



MOUNTAIN IRON CITY COUNCIL MEETING

MONDAY, AUGUST 7, 2017

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, AUGUST 07, 2017 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the July 17, 2017, Regular Meeting (#1-5)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's
 - 1. Cooperative Purchasing Agreement (#6-9)
 - 2. Liability Waiver Form (#10)
 - C. Director of Public Works Report
 - 1. Expiration of Probation (#11)
 - D. Library Director/Special Events Coordinator's Report
 - 1. Request to Close Streets (#12)
 - E. Sheriff's Department Report
 - 1. 2016 Crime Statistics (#13-14)
 - F. City Engineer's Report
 - 1. Pay Request – Woodland Estates (#15-17)
 - 2. Pay Request – Bike Trail (#18-20)
 - G. Fire Department
 - 1. Hire Firefighter (#21)
 - H. Planning and Zoning Commission
 - 1. Conditional Use & Variance Permit-William Pond (#22-26)
 - I. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 24-17 Adopting Assessment (#27-28)
 - B. 2017 Audit Proposal (#29-37)
 - C. Request for Leave (#38)
- VII. Communications (#39-45)
- VIII. Announcements
- IX. Adjourn

Page Number in Packet

MINUTES
MOUNTAIN IRON CITY COUNCIL
July 17, 2017

Mayor Skalko called the City Council meeting to order at 6:33p.m. with the following members present: Joe Prebeg, Jr., Alan Stanaway, Steve Skogman, Susan Tuomela, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Sally Yuccas, Librarian Director/Special Events Director; Rod Flannigan, City Engineer and Scott Neff, City Attorney Representative.

It was moved by Skalko and seconded by Skogman that the consent agenda be approved as follows:

1. Add the following items to the agenda:
 - IV. A. 1. Donation to Fairview Golf Scramble
2. Approve the minutes of the July 5, 2017, regular meeting as submitted.
3. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
4. To acknowledge the receipts for the period July 1-15, 2017, totaling \$980,057.95 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period July 1-15, 2017, totaling \$329,530.97 (a list is attached and made a part of these minutes).

The motion carried.

Public Forum:

- No one spoke during forum

The Mayor reported on the following:

- Happy birthday to Bill Riccio turned 98 on July 17th
- Happy early birthday to Elma Riccio turning 92 on July 30th

It was moved by Prebeg and seconded by Tuomela to authorize a \$200 hole sponsorship for the Fairview Range Medical Center charity golf event on Friday, September 15th at the Virginia Golf Course, with the funds being expended from the Charitable Gambling Fund. The motion carried unanimously on a roll call vote.

The City Administrator reported on the following:

- Nothing to report at this time

Director of Public Works:

- Shouldering work being completed on roads throughout Unity Drive as well as in Parkville
- Dust control implemented throughout after July 5th meeting

Library Director/Special Events Coordinator:

- Summer Library hours, Monday-Friday 10-5pm, closed on Saturdays
- July 19th at 1:00pm, "Tie Dying-Bahama Mama Party with Barbecue," bring white t-shirt to tie-dye, partnering with American Legion
- July 25th at 11:00am, "Preschool Story time," at the Mountain Iron Library
- August 6th, "Family Fun Day," at West Two Rivers Campground
 - Activities throughout the week held Downtown Mountain Iron
- August 12th, Merritt Days headlining band, "Vertical Horizon"
 - Merritt Days Committee meeting weekly

City Attorney:

- No formal report

City Engineer:

- No formal report

It was moved by Prebeg and seconded by Skogman approve the plans and specifications then to advertise for bids for the Nichols Pond Decommissioning Project, No. MI15-05. The project will be advertised for 21 days, and a tentative bid opening would be set during the week of August 14. Bids could be considered at a council meeting in August, with plans being sent to the Minnesota Pollution Control Agency. The motion carried.

Walker, Giroux, & Hahne, LLC. Representative Bill Paulson discussed the City of Mountain Iron's 2016 Audit and recommendations.

The council reviewed the list of communications.

Councilor Skogman announced on Tuesday, July 25th at 3pm at the Field of Dreams Park in Virginia, a rally and united march will be held to support Mining which is and has been the way of life for Iron Range residents.

At 7:10p.m., it was moved by Skalko and seconded by that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Communications:

1. Thank you from the Mountain Iron-Buhl Class of 2017, for the generous donation to the "2017 MIB Chemical Free All Night Grad Party."

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	123,478.65
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	622.50
MISCELLANEOUS	ASSESSMENT SEARCHES	20.00
METER DEPOSITS	ELECTRIC	800.00
PERMITS	BUILDING	47.60
TAXES	SPEC. ASSMTS-378 FUND-CURRENT	20,411.00
BUILDING RENTALS	NICHOLS HALL	95.00
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	800.00
SALE OF PROPERTY	SALE OF PROPERTY-GENERAL FUND	375.00
MISCELLANEOUS	REIMBURSEMENTS	401.38
PERMITS	VENDOR	50.00
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	370.60
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	-
TAXES	TAX LEVY	549,706.36
TAXES	TAXES RECEIVABLE-DELINQUENT	3,272.16
TAXES	MISCELLANEOUS TAXES	13,716.12
TAXES	BOND LEVY	197,722.00
TAXES	PENALTIES & INTEREST	211.82
TAXES	PENALTIES & INTEREST-378 FUND	131.18
TAXES	SPEC ASSESS-FUND 378-DELINQUEN	504.27
TAXES	TIF #14 INCREMENT COLLECTED	35,789.29
TAXES	DUE TO MOUNTAIN IRON EDA	22,778.46
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	225.10
CAMPGROUND RECEIPTS	FEES	6,280.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP	186.90
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR	469.32
CAMPGROUND RECEIPTS	CREDIT CARD FEES	100.46
BUILDING RENTALS	COMMUNITY CENTER	275.00
FINES	CRIMINAL	1,167.78
CAMPGROUND RECEIPTS	PAVILION FEES	50.00
Summary Totals:		<u>980,057.95</u>

Check Issue Date(s): 07/17/2017 - 07/18/2017

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/17	07/17/2017	150312	130011	UNITED STATES POSTAL SERVICE	604-20200	422.87
07/17	07/18/2017	150313		Information Only Check	101-20200	.00 V
07/17	07/18/2017	150314	10056	A T & T MOBILITY	604-20200	1,533.71
07/17	07/18/2017	150315	10070	A-1 RENTAL SERVICES INC	101-20200	832.13
07/17	07/18/2017	150316	10068	ADVANCED OPTICAL	101-20200	1,093.78
07/17	07/18/2017	150317	301	ALAN & DONNA SARALAMPI	604-20200	125.91
07/17	07/18/2017	150318	30054	BAKER TILLY VIRCHOW KRAUSE LLP	604-20200	4,840.00
07/17	07/18/2017	150319	20022	BENCHMARK ENGINEERING INC	602-20200	7,815.00
07/17	07/18/2017	150320	30055	BTAC ACQUISITION CORP.	101-20200	143.93
07/17	07/18/2017	150321	30084	CARDMEMBER SERVICE	603-20200	8,013.53
07/17	07/18/2017	150322	302	CARSON & HEATHER KRUEGER	604-20200	26.18
07/17	07/18/2017	150323	170001	CENTURY LINK	101-20200	398.07
07/17	07/18/2017	150324	30082	CITY OF EVELETH	101-20200	384.00
07/17	07/18/2017	150325	40031	DAHL'S SUNRISE DAIRY	101-20200	118.05
07/17	07/18/2017	150326	40063	DEPARTMENT OF COMMERCE	604-20200	322.43
07/17	07/18/2017	150327	40058	DISTINGUISHED TROPHY CO	101-20200	90.52
07/17	07/18/2017	150328	248	DRCC	101-20200	200.00
07/17	07/18/2017	150329	50055	EMBARASS TWSHP LITTLE LEAGUE	101-20200	85.00
07/17	07/18/2017	150330	70029	GUARDIAN PEST CONTROL INC	101-20200	88.80
07/17	07/18/2017	150331	80001	HILLYARD/HUTCHINSON	101-20200	311.74
07/17	07/18/2017	150332	80037	HOMETOWN MEDIA PARTNERS	101-20200	660.50
07/17	07/18/2017	150333	90030	INNOVATIVE OFFICE SOLUTIONS	101-20200	1,953.69
07/17	07/18/2017	150334	202	JAMIE HENDRICKS	101-20200	66.23
07/17	07/18/2017	150335	100023	JIM'S CLEANING	101-20200	260.00
07/17	07/18/2017	150336	303	KALI QUAD & DARRON RUZIC	604-20200	315.36
07/17	07/18/2017	150337	1217	L & M SUPPLY	101-20200	5,000.00
07/17	07/18/2017	150338		Information Only Check	101-20200	.00 V
07/17	07/18/2017	150339	120006	L & M SUPPLY	101-20200	3,837.29
07/17	07/18/2017	150340	130004	MESABI DAILY NEWS	101-20200	319.75
07/17	07/18/2017	150341	110035	MIDWEST COMMUNICATIONS	101-20200	450.00
07/17	07/18/2017	150342	130133	MIDWEST PLAYSCAPES INC	301-20200	4,589.75
07/17	07/18/2017	150343	140026	MINNESOTA ENERGY RESOURCES	602-20200	834.04
07/17	07/18/2017	150344	130009	MINNESOTA POWER (ALLETE INC)	604-20200	82,131.98
07/17	07/18/2017	150345	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	577.57
07/17	07/18/2017	150346	130075	MN DEPT OF LABOR AND INDUSTRY	604-20200	100.00
07/17	07/18/2017	150347	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	16,627.43
07/17	07/18/2017	150348	130128	MTI DISTRIBUTING	101-20200	123.20
07/17	07/18/2017	150349	130168	MWOA	602-20200	575.00
07/17	07/18/2017	150350	203	NORMA CARRILLO	101-20200	66.23
07/17	07/18/2017	150351	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	3,404.96
07/17	07/18/2017	150352	140004	NORTHERN ENGINE & SUPPLY INC	101-20200	705.28
07/17	07/18/2017	150353	150022	OTIS-MAGIE INS, AGENCY INC	101-20200	204.00
07/17	07/18/2017	150354	160066	PACE ANALYTICAL SERVICES	601-20200	178.00
07/17	07/18/2017	150355	160037	PRAXAIR	101-20200	90.83
07/17	07/18/2017	150356	160071	PURCHASE POWER	602-20200	1,500.00
07/17	07/18/2017	150357	170007	QUILL CORPORATION	101-20200	208.87
07/17	07/18/2017	150358	180004	RANGE COOPERATIVES	101-20200	17.00
07/17	07/18/2017	150359	201	RICK JENSEN	101-20200	99.34
07/17	07/18/2017	150360	205	SHANNON HENDRICKS	101-20200	99.34
07/17	07/18/2017	150361	190014	SHERWIN WILLIAMS	101-20200	309.72
07/17	07/18/2017	150362	204	SUE PASCH	101-20200	99.34
07/17	07/18/2017	150363	190061	SULLIVAN CANDY & SUPPLY	101-20200	177.75
07/17	07/18/2017	150364	114	SUZANNE MOORE	101-20200	200.00
07/17	07/18/2017	150365	304	TARA GUSTAFSON	601-20200	137.36
07/17	07/18/2017	150366	200020	THE TRENTI LAW FIRM	101-20200	3,362.54
07/17	07/18/2017	150367	210001	UNITED ELECTRIC COMPANY	604-20200	5,160.66
07/17	07/18/2017	150368	220014	VIKING INDUSTRIAL NORTH	101-20200	715.71

M = Manual Check, V = Void Check

Check Issue Date(s): 07/17/2017 - 07/18/2017

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/17	07/18/2017	150369	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	47,050.60
07/17	07/18/2017	150370	220020	VISA OR AMERICAN BANK CC PMT	101-20200	4,971.32
07/17	07/18/2017	150371	230001	WALKER GIROUX AND HAHNE LLC	602-20200	35,500.00
07/17	07/18/2017	150372	230028	WISCONSIN ENERGY CONSERVATION	604-20200	35.00
07/17	07/18/2017	150373	230033	WITMER ASSOCIATES INC	101-20200	785.67
07/17	07/18/2017	150374	60038	WRIGHT EXPRESS FINAN SERV CORP	101-20200	5,524.13
07/17	07/18/2017	150375	240001	XEROX CORPORATION	101-20200	56.46
07/17	07/18/2017	150376	9035	CENTRAL MESABI MEDICAL	230-20200	200.00
Totals:						255,905.33
Craig R. Johnson						140.00
Bldg. Permit Surcharge Fee						192.95
PP-Ending 7/14						<u>73,292.69</u>
TOTAL EXPENDITURES						<u><u>\$329,530.97</u></u>

COUNCIL LETTER 080717-IVA
ADMINISTRATION
COOPERATIVE PURCHASING

DATE: August 3, 2017
FROM: Craig J. Wainio
City Administrator

As you are aware, the City received an Assistance to Firefighters grant from FEMA for the purchase of 20 self-contained breathing apparatus and infrared cameras. We have had discussions with other communities that have received the same type of grant about the best way to proceed and how to meet the federal purchasing requirements. These communities have indicated it is beneficial to join a purchasing consortium rather than developing your own specifications and then going out for bids since the consortium as already done all the bidding work. One such consortium is HGAGBuy which specializes in the types of equipment we are looking to purchase. Enclosed is an Interlocal Contract for Cooperative Purchasing for your consideration. There is no cost to the City to participate in the consortium however we must enter into this agreement to participate. It is recommended that the City Council approve the entering into the Interlocal Contract for Cooperative Purchasing with HGAGBuy.



INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING

ILC
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and *the City of Mountain Iron, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at *8586 Enterprise Dr S Mountain Iron MN 55768

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on *8/7/2017 (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * 1/1/2017 and ends * 12/31/2017. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

*** City of Mountain Iron**

Name of End User (local government, agency, or non-profit corporation)

*** 8586 Enterprise Drive South**

Mailing Address

* Mountain Iron MN 55768

City State ZIP Code

*By:

Signature of chief elected or appointed official

* Gary Skalko, Mayor 8/8/2017

Typed Name & Title of Signatory Date

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120, Houston, TX 77027

By: _____
Executive Director

Attest: _____
Manager

Date: _____

**Denotes required fields*

***Request for Information**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to 713-993-2424. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: City of Mountain Iron County Name: St. Louis
(Municipality/County/District/etc.)

Mailing Address: 8586 Enterprise Drive South Mountain Iron Mn 55768
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: (218) 7487570 FAX Number: (218) 7487573

Physical Address: _____
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: www.mtniron.com

Official Contact: Craig J. Wainio
(Point of Contact for HGACBuy Interlocal Contract)

Mailing Address: 8586 Enterprise Drive South
(Street Address/P.O. Box)

Mountain Iron MN 55768
(City) (State) (ZIP Code)

Title: City Administrator

Ph No.: (218) 748 - 7570

Fx No.: (218) 748 - 7573

E-Mail Address: cwainio@ci.mountain-iron.mn.us

Authorized Official: Gary Skalko
(Mayor/City Manager/Executive Director/etc.)

Mailing Address: 8586 Enterprise Dr S
(Street Address/O.O. Box)

Mountain Iron MN 55768
(City) (State) (ZIP Code)

Title: Mayor

Ph No.: (218) 748 - 7570

Fx No.: (218) 748 - 7573

E-Mail Address: _____

Official Contact: Craig J. Wainio
(Purchasing Agent/Auditor etc.)

Mailing Address: 8586 Enterprise Drive South
(Street Address/O.O. Box)

Mountain Iron MN 55768
(City) (State) (ZIP Code)

Title: City Administrator

Ph No.: (218) 748 - 7570

Fx No.: (218) 748 - 7573

E-Mail Address: cwainio@ci.mountain-iron.mn.us

Official Contact: Tim Satrang
(Public Works Director/Police Chief etc.)

Mailing Address: 8586 Enterprise Drive South
(Street Address/O.O. Box)

Mountain Iron MN 55768
(City) (State) (ZIP Code)

Title: Director of Public Works

Ph No.: (218) 748 - 7570

Fx No.: (218) 748 - 7573

E-Mail Address: tsatrang@ci.mountain-iron.mn.us

Official Contact: Gerry Knapper
(EMS Director/Fire Chief etc.)

Mailing Address: 8586 Enterprise Drive South
(Street Address/O.O. Box)

Mountain Iron MN 55768
(City) (State) (ZIP Code)

Title: Fire Chief

Ph No.: (218) 748 - 7570

Fx No.: (218) 748 - 7573

E-Mail Address: firedept@ci.mountain-iron.mn.us

* denotes required fields



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to psstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

Mountain Iron
LMCIT Member Name

Check one:

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 8-7-17

Signature _____

Position MAYOR

COUNCIL LETTER 080717-IVC1

ADMINISTRATION

PROBATION

DATE: August 3, 2017

FROM: Tim Satrang
Director of Public Works

Craig J. Wainio
City Administrator

Staff has reviewed the performance of Mr. Matt Cerkenik and recommends that Mr. Cerkenik remains on staff as a permanent full-time employee at the expiration of his probationary period.

COUNCIL LETTER 080717-IVD1

MERRITT DAY'S COMMITTEE

BLOCK STREETS REQUEST

DATE: August 3, 2017

FROM: Sally Peterangelo
Special Events Coordinator

Craig J. Wainio
City Administrator

The Merritt Day's Committee is requesting the following:

On Friday, August 11th, Request to block Main Street from Marble Avenue to Mesabi Avenue. Extend the Mountain Avenue blocking north to Locomotive Street. Beginning at 7:00 a. on Friday until Sunday, August 13th in the morning.

DURING 01/01/2016 - 12/31/2016 - SORTED BY CITY - MT IRON SO

7MT	
ADULTA	2
ALRMA	2
ALRMH	3
ALRMS	68
ANBITE	4
ANIMAL	80
AOA	25
ASLT	4
ASTINV	9
ATL	105
ATTPU	32
BOMBT	1
BURG	29
CB	57
CE	1
CHASE	1
CHILD	13
CHILDL	1
CHILDV	12
CIVIL	116
CKBIZ	1
CKHAZ	50
CKWEL	80
CRANK	1
CSC	3
DAMP	11
DETAIL	2
DIST	106
DITCH	48
DK	12
DOA	2
DOMES	10
DOMESP	13
DOMESW	1
DRUG	13
DUMP	7
EXPAT	1
FALRM	13
FC	1
FCO	1
FGAS	5
FGRAS	3
FIGHT	8
FLINE	2
FMISC	3
FORG	3
FOTS	2
FRAUD	34
FSMOK	2
FSTRUC	7
FVEH	3
HARASS	16
HOSPIC	7
HOTROD	10
INFO	73
LOCK	30
MASLT	1
MCVA	5

MDIAB	3
MDIFFB	21
MEDIC	158
MHEART	20
MISC	14
MISSP	1
MOB	1
MOD	5
MSEIZ	6
MUSIC	6
NOPAY	10
NOTIFY	1
OPEND	4
ORDERV	12
OUTW	71
PARK	10
PARKBD	1
PARTY	5
PD	74
PDAN	27
PDHR	15
PI	9
PIPHR	1
POR	3
PRECOV	1
PROP	21
PS	46
PSYCH	9
PTRANS	3
PUBLIC	38
ROPE	1
RUN	5
SHOP	67
SHOTS	8
SIFA	21
SS	13
SUICA	3
SUICT	18
SUSPA	102
T	629
THEFT	47
THREAT	14
TRAFFC	10
TRBCUS	8
TRBKID	21
TRBNBR	6
TRBTEN	1
TRBUNK	27
TRSPSS	12
UNWANT	27
VDAMP	15
VINFO	86
VPROWL	16
VRECOV	1
VTHEFT	8
WATEM	1
TOTAL FOR CITY	2,918
TOTAL CALLS:	2,918
Page -1 of 1	



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

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

August, 1 2017

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

Re: Woodland Estates Residential Development Phase 1
City of Mountain Iron
Project No.: MEDA15-02

Dear Mr. Wainio;

Enclosed please find Pay Request No.5 for Woodland Estates Residential Development Phase 1 project in the amount of **\$64,062.87**, for approval at your next scheduled City Council meeting. This amount includes withholding 5% retainage on work completed to date.

Please refer to the enclosed pay request breakdown for a summary of items completed.

If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,
Benchmark Engineering, Inc.



Alan J. Johnson, P.E.
Project Engineer

Enclosure

Pc: Mr. Matt Jamnick, Mesabi Bituminous, Inc.

RECOMMENDATION OF PAYMENTNo. 5

Owner's Project No.: _____

Engineer's Project No.: MEDA15-02Project: Woodland Estates Residential Development Phase 1CONTRACTOR: Mesabi Bituminous, Inc., P.O. Box 728, Gilbert, MN 55741For Period Ending: August 1, 2017

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 August 1, 2017By  _____**STATEMENT OF WORK**

Original Contract Price	\$ <u>723,876.75</u>	Work & Materials to Date	\$ <u>594,515.37</u>
Net Change Orders	\$ _____	Amount Retained (5%)	\$ <u>29,725.77</u>
Current Contract Price	\$ <u>723,876.75</u>	Subtotal	\$ <u>564,789.60</u>
		Previous Payments	\$ <u>500,726.73</u>
		Amount Due this Payment	\$ <u>64,062.87</u>



Pay Request No. 5
WOODLAND ESTATES RESIDENTIAL DEVELOPMENT PHASE 1
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MEDA13-02

DATE: 8/31/2017

				CONTRACTOR: MESAMI BITUMINOUS, INC.			
SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY TO DATE	TOTAL AMOUNT
2021.5	MOBILIZATION	LUMP SUM	1.0	\$57,500.00	0.25	0.92	\$52,900.00
2101.511	GIRUBBERS	LUMP SUM	1.0	\$8,400.00		1.00	\$8,400.00
2104.5	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	211.0	\$3.00		33.33	\$99.99
2104.5	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN. FT.	800.0	\$2.50		60.00	\$150.00
						0.00	
2105.5	COMMON EXCAVATION	CU. YD.	6006.0	\$7.90		\$665.00	\$44,753.50
2105.5	ROCK EXCAVATION	CU. YD.	154.0	\$30.00		0.00	\$0.00
2105.5	GRAVEL BORROW (CY)	CU. YD.	2350.0	\$10.75		0.00	\$0.00
2105.5	SELECT GRAVEL BORROW (CY)	CU. YD.	1029.0	\$10.75		1863.00	\$20,027.25
2105.5	TOPSOIL BORROW (CY)	CU. YD.	1635.0	\$9.00	1634.5	1635.00	\$14,715.00
2105.5	GEOTEXTILE FABRIC TYPE V	SQ. YD.	5498.0	\$1.25		5536.00	\$6,920.00
						0.00	
2211.5	AGG. BASE CL. 5 (CY)	CU. YD.	1141.0	\$18.00		3069.00	\$19,242.00
						0.00	
2300.5	TYPE 0.5 WYARMS COURSE MIXTURE (2.0)	TON	760.0	\$55.00		24.80	\$1,364.00
						0.00	
2300.5	TYPE 22.5 NON WEARING COURSE MIXTURE (2.0)	TON	465.0	\$52.00		57.90	\$1,010.80
2300.5	TYPE 22.5 NON WEARING COURSE MIXTURE (2.0) FINAL	TON	501.0	\$60.00		0.00	\$0.00
						0.00	
2401.5	COURSE AGG. FILTER ROCK (CY)	CU. YD.	100.0	\$25.00		0.00	\$0.00
						0.00	
2501.5	12" RC PIPE APRON	EACH	1.0	\$500.00		5.00	\$2,500.00
2501.5	15" RC PIPE APRON	EACH	1.0	\$325.00		2.00	\$1,050.00
2501.5	18" RC PIPE APRON	EACH	1.0	\$700.00		1.00	\$700.00
2502.5	4" PRECAST CONCRETE HEADWALL	EACH	2.0	\$300.00		0.00	\$0.00
2502.5	4" PERFORATED P.E. PIPE DRAIN	LIN. FT.	2717.0	\$5.50		2717.00	\$14,943.50
						0.00	
2503.5	4" PVC PIPE SEWER (LOT SERVICE) SDR 15	LIN. FT.	442.0	\$30.00		457.00	\$13,710.00
2503.5	6" PVC PIPE SEWER SD, 15	LIN. FT.	1490.0	\$39.00		1299.69	\$50,687.91
2503.5	12" RC PIPE SEWER DES. 3006	LIN. FT.	287.0	\$40.00		331.00	\$13,240.00
2503.5	15" RC PIPE SEWER DES. 3006	LIN. FT.	278.0	\$43.00		294.00	\$12,642.00
2503.5	18" RC PIPE SEWER DES. 3006	LIN. FT.	18.0	\$40.00		10.00	\$600.00
2503.5	6" x 4" PVC WYE	EACH	15.0	\$100.00		16.00	\$1,600.00
2503.5	CONNECT TO EXISTING MANHOLES (MAN)	EACH	1.0	\$500.00		1.00	\$500.00
2503.5	6" HOPE FORCE MAIN - SDR 17	LIN. FT.	595.0	\$25.00		595.00	\$14,875.00
2503.5	TRACER WIRE ACCESS BOX	EACH	15.0	\$50.00		17.00	\$850.00
2503.5	DIRECTIONALLY DRILL 6" HOPE SEWER- SDR 17	LIN. FT.	70.0	\$172.00		90.00	\$12,060.00
						0.00	
2504.5	HYDRANT	EACH	2.0	\$4,000.00		3.00	\$12,000.00
2504.5	6" GATE VALVE & BOX	EACH	2.0	\$1,700.00		3.00	\$5,100.00
2504.5	8" GATE VALVE & BOX	EACH	4.0	\$2,000.00		4.00	\$8,000.00
2504.5	75" CORPORATION STOP	EACH	25.0	\$300.00		15.00	\$1,000.00
2504.5	75" CLUB STOP & BOX	EACH	15.0	\$250.00		15.00	\$1,750.00
2504.5	75" TYPE K COPPER PIPE	LIN. FT.	462.0	\$25.00		482.00	\$12,050.00
2504.5	CONNECT TO EXISTING WATERMAIN	EACH	1.0	\$1,000.00		1.00	\$1,000.00
2504.5	6" WATER MAIN DI CL. 52	LIN. FT.	26.0	\$50.00		10.00	\$500.00
2504.5	6" WATER MAIN	LIN. FT.	1127.0	\$29.00		1341.33	\$38,913.07
2504.5	6" HOPE MECHANICAL JOINT ADAPTER	EACH	16.0	\$180.00		16.00	\$2,880.00
2504.5	DUCTILE IRON FITTINGS	POUND	1540.0	\$4.00		240.00	\$960.00
						0.00	
2506.5	6" POLYSTYRENE INSULATION	SQ. YD.	508.0	\$30.00		10.80	\$324.00
						0.00	
2506.5	CONST. DRAINAGE STRUCTURE DES. 6 (MOO)	LIN. FT.	19.0	\$200.00		19.80	\$3,960.00
2506.5	CONST. DRAINAGE STRUCTURE DES 40-4020	LIN. FT.	25.3	\$250.00		9.55	\$2,387.50
2506.5	CONST. DRAINAGE STRUCTURE DES 60-4020	LIN. FT.	4.8	\$550.00		4.80	\$2,640.00
2506.5	CONST. DRAINAGE STRUCTURE DES 4007	LIN. FT.	108.0	\$250.00		108.00	\$26,500.00
						0.00	
2506.5	CASTING ASSEMBLY	EACH	17.0	\$650.00		17.00	\$11,050.00
2506.5	AIR RELEASE MANHOLE	EACH	1.0	\$15,000.00	0.1	1.00	\$15,000.00
2506.5	CONSTRUCT LIFT STATION	EACH	1.0	\$70,000.00		0.95	\$66,500.00
2506.5	CONSTRUCT POND OUTLET STRUCTURE	EACH	1.0	\$4,000.00		1.00	\$4,000.00
2506.5	CONSTRUCT STORM WATER POND	LUMP SUM	1.0	\$6,000.00		1.00	\$6,000.00
						0.00	
2511.5	RANDOM BSMAP CLASS B	CU. YD.	26.4	\$30.00		26.40	\$792.00
2511.5	CONCRETE CURB & GUTTER, D418 (MOO)	LIN. FT.	2124.0	\$13.65	2594.00	2594.00	\$35,408.10
2511.5	CONCRETE CURB & GUTTER, D418 (MOO)	LIN. FT.	70.0	\$19.00		0.00	\$0.00
2511.5	6" CONCRETE FLUME	LIN. FT.	11.0	\$63.00	7.00	7.00	\$441.00
2511.5	6" x 6" STEEL BRATE	EACH	1.0	\$850.00		0.00	\$0.00
2511.5	TRUNCATED DOWNS	SQ. FT.	73.0	\$40.00		0.00	\$0.00
						0.00	
2543.5	TRAFFIC CONTROL	LUMP SUM	1.0	\$4,000.00	0.25	0.75	\$1,000.00
						0.00	
2573.5	NET FENCE, PREASSEMBLED, INCLUDING MAINTENANCE	LIN. FT.	2750.0	\$2.75		2825.00	\$7,768.75
2573.5	STORM DRAIN INLET/OUTLET PROTECTION	EACH	5.0	\$2.80		0.00	\$0.00
2575.5	SOEDING TYPE LAWN	SQ. YD.	3300.0	\$6.50		338.48	\$2,200.00
2575.5	TURN ESTABLISHMENT	LUMP SUM	1.0	\$1,300.00		0.00	\$0.00
2575.5	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1.0	\$750.00		1.00	\$750.00
2575.5	CONSTRUCT SEDIMENT BASIN	EACH	2.0	\$1,500.00		2.00	\$3,000.00
2575.5	EROSION CONTROL BLANKET, TYPE 2	SQ. YD.	1100.0	\$1.20		0.00	\$0.00

BASE BID: \$723,876.75

COMPLETED TO DATE: \$894,515.37

LESS RETAINAGE: -\$29,725.77

SUBTOTAL PAY REQUEST #5: \$564,789.60

LESS PREVIOUS PAYMENTS: -\$500,726.73

TOTAL PAY REQUEST #5: \$64,062.87



BENCHMARK ENGINEERING, INC.

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

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

August 1, 2017

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

Re: City of Mountain Iron, MN
Bicycle and Pedestrian Recreational Trail
Project No. MI14-10

Dear Mr. Wainio;

Enclosed please find Pay Request No. 3 for the Bicycle and Pedestrian Recreational Trail project in the amount of **\$15,546.56**, for approval at your next scheduled City Council meeting. This amount includes withholding 5% retainage on work completed to date.

Please refer to the enclosed pay request breakdown for a summary of items completed.

If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,
Benchmark Engineering, Inc.

Jeremy Schwarze
Engineer in Training

Enclosure

CC: Matt Jamnick, Mesabi Bituminous

RECOMMENDATION OF PAYMENTNo. 3

Owner's Project No.: _____

Engineer's Project No.: MI14-10Project: Mountain Iron Bicycle and Pedestrian Recreational TrailCONTRACTOR: Mesabi Bituminous, Inc, PO Box 728, Gilbert, MN 55741For Period Ending: August 1st, 2017

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 August 1st, 2017

By _____

STATEMENT OF WORK

Original Contract Price	\$ <u>310,241.30</u>	Work & Materials to Date	\$ <u>278,877.30</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained (5%)	\$ <u>13,943.87</u>
Current Contract Price	\$ <u>310,241.30</u>	Subtotal	\$ <u>264,933.43</u>
		Previous Payments	\$ <u>249,386.87</u>
		Amount Due this Payment	\$ <u>15,546.56</u>



PAY REQUEST #3

**BICYCLE AND PEDESTRIAN RECREATIONAL TRAIL
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: MI14-10**

CONTRACTOR: MESABI BITUMINOUS, INC.

SPEC. NO.	ITEM	UNITS	EST. QUANTITIES	UNIT COST	TOTAL AMOUNT	QUANTITY TO DATE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1.0	\$ 9,500.00	\$ 9,500.00	1.0	\$ 9,500.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1.0	\$ 3,500.00	\$ 3,500.00	1.0	\$ 3,500.00
2104.501	REMOVE CURB AND GUTTER	LIN. FT.	20.0	\$ 10.00	\$ 200.00	20.0	\$ 200.00
2104.503	REMOVE BITUMINOUS PAVEMENT	SQ. FT.	126.0	\$ 4.00	\$ 504.00	126.0	\$ 504.00
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN. FT.	35.0	\$ 5.00	\$ 175.00	44.0	\$ 220.00
2104.521	SALVAGE CHAIN LINK FENCE	LIN. FT.	180.0	\$ 5.00	\$ 900.00	-	\$ -
2104.523	SALVAGE SIGN	EACH	4.0	\$ 25.00	\$ 100.00	4.0	\$ 100.00
2105.501	COMMON EXCAVATION (PV)	CU. YD.	14,353.0	\$ 9.00	\$ 129,177.00	11,987.0	\$ 107,883.00
2105.503	ROCK EXCAVATION (PV)	CU. YD.	150.0	\$ 10.00	\$ 1,500.00	-	\$ -
2105.505	MUCK EXCAVATION (PV)	CU. YD.	415.0	\$ 15.00	\$ 6,225.00	375.0	\$ 5,625.00
2105.522	SELECT GRANULAR BORROW (CV) MOD. 10%	CU. YD.	829.0	\$ 18.00	\$ 14,922.00	1,594.0	\$ 28,692.00
2105.604	SOIL STERILIZATION	SQ. YD.	7,386.0	\$ 0.30	\$ 2,215.80	7,386.0	\$ 2,215.80
2105.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	622.0	\$ 2.00	\$ 1,244.00	-	\$ -
2118.502	AGGREGATE SURFACING (CV) CLASS 5	CU. YD.	162.0	\$ 31.00	\$ 5,022.00	162.0	\$ 5,022.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CU. YD.	903.0	\$ 24.00	\$ 21,672.00	903.0	\$ 21,672.00
2360.501	SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	834.0	\$ 59.50	\$ 49,623.00	722.0	\$ 42,959.00
2501.511	18" CS PIPE CULVERT	LIN. FT.	120.0	\$ 33.00	\$ 3,960.00	90.0	\$ 2,970.00
2501.511	24" CS PIPE CULVERT	LIN. FT.	270.0	\$ 36.00	\$ 9,720.00	270.0	\$ 9,720.00
2501.515	18" GS PIPE APRON	EACH	8.0	\$ 150.00	\$ 1,200.00	6.0	\$ 900.00
2501.515	24" GS PIPE APRON	EACH	2.0	\$ 200.00	\$ 400.00	2.0	\$ 400.00
2511.501	RANDOM RIPRAP CLASS III	CU. YD.	76.0	\$ 30.00	\$ 2,280.00	5.0	\$ 150.00
2521.501	4" CONCRETE WALK	SQ. FT.	280.0	\$ 12.50	\$ 3,500.00	280.0	\$ 3,500.00
2531.604	6" CONCRETE VALLEY GUTTER	SQ. YD.	4.0	\$ 95.00	\$ 380.00	4.0	\$ 380.00
2531.618	TRUNCATED DOME	SQ. FT.	140.0	\$ 55.00	\$ 7,700.00	112.0	\$ 6,160.00
2551.509	GUIDE POST TYPE B	EACH	10.0	\$ 60.00	\$ 600.00	8.0	\$ 480.00
2557.501	WIRE FENCE DESIGN 60V-9322	LIN. FT.	250.0	\$ 33.50	\$ 8,375.00	-	\$ -
2557.603	INSTALL CHAIN LINK FENCE	LIN. FT.	180.0	\$ 18.50	\$ 3,330.00	-	\$ -
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$ 1,600.00	\$ 1,600.00	1.0	\$ 1,600.00
2564.531	SIGN PANELS TYPE C	SQ. FT.	61.0	\$ 38.00	\$ 2,318.00	64.0	\$ 2,432.00
2564.602	INSTALL SIGN	EACH	4.0	\$ 110.00	\$ 440.00	4.0	\$ 440.00
2564.901	TRAFFIC SIGNS AND DEVICES	LUMP SUM	1.0	\$ 350.00	\$ 350.00	1.0	\$ 350.00
2573.502	SILT FENCE TYPE PA	LIN. FT.	2,180.0	\$ 2.10	\$ 4,578.00	1,850.0	\$ 3,885.00
2573.602	ROCK DITCH CHECK	EACH	2.0	\$ 125.00	\$ 250.00	4.0	\$ 500.00
2573.602	SEDIMENT CONTROL STRUCTURE	EACH	3.0	\$ 1,200.00	\$ 3,600.00	1.0	\$ 1,200.00
2575.511	MULCH MATERIAL TYPE I	TON	5.0	\$ 315.00	\$ 1,575.00	4.5	\$ 1,417.50
2575.523	EROSION CONTROL BLANKET CAT. 4P	SQ. YD.	3,669.0	\$ 1.50	\$ 5,503.50	5,550.0	\$ 8,325.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$ 1,700.00	\$ 1,700.00	1.0	\$ 1,700.00
2582.502	4" SOLID LINE EPOXY	LIN. FT.	134.0	\$ 3.00	\$ 402.00	-	\$ -
2501.511	12" CS PIPE CULVERT	LIN. FT.		\$ 32.00		80.0	\$ 2,560.00
2501.515	12" GS PIPE APRON	EACH		\$ 140.00		6.0	\$ 840.00
	4" PERF PIPE	LIN. FT.		\$ 5.00		175.0	\$ 875.00

BASE BID \$ 310,241.30

**COMPLETED TO DATE: \$ 278,877.30
LESS RETAINAGE (5%): (\$13,943.87)**

BENCHMARK ENGINEERING, INC.

**SUBTOTAL PAY REQUEST #3: \$ 264,933.43
LESS PREVIOUS PAYMENTS: (\$249,386.87)**

TOTAL PAY REQUEST #3: \$ 15,546.56

COUNCIL LETTER 080717-IG1

FIRE DEPARTMENT

FIREFIGHTERS

DATE: August 3, 2017

FROM: Gerry Knapper
Fire Chief

Craig J. Wainio
City Administrator

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

Jim Hipple

CITY OF MOUNTAIN IRON

☒ **CONDITIONAL USE PERMIT** ☒ **VARIANCE APPLICATION**

** 218-780-0021 **

Name of Owner: William Randall Pond Signature of Owner: W. R. Pond
Address: 8768 Greenwood Lane Date: 6/2/17

Legal Description:
Sec/Lot 0007 Twp/Block 009 Rge/Subd _____ Parcel Code: 175-0055-01910

South Grove Addition

Description of Proposed Use for CONDITIONAL USE PERMIT:

The New garage will be larger than the maximum square footage & the height will be above the maximum height required without a Conditional Use Permit/Variance.

Statement as to why proposed use will not cause injury to value of adjoining property.

here will be a New building (Garage) which will look nice and allow the owner (William Pond) the opportunity to store property (camper/Boats/other items) in a more orderly fashion & out of view of the Neighbors. Approval

Statement as to how proposed use is to be designed, arranged, and operated in order to permit development and use of neighboring property.

Storage of my personal property.

Area for which VARIANCE requested: (i.e. setbacks, height, etc)

- Structure to exceed maximum square footage & maximum height

Statement addressing condition of "undue hardship" for which VARIANCE is requested.

*Owner is required to submit a vicinity map, drawn to scale, showing owners and adjoining property including all existing or proposed buildings or uses. Use reverse side of this form.

OFFICE USE ONLY

ITEM	ACTION	DATE	INITIAL
Application Submitted/Paid	<u>submitted</u>	<u>6/6</u>	<u>APM</u>
Zoning Administrator Review	<u>reviewed</u>		
Public Hearing Set	<u>date set for 6/26</u>		<u>APM</u>
Hearing Notice Published	<u>published</u>	<u>6/9/17</u>	<u>APM</u>
Planning & Zoning Recommendation (Board of Adjustment and Appeals Rec.)	<u>meeting held 6/26</u>	<u>6/26/17</u>	<u>APM</u>
City Council Action			
Filed with County Recorder			

Conditions Attached _____

** Please contact me if you should have Any Questions.*

VICINITY MAP TO SCALE - SHOW DIMENSIONS OF LOT AND ALL EXISTING AND PROPOSED STRUCTURES, DISTANCES FROM FRONT, SIDE AND REAR LOT LINE SETBACKS TO ALL EXISTING AND PROPOSED STRUCTURES. SHOW ALLEY AND STREET NAMES ABUTTING LOT.

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval.

William Pond William Pond

Greenwood Lane

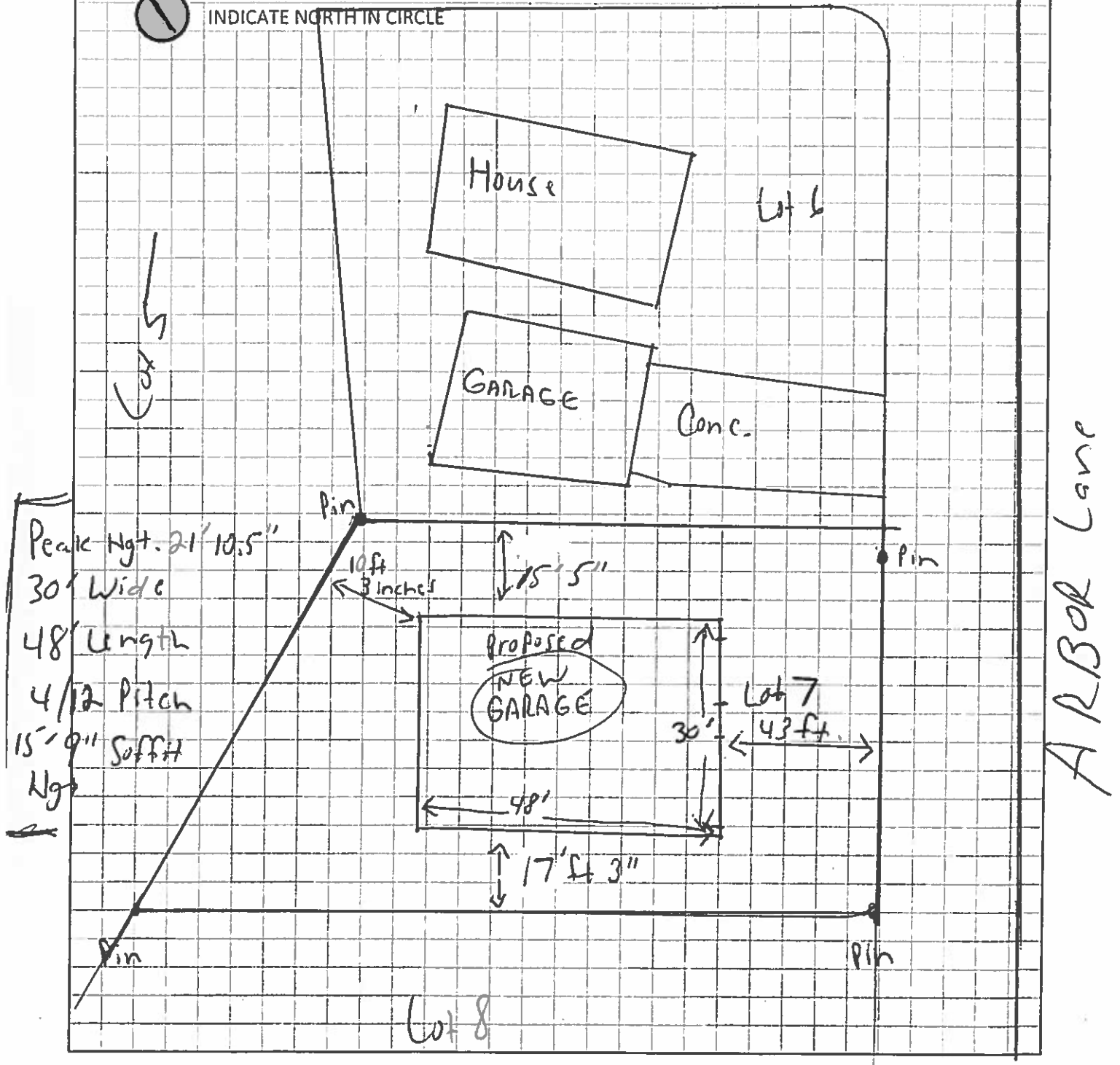
6/2/17

OWNERS SIGNATURE

DATE



INDICATE NORTH IN CIRCLE



Dimensions of Lot Attached.

CERTIFICATE OF SURVEY

FOR

WILLIAM POND

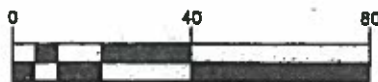
A SURVEY OF LOT 6 & 7 OF BLOCK 9
OF THE PLAT OF SOUTH GROVE
MOUNTAIN IRON, MINNESOTA



**BENCHMARK
ENGINEERING, INC.**

MINNESOTA LAND SURVEYORS ASSOCIATION

8078 Main Street Peof Office Box 281
Mountain Iron, Minnesota 55766
Phone 218/736-8014
http://www.bm-eng.com



(SCALE IN FEET)

- ⊙ DENOTES FOUND MONUMENT
- DENOTES MONUMENT SET
CAPPED RLS#31766 CLM

I hereby certify that this plan, specification or report
was prepared by me or under my supervision and that
I am a duly licensed **LAND SURVEYOR** under the laws
of the State of **MINNESOTA**

Printed name: **CHRIS MATTILA**
Date: **5-9-17** Lic. No. **51766**

**Building #1 Specifications**

Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Eave	Peak Height	Soffit Height
306	30'	15' 4"	48'	8'	4/12	0/12	21' 10.5"	15' 9"
306 30'x15' 4"x48' (#1) - Building Use: Suburban - Storage								

Foundation

Monolithic slab with thickened edge / Grade Beam (Form 222/223 - Detail #2) (By owner)

Siding

Southwest, Southeast, Northeast, Northwest wall(s) Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with Stainless Steel Screws)

Wainscot

Southwest, Southeast, Northeast, Northwest with 36" tall Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 wainscot (Fastened with Stainless Steel Screws)

Protective Liner

Southwest, Southeast, Northeast, Northwest wall(s) with 7/16" thick OSB by approx. 32" tall Protective Liner

Roof

Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with EPDM Washer Nails) with Vent-A-Ridge

OverhangsSouthwest, Northeast wall(s) 2' Wide Vented Sidewall Overhang with Standard 6" fascia
Southeast, Northwest wall(s) 2' Wide Non Vented Endwall Overhang with Standard 6" fascia**Walk Doors**

1 A 3' x 6'8" MB 910 9 Lite Tempered Glass in Plain Flat Leaf Walk Door(s) in swing left hinge with single cylinder deadbolt, lockset

Overhead Door Opening

1 B 10'0" x 8'0" Overhead Door Opening, 10' 2" X 8' 1" Panel, 1' 6" Headroom

See Subcontract Section for Detailed Door Information

1 C 12'0" x 14'0" Overhead Door Opening, 12' 2" X 14' 1" Panel, 1' 4" Headroom

See Subcontract Section for Detailed Door Information

Skylights4 (~~Approx. 3' x 3' half skylight(s)~~) *Windows***Subcontracts**

Install (1)-12'-2" x 14'-0" & (1)-10'-2" x 8'-0" Doors with Kynar 500 Paint Finish, Beige-Color, Flush Wood

Mountain Iron Planning and Zoning Commission
June 26, 2017

Meeting was called to order at 6 p.m. by Chairman Steve Skogman.

Those Present: Jim Techar, Tim Johnston, Steve Skogman, Barb Fivecoate, Margaret Soyring, James Kohler, and Jerry Kujala, planning and zoning administrator. Absent was Ray Saari

Motion by Fivecoate and supported by Techar to approved the minutes of the May 22, 2017 meeting as presented.

Motion carried with Saari absent.

Ed Roskoski spoke during the public forum regarding the Taco Stand that has been by Silver Creek Liquor.

At 6:05 it was moved by Techar and supported by Fivecoate to recess the regular meeting and open the public hearing.

Motion carried with Saari absent.

The purpose of the public hearing is to consider a request made by William Pond, for a Conditional Use and Variance Permit to construct a new garage larger than the maximum square footage and height permitted by Zoning Ordinance. The property is legally described as follows:

Lot 0007, Block 009, South Grove Addition to Mountain Iron

Address: 8768 Greenwood Lane, Mountain Iron, MN 55768

Parcel Code: 175-0055-01910

There was no one in the audience to speak for or against. William Pond was there for any questions.

Motion was made by Fivecoate and supported by Kohler to adjourn the public hearing and resume the regular meeting.

Motion carried with Saari absent.

Motion by Techar and supported by Fivecoate to recommend to the City Council to approve the Conditional Use Permit and Variance for William Pond at their next regular meeting.

Motion carried with Saari absent.

Kujala reported that he has been contacted by the Gunderson's attorney to give a deposition in Duluth involving their lawsuit with their contractor. He had received copies of Duluth and Delano ordinances on mobile food units. However, since the rest of the commission did not receive copies it will be discussed at the next meeting. He will look into making changes in the downtown zoning language and report back for the next meeting.

The Planning and Zoning Commission will be meeting the second Monday in August to study the Land Usage Codes and made any necessary recommendations to the Code and Ordinance Review Committee.

Margaret Soyring was appointed by Chairman Skogman to the Code and Ordinance Review Board.

Motion to adjourn at 6:55 by Fivecoate and supported by Johnston.

Motion carried with Saari absent.

Respectfully Submitted by:
Margaret Soyring, Secretary

COUNCIL LETTER 080717-VIA

STREETS

RESOLUTION NUMBER 24-17

DATE: August 3, 2017
FROM: Craig J. Wainio
City Administrator

Resolution Number 24-17 adopts the assessments as proposed during the public hearing for the improvements of Mountain Iron Drive that was held earlier. Notices of the hearing were mailed to all adjoining property owners.



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

RESOLUTION NUMBER 24-17

ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for Improvement Number 14-04 the improvement of Mountain Iron Drive between Unity Drive and Highway 53 by reconstruction.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January 2018, and shall bear interest at the rate of 4.25 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 120 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF AUGUST, 2017.

ATTEST:

Mayor Gary Skalko

City Administrator

COUNCIL LETTER 080717-VIB

AUDITOR

AUDIT PROPOSAL

DATE: August 3, 2017

FROM: Craig J. Wainio
City Administrator

Enclosed, please find the Audit proposal from Walker, Giroux and Hahne to perform the 2017 Audit. The proposal price is \$25,000 for the Governmental Funds and \$11,000 for the Enterprise Funds. For the 2014 Audit proposal the Governmental Funds were \$24,500 and the Enterprise funds were \$11,000.



CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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

July 11, 2017

To the City Council and Management
City of Mountain Iron, Minnesota
Attn: Craig Wainio, Administrator
8586 Enterprise Drive South
Mountain Iron, MN 55768-8260

We are pleased to confirm our understanding of the services we are to provide City of Mountain Iron, Minnesota for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Mountain Iron, Minnesota as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement City of Mountain Iron, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Mountain Iron, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of revenues, expenditures and changes in fund balance – budget and actual.
3. Schedule of funding progress for postemployment benefit plan.
4. Schedules of City's proportionate share of net pension liability and City's contributions for defined benefit pension plans.
5. Schedule of City contributions.
6. Schedule of changes in net pension liability/asset.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Mountain Iron, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the

financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

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

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Mountain Iron, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Mountain Iron, Minnesota's financial statements. Our report will be addressed to the City Council and Management of the City of Mountain Iron, Minnesota. We will make reference to Esterbrooks, Scott, Signorelli, Peterson, Smithson, Ltd's audit of Mountain Manor Apartments, Mountain Iron Housing and Redevelopment Authority, a discretely presented component unit of the City of Mountain Iron, Minnesota in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Mountain Iron, Minnesota is subject to an audit requirement that is not encompassed

in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. We will make reference to other auditors of the Mountain Manor Apartments, Mountain Iron Housing and Redevelopment Authority in the auditor's report on the group financial statements.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial

statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedure – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Mountain Iron, Minnesota's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will assist in preparing the financial statements and related notes of City of Mountain Iron, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, related notes, and trial balance preparation services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also

responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objective discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a

means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes, our preparation of the trial balance, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them and any other nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

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

We will provide copies of our reports to City of Mountain Iron, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Walker, Giroux and Hahne, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a governmental agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Giroux and Hahne, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the governmental agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 31, 2017 and to issue our reports no later than June 30, 2018. William Paulson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), except that we

City of Mountain Iron, Minnesota
July 11, 2017
Page 7

agree that our gross fee, including expenses, will not exceed \$25,000 for the City's Governmental Funds and \$11,000 for the Enterprise Funds with an additional fee of \$3,000 if a federal single audit is required. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2015 peer review report accompanies this letter.

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

Very truly yours,

WALKER, GIROUX & HAHNE, LLC


William Paulson
Certified Public Accountant

RESPONSE:

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

Management signature

Title

Date

Governance signature

Title

Date

**ABDO
EICK &
MEYERS^{LLP}**

Certified Public Accountants & Consultants

October 16, 2015

System Review Report

To the Members of Walker, Giroux. & Hahne LLC
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Walker, Giroux. & Hahne LLC (the Firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Walker, Giroux. & Hahne LLC in effect for the year ended June 30, 2015 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Walker, Giroux. & Hahne LLC has received a peer review rating of pass.

Abdo, Eick & Meyers, LLP

ABDO EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Amanda Inmon
1109 18th Street South
Virginia, MN 55792

July 21, 2017

Craig Wainio
8586 Enterprise Drive
Mountain Iron, MN 55768

Mr. Wainio:

Per our discussion for maternity leave, I was given the option of leaving for twelve weeks. I plan to take eight weeks with the option to comeback sooner or utilize the other four. I will work up until my delivery date, which is between September 17th- 21st. I will be available as needed for help while on maternity leave. If there is any other documentation needed please let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Inmon", with a stylized flourish extending from the end.

Amanda Inmon

Dear members of the Mt Iron
City Council,

Thank you for supporting and
passing the proposal to
have the West baseball field
at the Mt. Iron complex
dedicated to Larry.

He always strove to improve
the Parks and recreation areas
in Mt Iron. Upkeep was a high
priority of his. The city is
doing a great job of this.
Thank you for your support and
presence at the dedication.
It means a lot to know that
Larry will not be forgotten in
the past he played in making
Mt. Iron a wonderful place
to live. May God bless.

Sincerely,
Marianne Nant



Thank You

July 14, 2017

Quad City Food Shelf
3 North Broadway
P.O. Box 1015
Gilbert, MN 55741-1015

Dear Quad City Elected Officials,

After sending you a letter about a year ago, we are updating the progress of Quad City Food Shelf relocation. In that letter you were given information, some we will repeat, of the current condition of QCFS building owned by the City of Gilbert. The building has aged beyond the point of being feasible to repair with a rough estimate of \$750,000 to accomplish all the requirements of upgrades and improvements. Thank you is extended to you and the group you represent, as you support people who need an extra boost in monthly food supply. Unfortunately the number of households using QCFS has not dropped, but increased. June 2017 statistics show 1,427 people receiving supplemental food from QCFS.

The Advisory Board has been actively viewing and touring potential buildings keeping in the forefront location, access including handicap access, parking, square footage, upgrades needed, and utilities. Of course, the purchase price is of utmost importance. The board sought out a realtor who has been extremely helpful in trying to find a suitable building in which to relocate within the Quad Cities. To date we have toured at least 17 buildings some of them multiple times and inquired about others. The board put an offer on one building, only to have the owner withdraw the purchase agreement.

We are asking you to keep Quad City Food Shelf and its customers in your mind. Several important stipulations are in place as we seek a building including accessibility, parking, ADA, and truck unloading just to mention a few. Any help you may have in regards to buildings or land that might be for sale or lease at a feasible cost would be appreciated. All ideas are on the table for us as we work through to provide a food shelf that can serve area people for many many years just as our current building has for over 30 years.

The determination of this board is unwavering, and we will not give up until a different building is secured in which QCFS can operate out of safely and with efficiency.

Quad City Food Shelf Board,

Karl Oberstar, Jr., Chair

Jean Collins

CC: Iron Range Resources and Rehabilitation Board

Linda Esala, Vice Chair

Michelle Larson

Sonja Simonson, Secretary

Rosemary Mattson

07/27/17

Dear Mr. Wainio and Members of the Rec Board,

The 2017 Mountain Iron tennis program was very successful. We had 19 children in the program from the age of four to the age of 15. We split them into three different age groups. The children who were apart of this program improved their tennis skills and all of the newcomers learned the basics to tennis, while still having fun. Thank you for the supplies that we needed to run the program. Also, special thanks to Len Albrecht for ordering and helping us out this season. Once again, thank you!

Sincerely,

Raija Sarich and Madilyn Jankila

Raija Sarich Madilyn Jankila



ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

Memorandum

MEMO TO: County Auditors and City Clerks

FROM: Mary Zanoni, Board Coordinator
Arrowhead Regional Development Commission

DATE: July 25, 2017

SUBJECT: 2018 Tax Levy

Enclosed is a copy of the Arrowhead Regional Development Commission's preliminary budget approved on July 20, 2017, and ad valorem tax levy for 2018. The public hearing for the levy is scheduled for Tuesday, August 15, 2017, at 10:00 a.m. at ARDC, which is located at 221 West First Street in Duluth, MN.

Please contact Sr. Mary Matthew Morrisroe, Finance Director, at 218-529-7546 or 218-491-1841 if you have any questions.

Enclosures: Resolution
ARDC Preliminary Budget for 2018
Certification of Apportioned Levies – Payable 2018

July 20, 2017

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Resolution


Adoption of Preliminary 2018 Budget and Proposed Tax Levy

WHEREAS, the Arrowhead Regional Development Commission is a duly constituted and existing regional development commission under and pursuant to the provisions of Minnesota Statutes Section 462.381, et seq., known as the Regional Development Act of 1969 (revised 2001), and

WHEREAS, the Arrowhead Regional Development Commission has been empowered by Minnesota Statutes 462.396, subd. 2 to levy property taxes on all the taxable property in the region;


NOW, THEREFORE, BE IT RESOLVED that the Arrowhead Regional Development Commission adopts the attached preliminary budget of \$6,817,118, including a proposed tax levy of \$619,179, for calendar year 2018 for purposes of presentation at public hearings and submission to the following counties comprising the Arrowhead Region: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis.

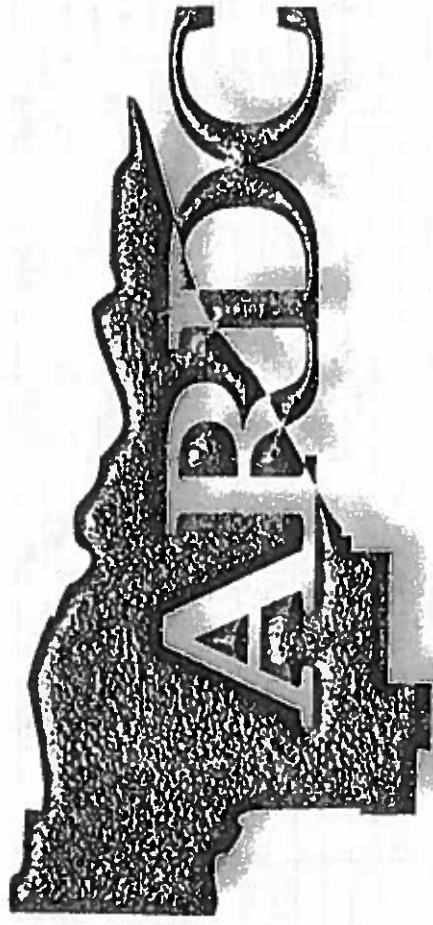
ATTEST:


Chair


Finance Director


Officer


Date



ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

2018 Preliminary Budget

Leading, Planning, Connecting

221 West First Street, Duluth, MN 55802

REGION 3 RDC (Arrowhead)

Certification of Apportioned Levies - Payable 2018

(1) Payable 2018 Levy Limitation \$ 619,179

(2) Payable 2018 Property Tax Levy \$ 619,179

<u>County</u>	(3) Taxes Payable 2017 Net Tax Capacity	(4) Net Tax Capacity Percent Distribution	(5) Apportioned Payable 2018 Levy (2 X 4)
Aitkin	\$ 27,173,174	7.9894%	\$ <u>49,468.69</u>
Carlton	30,513,323	8.9715%	<u>55,549.64</u>
Cook	16,045,072	4.7175%	<u>29,209.77</u>
Itasca	60,366,383	17.7488%	<u>109,896.84</u>
Koochiching	10,908,039	3.2072%	<u>19,858.31</u>
Lake	17,509,565	5.1481%	<u>31,875.95</u>
St. Louis	<u>177,599,104</u>	<u>52.2175%</u>	<u>323,319.79</u>
Total	\$ 340,114,660	100.0000%	\$ <u>619,179</u>

Ann Refinore Finance Director 7/20/17
Signature of Budget Officer Title Date