,219.00</b>
<b>EXPENSES</b>					
Principle - Community Center	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Interest - Community Center	\$ 50,398.00	\$ 48,935.00	\$ 47,360.00	\$ 47,360.00	\$ 45,785.00
Principle - Street Improvement	\$ -	\$ 45,000.00	\$ 60,000.00	\$ 60,000.00	\$ 65,000.00
Interest - Street Improvement	\$ 63,440.00	\$ 68,139.00	\$ 65,615.00	\$ 65,615.00	\$ 62,535.00
Principle - Water Revenue	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
Interest - Water Revenue	\$ -	\$ 13,147.00	\$ 39,440.00	\$ 19,720.00	\$ 38,815.00
Agent Fees	\$ 187.00	\$ 23,174.00	\$ 1,652.00	\$ 125.00	\$ 2,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 144,025.00</b>	<b>\$ 233,395.00</b>	<b>\$ 274,067.00</b>	<b>\$ 227,820.00</b>	<b>\$ 274,135.00</b>

# CITY OF MOUNTAIN IRON

## 2004 CAPITAL IMPROVEMENT BUDGET

### 2004 Capital Improvement Budget

REVENUE	2004
General Fund	\$ 136,920.00
Mining Effects	\$ 50,000.00
Grants	\$ 325,000.00
Bonding	\$ 300,000.00
2002 Carry Over	\$ 45,000.00
<b>TOTAL</b>	<b>\$ 856,920.00</b>

EXPENDITURE	Department	2004 Projects	2003 Carryover	Grant	Bonding	TOTAL
Fire Truck	Fire	\$ 50,000.00		\$ 180,000.00		\$ 230,000.00
Wetlands Mitigation	Development					
Street Improvements	Streets		\$ 45,000.00	\$ 45,000.00		\$ 90,000.00
Playground Equipment	Parks	\$ 25,000.00			\$ 300,000.00	\$ 300,000.00
Library Improvements	Library	\$ 100,000.00				\$ 25,000.00
Squad Car	Sheriffs	\$ 25,000.00		\$ 100,000.00		\$ 200,000.00
Pickup Truck	Streets	\$ 25,000.00				\$ 25,000.00
Technology Upgrades	Administration	\$ 10,000.00				\$ 25,000.00
<b>OVERALL 2001 TOTAL</b>		<b>\$ 235,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 300,000.00</b>	<b>\$ 905,000.00</b>

**2004 BUDGET**  
**CITY OF MOUNTAIN IRON**  
**CHARITABLE GAMBLING**

REVENUE	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 YTD	2004 BUDGET
Interest Earnings	\$ 305.00	\$ 935.00	\$ 200.00	\$ 69.00	\$ 200.00
Gambling Proceeds	\$ 2,008.00	\$ 2,138.00	\$ 2,500.00	\$ 3,189.00	\$ 2,500.00
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 2,313.00</b>	<b>\$ 3,073.00</b>	<b>\$ 2,700.00</b>	<b>\$ 3,258.00</b>	<b>\$ 2,700.00</b>
<b>EXPENSES</b>					
Allowable Expenditures	\$ 1,433.00	\$ 4,066.00	\$ 2,700.00	\$ 3,458.00	\$ 2,700.00
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 1,433.00</b>	<b>\$ 4,066.00</b>	<b>\$ 2,700.00</b>	<b>\$ 3,458.00</b>	<b>\$ 2,700.00</b>

**CITY OF MOUNTAIN IRON**  
**2004 BUDGET**  
**WATER DEPARTMENT**

REVENUES	2001	2002	2003	2004	%
	ACTUAL	YTD	BUDGET	YTD	
Interest Earnings	\$ 1,296.00	\$ 870.00	\$ 1,000.00	\$ 1,497.00	0%
Charges for Services	\$ 171,209.00	\$ 150,284.00	\$ 140,000.00	\$ 155,643.00	32%
<b>TOTAL REVENUES</b>	<b>\$ 172,505.00</b>	<b>\$ 151,154.00</b>	<b>\$ 141,000.00</b>	<b>\$ 157,140.00</b>	<b>32%</b>

EXPENDITURES					%
	2001	2002	2003	2004	
Cost of Sales	\$ -	\$ -	\$ -	\$ -	0%
Salaries	\$ 54,968.00	\$ 55,123.00	\$ 57,000.00	\$ 55,610.00	14%
Payroll Taxes	\$ 7,258.00	\$ 7,404.00	\$ 7,700.00	\$ 7,646.00	23%
Maintenance	\$ 18,066.00	\$ 18,617.00	\$ 10,000.00	\$ 9,856.00	50%
Travel/Training	\$ -	\$ 100.00	\$ 400.00	\$ 338.00	25%
Depreciation Expense	\$ 41,000.00	\$ 42,000.00	\$ 43,000.00	\$ 35,833.00	67%
Insurance	\$ 11,434.00	\$ 16,593.00	\$ 17,500.00	\$ 14,077.00	-14%
Professional Services	\$ 1,904.00	\$ 1,770.00	\$ 2,000.00	\$ 527.00	0%
Office Supplies	\$ 1,220.00	\$ 961.00	\$ 1,000.00	\$ 1,225.00	50%
Operating Supplies	\$ 3,442.00	\$ 5,729.00	\$ 6,000.00	\$ 5,948.00	33%
Telephone Expense	\$ 197.00	\$ 215.00	\$ 250.00	\$ 214.00	0%
Other Expenditures	\$ 5,087.00	\$ 8,645.00	\$ 10,000.00	\$ 4,798.00	0%
Contract Services	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ 25,222.00	\$ 21,863.00	\$ 25,000.00	\$ 25,997.00	0%
Interest Expense	\$ -	\$ -	\$ -	\$ -	0%
Debt Service	\$ -	\$ -	\$ 17,868.00	\$ 14,890.00	100%
Capital Outlay	\$ -	\$ 569.00	\$ -	\$ -	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 169,798.00</b>	<b>\$ 179,589.00</b>	<b>\$ 197,718.00</b>	<b>\$ 176,959.00</b>	<b>22%</b>

**CITY OF MOUNTAIN IRON**  
**2004 BUDGET**  
**WASTE WATER DEPARTMENT**

REVENUES	2001	2002	2003	2004
	ACTUAL	YTD	BUDGET	BUDGET
Interest Earnings	\$ 17,461.00	\$ 14,274.00	\$ 14,500.00	\$ 10,000.00
Charges for Services	\$ 190,624.00	\$ 182,628.00	\$ 181,000.00	\$ 181,000.00
TOTAL REVENUES	\$ 208,085.00	\$ 196,902.00	\$ 195,500.00	\$ 191,000.00
				-2%

EXPENDITURES				
Cost of Sales	\$ -	\$ -	\$ -	\$ -
Salaries	\$ 63,590.00	\$ 61,845.00	\$ 65,000.00	\$ 66,500.00
Payroll Taxes	\$ 8,519.00	\$ 8,360.00	\$ 9,000.00	\$ 9,500.00
Maintenance	\$ 35,329.00	\$ 19,527.00	\$ 25,000.00	\$ 20,000.00
Travel/Training	\$ 903.00	\$ 1,237.00	\$ 1,500.00	\$ 1,500.00
Depreciation Expense	\$ 73,000.00	\$ 75,000.00	\$ 77,000.00	\$ 110,000.00
Insurance	\$ 10,156.00	\$ 15,535.00	\$ 16,500.00	\$ 12,000.00
Professional Services	\$ 4,714.00	\$ 5,808.00	\$ 6,000.00	\$ 7,000.00
Office Supplies	\$ 1,050.00	\$ 1,158.00	\$ 1,000.00	\$ 1,000.00
Operating Supplies	\$ 11,699.00	\$ 12,461.00	\$ 14,000.00	\$ 15,000.00
Telephone Expense	\$ 1,452.00	\$ 1,450.00	\$ 1,500.00	\$ 2,000.00
Other Expenditures	\$ 4,523.00	\$ 4,386.00	\$ 5,000.00	\$ 6,500.00
Contract Services	\$ 25,993.00	\$ 24,965.00	\$ 28,000.00	\$ 26,000.00
Utilities	\$ 53,933.00	\$ 46,378.00	\$ 50,000.00	\$ 45,447.00
Interest Expense	\$ -	\$ 93.00	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL EXPENDITURES	\$ 294,861.00	\$ 278,203.00	\$ 309,500.00	\$ 327,000.00
				6%

Abstract

CITY COUNCIL

Cost of Sales	\$	-	\$	-	\$	-	\$	-	\$	-	0%
Salaries	\$	88,952.00	\$	94,025.00	\$	97,000.00	\$	88,702.00	\$	108,000.00	11%
Payroll Taxes	\$	11,485.00	\$	12,808.00	\$	14,000.00	\$	11,923.00	\$	16,000.00	14%
Maintenance	\$	4,275.00	\$	9,385.00	\$	10,000.00	\$	17,928.00	\$	20,000.00	100%
Travel/Training	\$	-	\$	100.00	\$	100.00	\$	275.00	\$	400.00	300%
Depreciation	\$	51,000.00	\$	53,000.00	\$	55,000.00	\$	45,833.00	\$	20,000.00	-64%
Insurance	\$	23,057.00	\$	34,739.00	\$	35,000.00	\$	30,103.00	\$	35,000.00	0%
Professional Services	\$	1,616.00	\$	2,155.00	\$	2,500.00	\$	1,977.00	\$	2,500.00	0%
Office Supplies	\$	2,628.00	\$	3,150.00	\$	3,500.00	\$	3,430.00	\$	3,500.00	0%
Operating Supplies	\$	9,111.00	\$	8,863.00	\$	10,000.00	\$	8,427.00	\$	12,000.00	20%
Telephone Expense	\$	1,525.00	\$	736.00	\$	750.00	\$	430.00	\$	500.00	-33%
Other Expenditures	\$	8,198.00	\$	9,893.00	\$	12,000.00	\$	7,639.00	\$	9,000.00	-25%
County Service Fee	\$	128,647.00	\$	125,775.00	\$	70,000.00	\$	51,382.00	\$	70,000.00	0%
County Tipping Fee	\$	-	\$	-	\$	63,000.00	\$	53,749.00	\$	60,000.00	-5%
Interest Expense	\$	-	\$	1,313.00	\$	-	\$	-	\$	-	0%
Debt Service	\$	-	\$	-	\$	-	\$	-	\$	-	0%
Capital Outlay	\$	-	\$	-	\$	10,000.00	\$	-	\$	120,000.00	
TOTAL EXPENDITURES	\$	330,494.00	\$	355,942.00	\$	382,850.00	\$	321,798.00	\$	476,900.00	25%



**CITY OF MOUNTAIN IRON**  
**2004 BUDGET**  
**ELECTRIC DEPARTMENT**

REVENUES	2001	2002	2003	2003	2004	%
	ACTUAL	YTD	BUDGET	YTD	BUDGET	
Interest Earnings	\$ 2,401.00	\$ 777.00	\$ 1,000.00	\$ 178.00	\$ 200.00	-80%
Charges for Services	\$ 968,573.00	\$ 975,163.00	\$ 870,000.00	\$ 957,429.00	\$ 1,160,000.00	33%
<b>TOTAL REVENUES</b>	<b>\$ 970,974.00</b>	<b>\$ 975,940.00</b>	<b>\$ 871,000.00</b>	<b>\$ 957,607.00</b>	<b>\$ 1,160,200.00</b>	<b>33%</b>
<b>EXPENDITURES</b>						
Cost of Sales	\$ 657,745.00	\$ 633,502.00	\$ 570,000.00	\$ 602,181.00	\$ 712,000.00	25%
Salaries	\$ 160,145.00	\$ 194,113.00	\$ 193,000.00	\$ 171,171.00	\$ 210,000.00	9%
Payroll Taxes	\$ 21,543.00	\$ 26,094.00	\$ 28,000.00	\$ 23,718.00	\$ 30,000.00	7%
Maintenance	\$ 41,381.00	\$ 37,334.00	\$ 34,000.00	\$ 28,100.00	\$ 30,000.00	-12%
Travel/Training	\$ 40.00	\$ 1,048.00	\$ 2,000.00	\$ 1,308.00	\$ 2,000.00	0%
Depreciation Expense	\$ 53,000.00	\$ 55,000.00	\$ 57,000.00	\$ 47,500.00	\$ 38,000.00	-33%
Insurance	\$ 44,573.00	\$ 67,537.00	\$ 68,000.00	\$ 56,545.00	\$ 68,000.00	0%
Professional Services	\$ 7,710.00	\$ 7,428.00	\$ 8,000.00	\$ 14,364.00	\$ 13,175.00	65%
Office Supplies	\$ 4,493.00	\$ 4,586.00	\$ 5,000.00	\$ 3,417.00	\$ 5,000.00	0%
Operating Supplies	\$ 11,696.00	\$ 11,551.00	\$ 12,000.00	\$ 23,523.00	\$ 30,000.00	150%
Telephone Expense	\$ 1,327.00	\$ 2,737.00	\$ 3,000.00	\$ 2,516.00	\$ 3,000.00	0%
Other Expenditures	\$ 18,866.00	\$ 9,056.00	\$ 10,000.00	\$ 7,070.00	\$ 10,000.00	0%
Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Interest Expense	\$ 489.00	\$ 775.00	\$ 1,000.00	\$ 354.00	\$ 1,000.00	0%
Debt Service	\$ -	\$ -	\$ 8,103.00	\$ 6,753.00	\$ 8,025.00	100%
Capital Outlay	\$ -	\$ 7,603.00	\$ -	\$ 86,052.00	\$ -	-100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,023,008.00</b>	<b>\$ 1,058,364.00</b>	<b>\$ 999,103.00</b>	<b>\$ 1,074,572.00</b>	<b>\$ 1,160,200.00</b>	<b>16%</b>



# 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

## RESOLUTION NUMBER 40-03

### APPROVING 2003 TAX LEVY, COLLECTABLE 2004

**BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following sums of money be levied for the current year, collectable in 2004, upon the taxable property in the City of Mountain Iron for the following purposes:

TOTAL LEVY	\$ 871,812.00
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The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED THIS 15<sup>th</sup> DAY OF DECEMBER, 2003.**

ATTEST:

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

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



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 42-03

### ESTABLISHING THE FEE SCHEDULE FOR 2003

**WHEREAS**, the City of Mountain Iron City Code provides that permit/license fees be established from time to time by Resolution adopted by the City Council; and

**WHEREAS**, the Council has expressed a desire to review the fee schedule on a regular basis; and

**WHEREAS**, staff has completed a formal review of all fees charged by the City, and would recommend that the attached fee schedule for the year 2004;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Arden Hills that the attached fee schedule be adopted:

(See Attachment)

**BE IT FURTHER RESOLVED**, that these fees shall become effective January 1, 2004.

**DULY ADOPTED BY THE CITY COUNCIL THIS 15<sup>th</sup> DAY OF DECEMBER, 2003.**

ATTEST:

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

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

# CITY OF MOUNTAIN IRON FEE SCHEDULE

FEE NAME	2004 FEES	COMMENTS
Off-Sale Non-Intoxicating Liquor License	\$ 5.00	
On-Sale Non-Intoxicating Liquor License	\$ 25.00	
2am Liquor License	\$ 50.00	
Off-Sale Liquor License	\$ 75.00	
Club On-Sale Liquor License	\$ 75.00	
Sunday Liquor License	\$ 200.00	
On-Sale Liquor License	\$ 600.00	
Tobacco License	\$ 100.00	
Peddler Permit	\$ 25.00	
1 to 5 Day Vendor Permit	\$ 50.00	
6 days to 1 Year Vendor Permit	\$ 200.00	
Street Cut Permit	\$ 25.00	
Massage Parlor License	\$ 25.00	
Special Events Permit	\$ 25.00	
Zoning Permit	\$ 5.00	
Sign Permit	\$ 30.00	
Extensive Excavation/Fill or Borrow Pit Permit	\$ 50.00	plus consulting
Certificate Of Occupancy	\$ 50.00	plus consulting
Conditional Use Permit	\$ 150.00	
Variance Application	\$ 150.00	
Rezoning Application	\$ 150.00	
Planned Unit Development Application	\$ 150.00	plus consulting
Floodplain Permit	\$ 25.00	
Platting Application	\$ 150.00	plus consulting
Street Vacation Application	\$ 150.00	
ISTS Permit	\$ 275.00	
Dog License	\$ 5.00	spayed/nuetered
Dog License	\$ 10.00	
Copies	\$ 0.25	per side
Fax	\$ 1.00	per sheet
911 Maps	\$ 5.00	
Certified Copies	\$ 5.00	
Meeting Tapes	\$ 10.00	
Assessment Search	\$ 10.00	
Zoning Book	\$ 10.00	
Camping Fees	\$ 12.00	per night
Youth Sports	\$ 15.00	
Returned Checks	\$ 20.00	
Babe Ruth Baseball	\$ 25.00	
Camping Fees	\$ 50.00	per week
Legion Baseball	\$ 75.00	
Water Tap Fees	\$ 125.00	
Water Meter Test	\$ 50.00	
Water Turn On	\$ 25.00 during work hours	

Water Turn On	\$	100.00 after hours
Sewer Tap In	\$	50.00
Electric Turn On	\$	25.00 work hours
Electric Turn On	\$	100.00 after hours
Electric Meter Testing	\$	50.00
Electrical Affidavit	\$	1.00
Electric Hook-up		Plus materials
Trencher w/ operator WB	\$	75.00 per hour
Trencher w/ operator	\$	100.00 per hour
Bucket Truck w/ operator	\$	100.00 per hour
Auger Truck w/ operator	\$	100.00 per hour
Dump Truck w/operator	\$	100.00 per hour
Backhoe w/ operator	\$	100.00 per hour
Grader w/ operator	\$	125.00 per hour
Sweeper w/operator	\$	100.00 per hour
Loader w/ operator	\$	100.00 per hour
Bobcat w/ operator	\$	75.00 per hour
Roller w/ operator	\$	75.00 per hour
Tractor/mower w/ operator	\$	100.00 per hour
Air Compressor	\$	75.00 per hour
Jack Hammer	\$	75.00 per day
Plate Compactor	\$	100.00 per day



December 5, 2003

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

RE: RE: RFP 7  
Phase II – Interior Renovations  
Mtn. Iron Library  
Mtn. Iron, Minnesota  
DSGW Project # 03058

Dear Craig:

We have reviewed the attached RFP received on December 3, 2003 and find it to be in order therefore we are recommending that it 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,

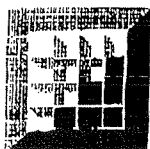
DSGW Architects, Inc.

A handwritten signature in black ink, appearing to read 'Erik C. Wedge', written over a horizontal line.

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  
**Architect:** Damberg, Scott, Gerzlina, 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. 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																
<b>7</b>	Tollet rooms 004 and 010 waste and venting piping revisions.	11/26/2003																
<b>DESCRIPTION OF ITEM:</b> Provide quotes to perform the following work. Attached are the revised piping drawings for the waste and vent at the lower level toilets. Proposal - Dec. 3, 2003 <table style="margin-left: 40px;"> <tr> <td>General contractor costs</td> <td style="text-align: right;">\$ 162.</td> </tr> <tr> <td>Mechanical (per enclosed)</td> <td style="text-align: right;">3,938.</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 4,100.</td> </tr> <tr> <td>(10%) Markup</td> <td style="text-align: right;">410.</td> </tr> <tr> <td>Bond</td> <td style="text-align: right;">65.</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 4,575.</b></td> </tr> </table> <p style="text-align: center;">LENCI ENTERPRISES, INC.  <i>Dale J. Hansen</i>            Dale J. Hansen</p>		General contractor costs	\$ 162.	Mechanical (per enclosed)	3,938.		\$ 4,100.	(10%) Markup	410.	Bond	65.	<b>TOTAL</b>	<b>\$ 4,575.</b>	<b>REVISIONS:</b> <table border="1" style="width: 100%; height: 100px;"> <tr><td>1</td></tr> <tr><td>2</td></tr> <tr><td>3</td></tr> <tr><td>4</td></tr> </table>	1	2	3	4
General contractor costs	\$ 162.																	
Mechanical (per enclosed)	3,938.																	
	\$ 4,100.																	
(10%) Markup	410.																	
Bond	65.																	
<b>TOTAL</b>	<b>\$ 4,575.</b>																	
1																		
2																		
3																		
4																		
<b>ATTACHMENTS:</b> RM1, RM2, R1.1		<table border="1" style="width: 100%;"> <tr> <th>C.O. ISSUE DATE</th> <th>STATUS</th> <th>PRICE</th> <th>APPV'D PRICE</th> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td></td> <td></td> </tr> </table>	C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE		1										
C.O. ISSUE DATE	STATUS	PRICE	APPV'D PRICE															
	1																	
<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: 50px; height: 20px; vertical-align: middle;"></span>																

**REQUESTED BY:**

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

Post-it* Fax Note 7671		Date 12/03	# of pages 2
To ERIK WEDGE	From DALE HANSEN		
Co./Dept. DSGW	Co. LENCI		
Phone #	Phone #		
Fax #	Fax #		

12/11/2003

70

CITY COUNCIL



# GENERAL HEATING & MECHANICAL

1922 W. Superior St.  
Duluth, MN 55808  
(218) 727-1880  
(218) 727-5540 fax

TO: Dale  
Lenci Enterprises

FROM: Jonathan D. Rohweder

DATE: October 27, 2003

RE: Mt. Iron Library ADA Renovations RFP #7

General Heating states the following cost changes for RFP #7

Material (this includes use tax)	\$450.00
Labor	\$2,600.00
Truck	\$200.00
Subsistence	\$180.00
Tools	\$150.00
OHP	\$358.00
	<u>\$ 3,938.00</u>

Our pricing includes extra venting, extra under ground piping, extra concrete and extra demolition that has been partially completed.

Sincerely,

Jonathan D. Rohweder



## Wedge, Erik

---

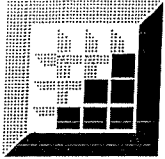
**From:** Otto Maki [otto@rangebroadband.com]  
**Sent:** Friday, December 05, 2003 9:02 AM  
**To:** ewedge@dsgw.com  
**Subject:** Mt. Iron Library

Erik:

I have reviewed the pricing for the additional plumbing required for the two bathrooms on the lower level of the library. Based on the extent of the piping required to be reinstalled to meet current code requirements, the price for the work appears to be fair and justified. There is an extensive amount of labor for installing completely new waste and vent piping when the original bid called for the contractor to modify existing rough-ins for the new fixtures. If you have any other questions, please let me know.

Thanks,

The Design Group, Inc.  
Otto W. Maki, P.E.  
email: otto@thedgroup.org  
Phone: 218-262-1959  
Fax: 218-262-1976



## 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

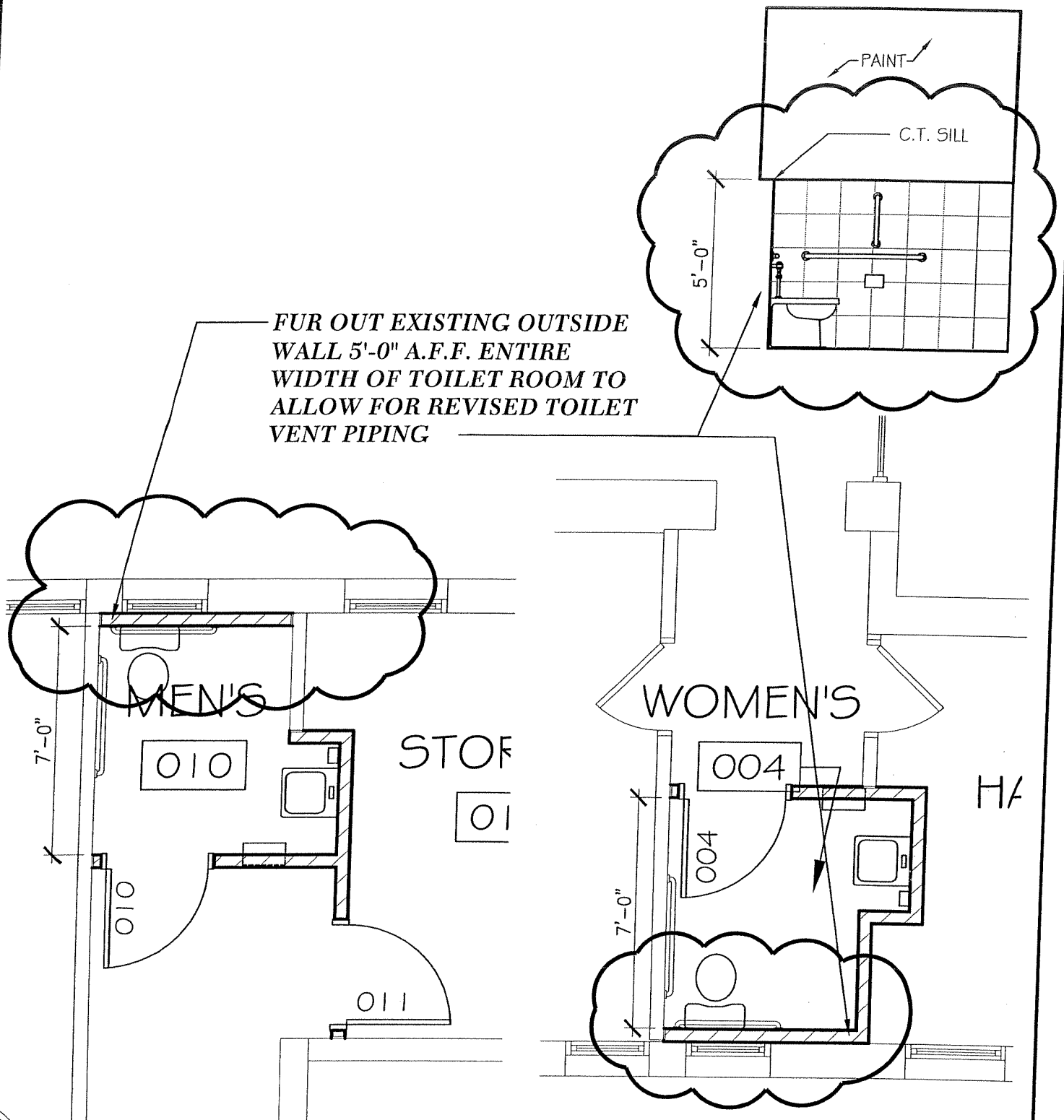
Arch. Project #: 03058

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. 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									
7	Toilet rooms 004 and 010 waste and venting piping revisions.	11/26/2003									
<b>DESCRIPTION OF ITEM:</b> Provide quotes to perform the following work. Attached are the revised piping drawings for the waste and vent at the lower level toilets.		<b>REVISIONS:</b> <table border="1"><tr><td>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		
1											
2											
3											
4											
<b>ATTACHMENTS:</b> RM1, RM2, R1.1											
<b>RFP INITIATED BY:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR		<table border="1"><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>1</td><td></td><td></td></tr></tbody></table> <b>Status Key</b> 1. RFP Issued- DO NOT PROCEED 2. PROCEED-C.O. to Follow 3. C.O. ISSUED 4. Proposal NOT ACCEPTED  <b>C.O. NO.</b> <table border="1"><tr><td></td></tr></table>	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 55792  
(218) 741-7962  
FAX (218) 741-7967



enriching  
communities  
through  
architecture

duluth • virginia • grand rapids • twin cities

MNT. IRON  
LIBRARY-ADA  
RENOVATIONS PHASE II

VIRGINIA, MN

project # 03058

date NOVEMBER 26, 2003

dwg file 03058-PLAN REVISIONS

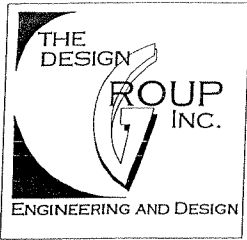
sheet 1 of 1

revision/issue

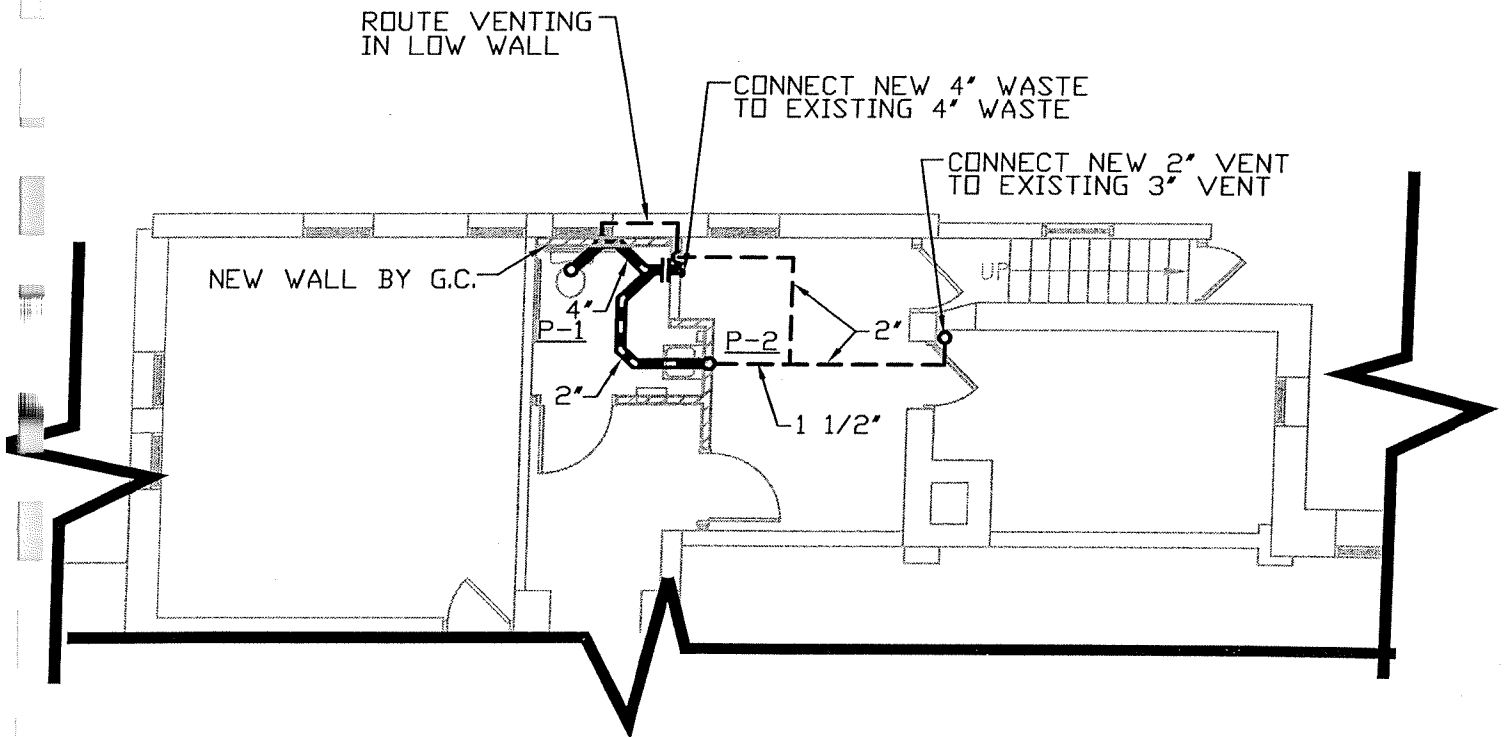
R.F.P. #7

sheet number

R1.1

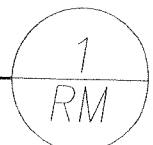


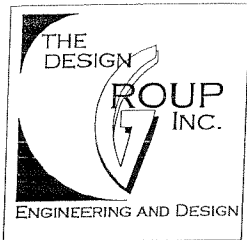
PROJECT NO. 044-03  
DRAWN BY SM  
CHECKED BY QWM  
DATE 25 NOV 03  
DRAWING NO. RM1



NORTH TOILET

SCALE: 1/8" = 1'-0"





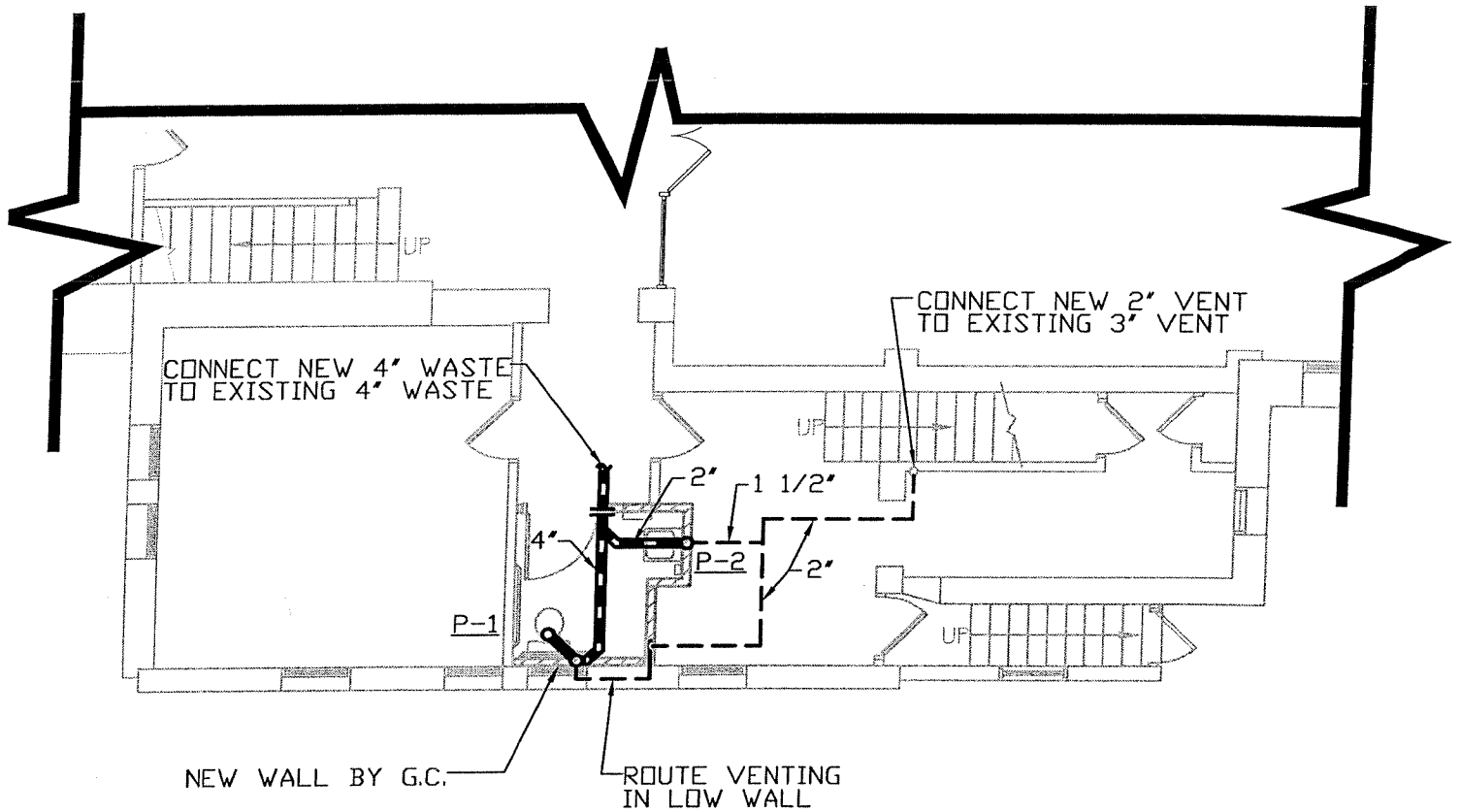
PROJECT NO. 044-03

DRAWN BY SM

CHECKED BY DWM

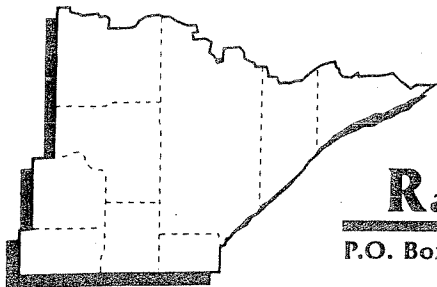
DATE 25 NOV 03

DRAWING NO. RM1



SOUTH TOILET  
SCALE: 1/8" = 1'-0"

2  
RM



One Range...One Voice

**Range Association of Municipalities and Schools**  
P.O. Box 705, Buhl, MN 55713      PHONE (218) 258-3216      FAX (218) 258-3217

TO:            RAMS Member Units  
FROM:        Ron Dicklich *R.D.*  
DATE:        December 1, 2004  
SUBJECT:     2004 Membership Dues

----- M E M O R A N D U M -----

Enclosed you will find your RAMS 2004 Membership Dues statement.

2004 will be the most challenging year that our schools, cities, and townships have faced for many years.

Our schools continue to fight the negative effects of declining enrollment. Cuts in offerings and growing class sizes have become a continual battle for School Boards and Superintendents. We will seek funding to help our schools deal with this trend which will continue over the coming years.

Last year RAMS was able to work with the Senate to delay the Speaker Sviggum Taconite Aid deduct from Local Government Aids. At 2:00 AM on Memorial Day, we were successful in delaying the deduct for two years. An additional \$10 Million dollars would have been cut from Taconite Cities budgets for 2004. Look at the amount of Taconite Aid your city receives, and subtract that from the budget you are working on today. This year it is imperative that we are able to eliminate that provision. If it is not repealed, there will be a permanent LGA cut of \$10 Million dollars when it is fully implemented.

RAMS has already begun meeting with legislative leaders and we feel confident that we can accomplish the repeal.

We need the support of the entire Iron Range community. The Iron Mining Association is once again promoting Taconite Tax reductions, even though world conditions in steel have taken pressure off of U.S. steel producers. RAMS has presented information to Legislative leaders that is contrary to the I.M.A.'s position, and will use this information to counteract the I.M.A.'s efforts.

I want to thank you for your continued investment in RAMS. All of our accomplishments as well as our future expectations are only possible because of your support and efforts. Thank you again for your involvement and commitment to making sure the Range remains strong and viable.

## 2004 DUES STATEMENT

TO: City of Mt. Iron  
8586 Enterprise Drive South  
Mt. Iron, MN 55768

=====

**2004 MEMBERSHIP DUES: \$700.00**

=====

**PLEASE MAKE CHECKS PAYABLE TO:**

Range Association of Municipalities & Schools

**PLEASE SEND CHECKS TO:** Range Assoc of Municipalities & Schools  
P. O. Box 705  
Buhl, Minnesota 55713



& CAPSTONE  
ADVISORS

December 3, 2003

**INVOICE**

Ms. Jill Forseen  
City of Mountain Iron  
8586 Enterprise Drive So.  
Mountain Iron MN 55768-8260

Dear Ms. Forseen:

You currently have the following council members signed up for the Personal Accident Policy through The Life Insurance Company of North America:

<u>Board Name</u>	<u>Members</u>
City Council	5
Planning/Zoning Committee	7
Utility Advisory Board	5
Parks & Recreation Board	5
Housing/Redevelopment	4
Library Board	5

Please remit a check made payable to The Brehm Group for the number of insureds you are covering by using the following formula:

$$31 \text{ (Number of Members)} \times \$12.75 = \$395.25$$

Use the attached application if you wish to include additional committees, commissions or boards; please specifically list which party and/or group you are adding and the number of members in each party and/or group.

Please send payment, *along with a copy of this letter*, no later than February 1, 2004 to:

Julie Seidlitz, RHU  
The Brehm Group, Inc.  
706 - 2nd Avenue South #850  
Minneapolis MN 55402-3007

If you have any questions, please feel free to give me a call at (612) 339-7385. Thank you.

Julie A. Seidlitz, RHU

**Important note:** It may be necessary for your city to adopt an ordinance or resolution, allowing appointed members to have this insurance, if you do not already have one.

2/11/2003

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CITY COUNCIL



## APPLICATION

To put the LMC sponsored accident coverage for city councils and boards into effect, **return this form along with your payment.** List each new board, commission, or committee you wish to cover, and show the total number of members on each board. If the council is to be covered, be sure to list it as well.

*NOTE: If you have previously enrolled a board, committee, or commission, do not include them here as you will automatically be billed for current enrollees.*

City \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Attn.: \_\_\_\_\_

<u>Board Name</u>	<u>Number of members</u>	<u>Meetings per year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>TOTAL AMOUNT DUE</b>	<b>(Total)</b> _____	<b>x \$12.75 =</b> _____
-------------------------	----------------------	--------------------------

\* If the council is included for coverage and council members also serve on another board, do not include those council members in the member count of the second board.

\*\* Return this application, along with the calculated payment, **no later than February 1, 2004** for coverage to be effective March 1, 2004 through February 28, 2005. Return to:

Julie Seidlitz, RHU  
The Brehm Group, Inc.  
706 Second Avenue South, Suite #850  
Minneapolis MN 55402-3007

**Important note:** It may be necessary for your city to adopt an ordinance or resolution, allowing appointed members to have this insurance, if you do not already have one.



# 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

## RESOLUTION NUMBER 43-03

### CHARITABLE GAMBLING

**WHEREAS**, the Buhl Fire Relief Association has applied for a Class B Charitable Gambling Operation Permit consisting of raffles, paddlewheels, tipboards, and pull-tabs at the Rezavor, and;

**WHEREAS**, the Buhl Fire Relief Association is requesting that their Class B Charitable Gambling Permit be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Mountain Iron City Council hereby approves said premise permit.

**DULY ADOPTED THIS 15<sup>th</sup> DAY OF DECEMBER, 2003**

---

Mayor Gary Skalko

ATTEST:

---

City Administrator

(SEAL)

**COMMUNICATIONS**  
**DECEMBER 15, 2003**

1. The Trenti Law Firm, a notice advising the City that the Notice of Scheduling Conference in the matter of the City of Mountain Iron versus Harry's Bon Air Inc. has been rescheduled for January 2, 2004.
2. Faith Zwemke, Pay Equity Coordinator, Department of Employee Relations, a notice advising the City that they are compliance with Pay Equity.
3. Robert Manzoline, Director of the Regional Railroad Authority, an update regarding the City's request to acquire the abandon Burlington Northern Railroad grade in Parkville.
4. Deborah K. Stover, Multi-Family Housing Specialist for USDA, a letter stating that the request for project designation change has been reviewed and approved by the agency.
5. J. Carla Schneider, Bowman Properties, a letter advising the City that the Management Agreement for the Mountain Manor ends on December 31, 2003 and they will not be seeking renewal.
6. MediaCom, a letter announcing the addition of FOX News Channel to the Northern Minnesota systems effective December 15, 2003.

ENCLOSURE FOR YOUR INFORMATION

Date: December 4, 2003

Our File No.: 55,337-1

Re: Harry's Bon Air

Your File No.: \_\_\_\_\_

We enclose the following to keep you informed of the progress of this matter:

Photocopy of Notice of Scheduling Conference indicating that the scheduling conference in connection with the above matter has been RESET to January 2, 2004 at 8:40 A.M. If you have any questions or comments, please advise.

Please contact us if you have any questions.

Sam A. Aluni

**TRENTI LAW FIRM**

P.O. BOX 958

VIRGINIA, MINNESOTA 55792

Phone: (218) 749-1962

TO

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

STATE OF MINNESOTA  
COUNTY OF SAINT LOUIS

SIXTH JUDICIAL DISTRICT  
Virginia, MN

Case Number: 69-C7-03-101631

NTC OF SCHEDULING CONFERENCE

Case Title: CITY OF MT IRON V. HARRYS BON AIR INC & BEVERY NADOLSKE  
ALLIS

COPY

SAM A ALUNI  
PO BOX 958  
1000 LINCOLN BLDG  
VIRGINIA MN 55792

---  
You are hereby notified that the above matter has been RESET for a  
Scheduling Conference on

Date : 01/02/2004 Time: 8:40 A.M. Courtroom  
Judge: Honorable Gary J. Pagliaccetti  
300 5th Avenue South  
Virginia, MN 55792

THIS MATTER WILL BE HEARD BY TELECONFERENCE TO DISCUSS THE SCHEDULING  
ORDER. PETITIONER'S ATTORNEY WILL INITIATE THE CALL. IF NO CONTACT  
IS MADE WITH THE ASSIGNED JUDGE AT THIS SCHEDULED TIME, THE JUDGE WILL  
ENTER A SCHEDULING ORDER WITHOUT INPUT OF COUNSEL.  
JUDGE PAGLIACCETTI IS UNAVAILABLE THE WEEK OF 12-8-03 DUE TO A JURY  
TRIAL IN CARLTON COUNTY.

SUSAN BYRNES  
Court Administrator

Phone: (218) 749-7106

By: S. ROERIG, COURT SPECIALIST  
Deputy Clerk  
---

Dated: 12/03/2003

RECEIVED

DEC 04 2003

TRENTI LAW FIRM

12/11/2003

84

CITY COUNCIL



# Department of Employee Relations

200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155-1603  
651.297.1184  
TTY 651.282.2699  
[www.doer.state.mn.us](http://www.doer.state.mn.us)

December 3, 2003

Craig J. Wainio  
Mountain Iron  
8586 Enterprise Drive South  
Mountain Iron, MN 55768-0505

Dear Mr. Wainio:

Congratulations! I am very pleased to send you the enclosed notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

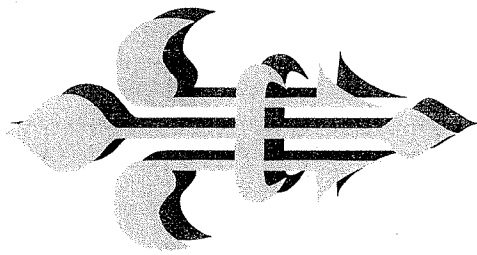
As you know, Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and information about your situation is enclosed. In an effort to conserve resources, we are no longer enclosing the "Guide to Understanding Pay Equity Compliance and Computer Reports." Instead, we are directing you to our web site [www.doer.state.mn.us](http://www.doer.state.mn.us) for this publication or we will send you a copy in the mail upon request. If you have any questions about the materials or about pay equity in general, please contact me at (651) 296-2653. Also, this notice and results of the compliance review are public information and must be supplied upon request to any interested party.

Again, congratulations on your achievement!

Sincerely,

Faith Zwemke  
Pay Equity Coordinator

Attachments



# *Notice of Pay Equity Compliance*

presented to

*City of Mountain Iron*

for successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review by the Minnesota Department of Employee Relations of your 2003 pay equity report.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

December 3, 2003

Date

*Cal R. Ludeman*

Cal R. Ludeman  
Commissioner

## Results of Tests for Pay Equity Compliance

Date: 11/20/03

Jurisdiction: Mountain View Corp ID# 833

### 1. Completeness and Accuracy Test

☒ Passed. Required information was submitted accurately and on time.

### 2. Statistical Analysis Test

☒ Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.

☐ Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.

### 3. Salary Range Test

☒ Passed. Too few classes had an established number of years to move through a salary range.

☐ Passed. Salary range test showed a score of 80% or more.

### 4. Exceptional Service Pay Test

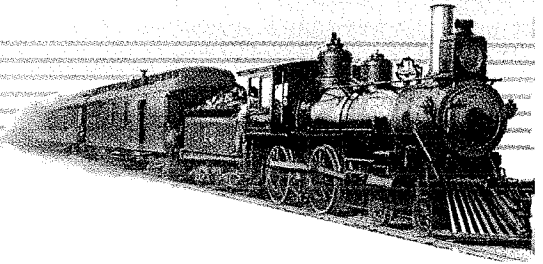
☒ Passed. Too few classes received exceptional service pay.

☐ Passed. Exceptional service pay test showed a score of 80% or more.

The enclosed material describes compliance requirements in more detail. If you have questions, contact Pay Equity Coordinator, Faith Zwemke, at (651) 296-2653.



# St. Louis & Lake Counties REGIONAL RAILROAD AUTHORITY



December 4, 2003

Mr. Craig Wainio  
City Administrator  
City of Mt. Iron  
8586 Enterprise Drive  
Mt. Iron, MN 55768-8260

Dear Craig:

The St. Louis & Lake Counties Regional Railroad Authority (RRA) board met and considered City of Mt. Iron's request to acquire the abandon Burlington Northern Railroad grade within Section 12, T58, R18. Enclosed is a map indicating the parcels involved along with approximate length and acreage.

RRA board has directed me to further discuss sale of this land with City and explore other potential use of property or long term viability of retaining this railroad corridor for future transportation needs.

Although RRA board did not make a decision on weather or not to sell, they wish to assure you that the City's interests are held in highest regard.

I will be contacting you shortly to further discuss this issue and if in the meantime you should have any questions, please do not hesitate to contact me.

Sincerely,

Robert Manzoline  
Director

cc: Commissioner Keith Nelson





United States  
Department of  
Agriculture

RURAL  
DEVELOPMENT

Office Location:  
4850 Miller Trunk Hwy, Suite 1B  
Duluth MN

Mailing Address:  
P O Box 15068  
Duluth MN 55815-5068  
Phone 218-720-5330, ext. 4  
Fax 218-720-3129  
MN Relay Service Dial 711

November 25, 2003

City of Mountain Iron  
Attn: Craig J Wainio  
8586 Enterprise Drive South  
Mountain Iron MN 55768-8260

RE: Mountain Manor

Dear Mr. Wainio:

This letter is to inform you that the request for project designation change has been reviewed and approved by our agency.

The Management Plan and all related attachments along with the Affirmative Fair Housing Marketing Plan should be updated to reflect this change and outline specifically how the project will operate. Refer to the Instruction 1930-C, Exhibit B and Exhibit B-1 for further clarification.

If you have any questions or concerns, please feel free to contact the office.

Sincerely,

DEBORAH K. STOVER  
Multi-Family Housing Specialist

CC: Bowman Property Management  
Michael Monson, Area Director

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

# Bowman Properties

INCORPORATED



GREYSOLON PLAZA • 231 EAST SUPERIOR STREET, SUITE 206 • DULUTH, MINNESOTA 55802-2144  
218-722-3131 • TDD-711 • FAX 218-733-5750

November 21, 2003

Mr. Craig Wainio, Executive Directors  
Mr. Iron Housing and Redevelopment Authority  
8586 Enterprise Drive South  
Mountain Manor, Minnesota 55768

Dear Craig:

As you know the Management Agreement between the Mountain Iron HRA and Bowman Properties ends of as December 31, 2003. Per our correspondence with the HRA in July of this year and follow-up discussions with the Board in August, Bowman Properties is unable to continue to provide management services at the level of quality we aspire to provide to our clients and customers. This letter is written to provide notification that we will not be presenting a management contract for renewal as of January 1, 2004. This is a situation that saddens us greatly but one we feel is best.

We will work with you and the HRA to affect a smooth transfer and perform all transition activities as provided for in the current Management Agreement. Meanwhile, please know that we will be terminating employment of the three Bowman Properties' staff members assigned to the Mt. Manor development.

Sincerely,

J. Carla Schneider  
President

JCS/pc



*Theresa Sunde*  
*Government Relations Coordinator*

December 8, 2003

Dear Community Officials,

Mediacom is pleased to announce the addition of FOX News Channel to channel 70 in our Northern Minnesota systems effective December 15, 2003.

A newspaper ad has been placed to notify our customers of the addition. I have enclosed a copy for you to post or distribute.

This will be effective in the communities of Buhl, Kinney, Chisholm, Aurora, Biwabik, Fayal Township, Eveleth, Gilbert, Hoyt Lakes, McKinley, Mt. Iron and Virginia.

If you have any questions or concerns, please feel free to call me at 507-835-2356.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Sunde". The signature is fluid and matches the printed name below it.

Theresa Sunde

Mediacom Communications Corporation  
1504 2<sup>nd</sup> Street SE • Waseca, MN 56093 • 507-835-2356 • Fax 507-835-4567

Mediacom is pleased to announce the addition of  
**FOX News Channel** to channel 70 in our Northern  
Minnesota systems on December 15th.



- The name America trusts for fair and balanced news.
- Insightful perspectives from highly regarded reporters and anchors.

**Mediacom**  **800-332-0245**