



MOUNTAIN IRON CITY COUNCIL MEETING

MONDAY, NOVEMBER 5, 2018

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, NOVEMBER 5, 2018 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Consent Agenda
 - A. Minutes of the October 15, 2018, Regular Meeting (#1-7)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- III. Public Forum
- IV. Committee and Staff Reports
 - A. Mayor's Report
 - 1. Labor Management Meeting (#8)
 - B. City Administrator's Report
 - 1. Liquor and Cigarette Licenses (#9)
 - 2. Joint Powers Agreement (#10-16)
 - C. Director of Public Works Report
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - 1. Change Order Number 1 – Sewer Slip-lining (#17-20)
 - 2. Pay Request Number 1 – Mud Lake Road Water Line (#21-23)
 - 3. Pay Request Number 7 – Nichols Pond Decommissioning (#24-26)
 - G. Planning and Zoning Commission
 - 1. Conditional Use Permit - Powell (#27-30)
 - H. Parks and Recreation Board
 - 1. Advertise for Campground Caretaker (#31)
 - 2. Advertise for Winter Workers (#32)
 - 3. South Grove Recreation Complex Plan Proposal (#33)
 - I. Personnel Committee
 - 1. Employment Agreement (#34)
 - J. Liaison Reports
- V. Unfinished Business
- VI. New Business
 - A. Resolution Number 27-18 Setting a Hearing (#35-41)
 - B. Resolution Number 28-18 Supporting Broadband (#42-46)
 - C. Resolution Number 29-18 Municipal Consent (#47)
 - D. Audit Proposal (#48-56)
 - E. Set Special Meeting to Canvass Election
- VII. Communications (#57-62)
- VIII. Announcements
- IX. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
November 5, 2018

Mayor Skalko called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Joe Prebeg, Jr., Alan Stanaway, Sue Tuomela, Steve Skogman 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, Library Director/Special Events Coordinator; Al Johnson, City Engineer; Bryan Lindsay, City Attorney; and SGT John Backman, Sheriff's Department.

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

1. Add the following items to the agenda:
 - I. Mountain Iron –Buhl Senior Citizens Christmas Party Donation
2. Approve the minutes of the September 17, 2018, 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 October 1-15, totaling \$685,314.58 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period October 1-15, totaling \$503,886.47 (a list is attached and made a part of these minutes).

The motion carried.

At 6:33p.m., it was moved by Prebeg and seconded by Tuomela to recess the regular meeting and open the public hearing for the Mountain Iron Drive Improvement Street Project. The motion carried.

Public Forum:

- No one spoke during the forum

At 6:35p.m., it was moved by Prebeg and seconded by Tuomela to adjourn the public hearing and open the regular meeting. The motion carried.

The Mayor reported on the following:

- Condolences to the family and friends of George Thomas Anderson

It was moved by Skogman and seconded by Tuomela to donate \$200.00 to the Mountain Iron-Buhl Senior Citizens Center for their 2018 Christmas Party. Monies to come from the City's Charitable Gambling Fund. The motion carried on a roll call vote.

City Administrator:

- Paperwork completed and tentative agreement reached with new Library Director/Special Events Coordinator
- Alley work beginning on Mountain Iron Drive and Mesabi Avenue, cleaning sewers throughout the week and start slip-lining in November 2018

Director of Public Works

- Recovering fire hydrants and valves, manhole structures within the Parkville area
- Hydrant flushing should be pretty much complete except for a few private hydrants to flush
- A few MPCA permitting requirements still need to be completed
- Mud Lake waterline repair (Northside of Mud Lake)
 - Repair during October 24-26
 - Road will be Closed during this time

It was moved by Stanaway and seconded by Prebeg to approve City Staff to dispose of surplus property on DO-Bid.com according to the City of Mountain Iron Policy. The motion carried.

It was moved by Prebeg and seconded by Stanaway to approve the recommendation of the Utility Advisory Board and authorize the purchase of a new garbage truck to replace the 2009 International Garbage Truck. The truck will be purchased using State bid price and will not be delivered until the summer of 2019. Funding will be from the Refuse and Recycling Enterprise Fund, with the purchase price not exceeding \$211,304.34. The motion carried on a roll call vote.

Library Director/Special Events Coordinator:

- Tuesday, October 16th Book to Movie “Memory Keepers Daughter,” spots still available
- Sunday, October 28th Annual “Mountain Iron Halloween Carnival”
 - At the Mountain Iron Community Center from 12:00pm-3:00pm
- Friday, November 2nd Curtis & Loretta, “When There’s Good to Be Done”
 - At the Mountain Iron Library at 2:00pm
- Thursday, November 8th Jen Anfinson’s Jewelry Stamping and Metal Bending Workshop, “Create a Hand-Stamped Cuff Bracelet”
 - At the Mountain Iron Library at 10:30am

Sherriff’s Department:

- No formal report

City Engineer:

- Nothing to report
- Upcoming projects are weather dependent

City Attorney:

- No formal report

It was moved by Skogman and seconded by Tuomela to accept the recommendation of the Planning and Zoning Commission and approve the Conditional Use Permit (CUP) and Variance Permit for Donald Sauter, to build an accessory building that exceeds 900sq. ft. as permitted by the Zoning Ordinance. The motion carried.

It was moved by Prebeg and seconded by Tuomela to approve Resolution #26-18; Grant Application, authorizing the City of Mountain Iron to make an application to the IRRB Regional Trails Grant Program for the materials to construct two bridges on the trails through the School Forest (a copy is attached and made a part of these minutes). The motion carried.

At 7:12p.m., it was moved by Skalko and seconded by Skogman that the meeting be adjourned. The motion carried with Councilor Tuomela absent.

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

COMMUNICATIONS

1. Thank you from the Greater Minnesota Partnership for the continued support of and membership in their program.
2. Official polling places within the City of Mountain Iron for the General Election on Tuesday, November 6, 2018, polls will be open from 7:00 a.m. until 8:00 p.m.: Precinct 1: Mountain Iron Community Center Iroquois Room; Precinct 2: Mountain Iron Community Center, Wacootah Room. Absentee ballots are available at the City Hall now through November 5th, for those voters unable to vote on Election Day. The City Hall will also be open for absentee voting from 10-3 pm on Saturday, November 3rd and will remain open until 5:00 pm on Monday November 5th.

Distribution Summary

Category	Distribution	GL Account	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	101-20607	800.00
BUILDING RENTALS	COMMUNITY CENTER	101-36-6200-089	375.00
BUILDING RENTALS	NICHOLS HALL	101-36-6200-089	25.00
BUILDING RENTALS	SENIOR CENTER	101-36-6200-089	25.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	604-37-4100-000	31,556.20
COPIES	COPIES	101-36-6200-061	8.75
FINES	CRIMINAL	101-35-5100-000	592.26
FINES	PARKING VIOLATIONS	101-35-5100-000	45.00
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	301-11500	371,746.84
INTERGOVERNMENTAL REVENUE	MISCELLANEOUS STATE AID	101-33-3401-011	43,891.10
LICENSES	LIQUOR	101-32-2100-000	875.00
METER DEPOSITS	ELECTRIC	604-22000	2,700.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	40.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	101-21709	53,773.00
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	1,556.30
MISCELLANEOUS	ELECTRIC RECONNECT FEE	604-37-4100-000	35.00
MISCELLANEOUS	LIBRARY-COPIES, FINES, MISC.	101-36-6200-092	15.99
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	.94
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	101-21710	378.70
PERMITS	BUILDING	101-32-2100-000	326.85
UTILITY	UTILITY	001-11105	176,549.65
Grand Totals:			685,314.58

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/17/2018	152288	10075	AMERIPRIDE SERVICES	101-20200	55.55- V
10/18	10/12/2018	152319	120001	LIFELINE INCORPORATED	101-20200	10,158.00- V
10/18	10/22/2018	152320	60020	LISA STEVENS	101-20200	60.39- V
10/18	10/22/2018	152341	5007	SUN LIFE FINANCIAL	602-20200	914.90- V
10/18	10/22/2018	152346	10056	A T & T MOBILITY	604-20200	1,828.25
10/18	10/22/2018	152347	677	ABIGAIL KOZUMPLIK	101-20200	175.00
10/18	10/22/2018	152348	10079	ALL AMERICAN TITLE COMPANY	602-20200	32.28
10/18	10/22/2018	152349	10075	AMERIPRIDE SERVICES	101-20200	111.10
10/18	10/22/2018	152350	1073	ANGELA LAVALIER	604-20200	79.68
10/18	10/22/2018	152351	20022	BENCHMARK ENGINEERING INC	601-20200	6,225.00
10/18	10/22/2018	152352	30055	BTAC ACQUISITION CORP.	101-20200	409.39
10/18	10/22/2018	152353	30035	C & B WAREHOUSE DISTR INC	602-20200	30.00
10/18	10/22/2018	152354	30084	CARDMEMBER SERVICE	603-20200	6,094.00
10/18	10/22/2018	152355	30017	CARQUEST (MOUNTAIN IRON)	101-20200	145.17
10/18	10/22/2018	152356	170001	CENTURY LINK	101-20200	258.11
10/18	10/22/2018	152357	30080	CITI LITES, INC	604-20200	225.00
10/18	10/22/2018	152358	30082	CITY OF EVELETH	101-20200	102.30
10/18	10/22/2018	152359	220003	CITY OF VIRGINIA	101-20200	59.14
10/18	10/22/2018	152360	30072	COMPUTER WORLD	101-20200	3,957.63
10/18	10/22/2018	152361	1901024	CTC	101-20200	567.02
10/18	10/22/2018	152362	40063	DEPARTMENT OF COMMERCE	604-20200	83.95
10/18	10/22/2018	152363	40015	DULUTH NEWS TRIBUNE	101-20200	298.48
10/18	10/22/2018	152364	1075	ENOCH & MICHELLE LOWE	604-20200	350.00
10/18	10/22/2018	152365	1076	EVAN OFFICER	604-20200	153.83
10/18	10/22/2018	152366	6004	FRED FAUST	101-20200	171.22
10/18	10/22/2018	152367	70016	GOPHER STATE ONE CALL INC	604-20200	85.05
10/18	10/22/2018	152368	80001	HILLYARD/HUTCHINSON	101-20200	451.02
10/18	10/22/2018	152369	80037	HOMETOWN MEDIA PARTNERS	101-20200	28.50
10/18	10/22/2018	152370	1074	JOSHUA OELRICH	604-20200	119.67
10/18	10/22/2018	152371	120006	L & M SUPPLY	101-20200	2,012.42
10/18	10/22/2018	152372	120002	LAWSON PRODUCTS INC	101-20200	477.69
10/18	10/22/2018	152373	120003	LEAGUE OF MINNESOTA CITIES	101-20200	129.00
10/18	10/22/2018	152374	120019	LEAGUE OF MN CITIES	101-20200	200.00
10/18	10/22/2018	152375	120005	LEAGUE OF MN CITIES INS TRUST	101-20200	500.00
10/18	10/22/2018	152376	120012	LIBRARY STORE	101-20200	193.15
10/18	10/22/2018	152377	120001	LIFELINE INCORPORATED	101-20200	10,158.00
10/18	10/22/2018	152378	60020	LISA STEVENS	101-20200	60.39
10/18	10/22/2018	152379	1901033	MATTHEW CERKVENIK	604-20200	144.99
10/18	10/22/2018	152380	130059	MCGRANN SHEA CARNIVAL STRAUGHN	604-20200	2,642.50
10/18	10/22/2018	152381	130004	MESABI DAILY NEWS	101-20200	44.86
10/18	10/22/2018	152382	130026	MESABI SIGN COMPANY	101-20200	1,497.95
10/18	10/22/2018	152383	140026	MINNESOTA ENERGY RESOURCES	602-20200	1,004.91
10/18	10/22/2018	152384	130008	MINNESOTA MUNICIPAL UTILITIES	604-20200	6,629.50
10/18	10/22/2018	152385	130009	MINNESOTA POWER (ALLETE INC)	604-20200	100,026.09
10/18	10/22/2018	152386	130015	MOUNTAIN IRON PUBLIC UTILITIES	602-20200	14,143.45
10/18	10/22/2018	152387	130168	MWOA	602-20200	40.00
10/18	10/22/2018	152388	1077	NICOLE KOSCIELNAK	604-20200	136.70
10/18	10/22/2018	152389	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	101,123.50
10/18	10/22/2018	152390	140004	NORTHERN ENGINE & SUPPLY INC	603-20200	52.20
10/18	10/22/2018	152391	140056	NORTHLAND TRUST SERVICES INC	601-20200	60,900.00
10/18	10/22/2018	152392	150022	OTIS-MAGIE INS, AGENCY INC	101-20200	204.00
10/18	10/22/2018	152393	160066	PACE ANALYTICAL SERVICES	602-20200	232.00
10/18	10/22/2018	152394	160060	PIT & QUARRY SUPPLIES INC	101-20200	35.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/22/2018	152395	160019	POPULAR SUBSCRIPTION SERVICE	101-20200	1,267.79
10/18	10/22/2018	152396	160037	PRAXAIR	101-20200	27.59
10/18	10/22/2018	152397	160071	PURCHASE POWER	101-20200	1,500.00
10/18	10/22/2018	152398	170007	QUILL CORPORATION	101-20200	238.89
10/18	10/22/2018	152399	180005	ROAD MACHINERY & SUPPLIES CO.	101-20200	68.25
10/18	10/22/2018	152400	190088	SATRANG, TIM	603-20200	424.20
10/18	10/22/2018	152401	1901026	SCOTT NOVAK	604-20200	144.49
10/18	10/22/2018	152402	190014	SHERWIN WILLIAMS	604-20200	43.92
10/18	10/22/2018	152403	190023	SHORT ELLIOTT HENDRICKSON, INC	301-20200	5,687.24
10/18	10/22/2018	152404	190004	SKUBIC BROS INC	101-20200	591.28
10/18	10/22/2018	152405	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
10/18	10/22/2018	152406	190054	ST LUKES CLINICS	101-20200	356.00
10/18	10/22/2018	152407	5007	SUN LIFE FINANCIAL	602-20200	954.27
10/18	10/22/2018	152408	180023	TECH BYTES	101-20200	40.00
10/18	10/22/2018	152409	200020	THE TRENTI LAW FIRM	101-20200	1,244.00
10/18	10/22/2018	152410	30059	THOMAS CVAR	101-20200	200.00
10/18	10/22/2018	152411	1222	TIMOTHY MUNNS	101-20200	200.00
10/18	10/22/2018	152412	210001	UNITED ELECTRIC COMPANY	602-20200	8,945.68
10/18	10/22/2018	152413	220014	VIKING INDUSTRIAL NORTH	602-20200	754.55
10/18	10/22/2018	152414	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	51,064.39
10/18	10/22/2018	152415	220020	VISA OR AMERICAN BANK CC PMT	101-20200	3,578.33
10/18	10/22/2018	152416	230003	W.L. HALL CO	101-20200	4,660.00
10/18	10/22/2018	152417	678	WILLIAM PARISE	101-20200	100.00
10/18	10/22/2018	152418	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	4,004.25
10/18	10/22/2018	152419	240001	XEROX CORPORATION	101-20200	872.66
10/18	10/22/2018	152420	130184	CASH	101-20200	400.00

Grand Totals:

443,308.03

PP-ENDING 10/5

~~60,578.44~~**TOTAL EXPENDITURES****\$503,886.47**



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 26-18

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM REGIONAL TRAILS GRANT PROGRAM

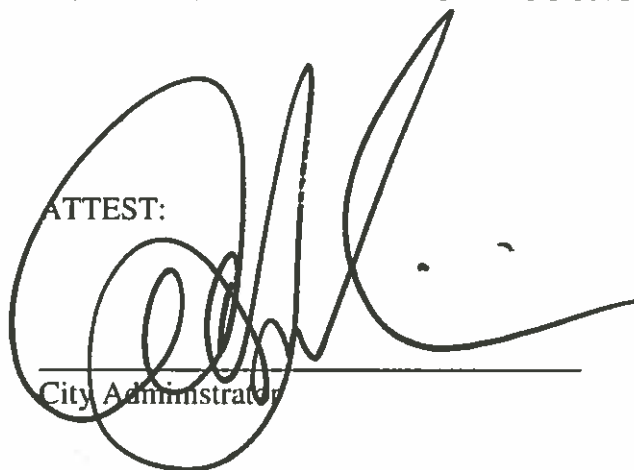
WHEREAS, the Mountain Iron City Council approves of the attached application for the School Forest Trail project; and,

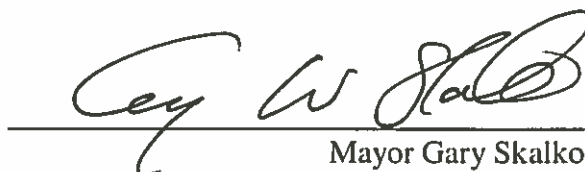
WHEREAS, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the IRRRB.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF OCTOBER, 2018.

ATTEST:



City Administrator

Mayor Gary Skalko

COUNCIL LETTER 110518-IVA1

MAYOR SKALKO

LABOR MANGEMENT MEETING

DATE: November 1, 2018

FROM: Gary Skalko
Mayor

Craig J. Wainio
City Administrator

Mayor Skalko requested this item be placed on the Agenda.

CITY OF MOUNTAIN IRON LIQUOR & CIGARETTE LICENSES

Liquor and cigarette license applications for the period January 1, 2019 through December 31, 2019, to be approved and issued to the following individuals and business establishments pursuant to the approval, where necessary, of the Liquor Control Commission and pursuant to the payment of all outstanding license fees and utility charges:

Jeff & Greg Properties, Inc.
DBA: B. G.'s Saloon
5494 Highway 7
Virginia (Mountain Iron), MN 55792

On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor
Off-Sale 3.2 Malt Beverage

Silver Creek Liquor Company, Inc.
DBA: Silver Creek Liquor
5489 Highway 7
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
Cigarette

Commander
American Legion Post #220
5748 Mountain Avenue, PO Box 361
Mountain Iron, MN 55768

Club On-Sale Intoxicating Liquor
Off-Sale Non-Intoxicating Liquor

Mac's Bar, Inc.
DBA: Mac's Bar
8881 Main Street, PO Box 313
Mountain Iron, MN 55768

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor

F. P. Troutwine, C & B Warehouse Distr.
Mountain Iron Short Stop
5537 Nichols Avenue
Mountain Iron, MN 55768

Cigarette

Sundberg Enterprises, LLC
DBA: Sawmill Saloon & Restaurant
5478 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor

Adventures, Virginia, Inc.
Greg Hartnett
5475 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Off-Sale Intoxicating Liquor
On-Sale Intoxicating Liquor
Sunday On-Sale Intoxicating Liquor

Walgreen Company
5474 Mountain Iron Drive
Virginia (Mountain Iron), MN 55792

Cigarette

Home on the Range LLC
DBA: Holiday Inn Express & Suites
8570 Rock Ridge Drive
Mountain Iron, MN 55768

On-Sale 3.2 Malt Beverage
Wine

WJ Holdings, Inc.
DBA: AmericInn Lodge & Suites
5480 Mountain Iron Drive
Virginia, MN 55792

On-Sale 3.2 Malt Beverage

Wal-Mart Stores, Inc.
DBA: Walmart #4849
8580 Rock Ridge Drive
Mountain Iron, MN 55768

Off-Sale Intoxicating Liquor
Cigarette

COUNCIL LETTER 101518-IVB2

ADMINISTRATION

JOINT POWERS AGREEMENT

DATE: November 1, 2018

FROM: Craig J. Wainio
City Administrator

The Local Energy Efficiency Program (LEEP) provides a master contract with qualified engineering firms (Contractors) along with the technical and contractual assistance to complete investment grade audits (IGA) for local units of government.

The intent of this program is to maximize energy and operational cost savings through investment in public facilities, contributing to statewide energy use reduction goals while creating jobs across the state.



Select Language ▼

Local Energy Efficiency Program

Contents

Forms and Resources

Questions?

Alex Cecchini, Program Administrator

Email: energysavings.programs@state.mn.us (<mailto:energysavings.programs@state.mn.us>)

Phone: 651-539-1707

Fax: 651-539-0109

Minnesota Statutes [§216C.42](https://www.revisor.mn.gov/statutes?id=216C.42) (<https://www.revisor.mn.gov/statutes?id=216C.42>) and [§216C.43](https://www.revisor.mn.gov/statutes?id=216C.43) (<https://www.revisor.mn.gov/statutes?id=216C.43>) grant the Department of Commerce authority to provide local units of government with technical services in completing energy project studies and a standard project financing agreement.

The Local Energy Efficiency Program (LEEP) provides a master contract with qualified engineering firms (Contractors) along with the technical and contractual assistance to complete investment grade audits (IGA) for local units of government.

The intent of this program is to maximize energy and operational cost savings through investment in public facilities, contributing to statewide energy use reduction goals while creating jobs across the state.

Goals

Master Contract

Process

Financing

LEEP Process Overview

LEEP is primarily a tool to complete an investment grade audit (IGA), and can be broken down into three main stages. Since the goal of LEEP is to not only complete IGAs, but also implement the recommended energy conservation measures, LEEP stages fit into a broader process of project management, including procuring project design and construction bids, financing, project implementation, and ongoing facility operation and maintenance.

Opportunity Assessment

Commerce staff work with the local unit of government to review goals, site and building information, past studies and projects, and utility data. With Commerce's assistance, local units of government determine which of our programs, including other energy savings programs such as GESP ([/commerce/industries/energy/technical-assistance/gesp/index.jsp](https://commerce/industries/energy/technical-assistance/gesp/index.jsp)), may be the best fit. A joint powers agreement with the Department of Commerce is required move forward with LEEP to access the program's master contract, work order contracts, and other program tools.

Provider Selection

LEEP provides local units of government with standard tools and documents to release a Site-Specific Request for Proposals (RFP) to our pool of pre-qualified contractors in the master contract. Once this is released, a site walk-through may be completed with all interested Contractors to provide information in an open meeting format. Contractors who respond to the Site-Specific RFP will be evaluated by the local unit of government.

The local unit of government will notify the selected Contractor and encumber the funds necessary to move forward with an IGA.

Investigation

The Investigation phase of LEEP is broken down into two major stages: a Preliminary Assessment and Analysis and a Detailed Investment Grade Audit.

The Preliminary Assessment and Analysis includes the Contractor meeting with the local unit of government to:

- Establish work plans, schedules and milestones, and communication procedures.
- Collect data and background information from the local unit of government concerning facilities operation and energy use.
- Perform a preliminary walk-through of the facilities.
- Establish base year consumption for use in comparing projected energy savings against.
- Present preliminary findings and recommendations, and to establish agreement on measures to include in the detailed analysis and audit report.

Once the measures to be studied in detail are agreed upon between the Contractor and local unit of government, the work order contract will be amended to include tasks and fees to complete a detailed IGA. The primary deliverable of the second stage is a Final Investment Grade Audit Report, which details potential energy savings and an estimated project implementation costs by energy conservation measure.

Post-LEEP Project Implementation

Once a final IGA is complete, a LEEP project is technically done. However, the goal of LEEP is to find viable, cost-effective projects at local units of government. Should LEEP provide a viable energy project, the local government would then move to Design and Construction Bid phases, using standard procurement practices.

Local units of government have access to many financing options to implement an energy project, including standard methods such as bonds, capital expenditures, and tax levies, and lease-purchase financing.

Once a project is implemented, Commerce reviews the LEEP program and Contractor experience in order to continually improve LEEP moving forward.

Forms & Resources

- [+ Master Contract](#)
- [+ Joint Powers Agreement](#)
- [+ Site-Specific Request for Proposals \(SSRFP\)](#)
- [+ Work Order Contract](#)
- [+ Work Order Contract Amendment](#)

STATE OF MINNESOTA

JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its Commissioner of Commerce ("State") and City of Mountain Iron, 8586 Enterprise Drive South, Mountain Iron, MN 55768 ("Governmental Unit").

Recitals

WHEREAS, under Minnesota Statute § 471.59, the State is empowered to enter into agreements with other governmental units to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

WHEREAS, the Commissioner of Administration delegated his authority under Minnesota Statute §16C.144 to the Commissioner of Commerce by means of an Interagency Agreement and Memorandum of Understanding dated as of April 26, 2012; and

WHEREAS, the State wishes to authorize the Governmental Unit to utilize the Minnesota Department of Commerce's Local Energy Efficiency Program (LEEP) under Minnesota Statutes § 216C.42 and § 216C.43 as a contracting option for targeted technical services to conduct energy project studies;

NOW, THEREFORE, the State and the Governmental Unit hereby agree as follows:

Agreement

1 Term of Agreement

- 1.1 **Effective date:** October 29, 2018 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** When all contractual obligations of the parties to a LEEP project pursuant to Minnesota Statutes § 216C.42 and § 216C.43 have been satisfied.

2 Agreement between the Parties

This Agreement authorizes the Governmental Unit to utilize any contracting options available to the Commissioner of Commerce under Minnesota Statutes § 216C.42 and § 216C.43 for technical services to conduct an energy project study.

- 2.1. The State will provide the Governmental Unit with technical services to implement a LEEP project in facilities owned by the Governmental Unit, including: project development assistance, project implementation oversight, and/or guidance with annual project performance evaluation assistance.
- 2.2. For LEEP, the Governmental Unit agrees to:
 - 2.2.1. Utilize the State LEEP documents including: Master Contract and Site-Specific Request for Proposal (RFP). All contract document changes shall be pre-approved by the State. The Site-Specific RFP shall be issued to all Contractors under the master contract program.
 - 2.2.2. Maintain data current in the State's B3 Energy Benchmarking website for the facilities included in the LEEP.
 - 2.2.3. The use of stipulated savings and project inflation assumptions in the project pro forma must be reviewed by the State and approved in writing by the Governmental Unit.
 - 2.2.4. Pursue implementing an energy project in a reasonable timeframe if the LEEP Final Investment Grade Audit Report demonstrates an economically viable project consisting of energy conservation measures that have a combined simple payback of four years or less. These stages include: procuring engineering design and drawings, investigation of energy project financing options, procuring construction bids, and project implementation.
 - 2.2.5. Inform the State of the findings following each energy project stage outlined in Section 2.3.4.
 - 2.2.6. Participate with the State in a review of the LEEP on a form provided by the State upon completion or termination of a LEEP project

3 Payment

Neither party to this Joint Powers Agreement shall pay any financial consideration to the other party.

4 Authorized Representatives

The State's Authorized Representative is **Peter Berger**, Guaranteed Energy Savings Program - Program Manager, 651-539-1850, or his successor.

The Governmental Unit's Authorized Representative is **Craig Wainio**, City Administrator, 218-748-7570, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 1) Actions that give rise to strict liability; or
- 2) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

7 State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

8 Government Data Practices

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data are released.

9 Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10 Termination

10.1 **Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, Sections 16A.15 and 16C.05.
(with delegated authority)*

Signed: Carla Collins

Date: 10/23/18

Contract: 149376

No Encumbrance PO

2. CITY OF MOUNTAIN IRON

The Governmental Unit certifies that the appropriate person(s) have executed the contract on behalf of the Governmental Unit as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. MN DEPARTMENT OF COMMERCE

(with delegated authority)

By: _____

Title: _____

Date: _____

Distribution:

MN Department of Commerce
Governmental Unit

State's Authorize Representative - Photo Copy



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

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

October 30, 2018

Via email

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

Re: 2018 Downtown Sanitary Sewer Improvements
City of Mountain Iron
Project No.: MI18-05

Dear Mr. Wainio;

Enclosed, please find Change Order #1 for approval at the city's next city council meeting. Due to actual measurements and other findings in the field during the cleaning and televising phase of the project, the contractor is requesting unit price adjustments and quantities. For details on specific items and quantities, please refer to the supplemental information I provided earlier (change order from the contractor and bid tabulation).

Change Order #1 increases the project amount by \$12,782.10 for a total project cost of \$103,906.60.

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

Sincerely,
Benchmark Engineering, Inc.

Jeremy D. Schwarze, P.E.
Project Engineer

Enclosure

CHANGE ORDER

Order No. 1

Date: 10/30/2018

NAME OF PROJECT/PROJECT NO: 2018 Downtown Sanitary Sewer Improvements

OWNER: City of Mountain Iron

CONTRACTOR: Insituform Technologies USA, Inc.
17988 Edison Avenue, Chesterfield, MO 63005

ENGINEER: Benchmark Engineering, Inc.

Reason for Change Order:

This Change Order is to modify the contract quantities and unit prices based on actual measurements performed in the field.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is increased by **\$12,782.10**.

Change to CONTRACT PRICE:

Original CONTRACT PRICE \$ 91,124.50

Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$ 0.00

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$ 12,782.10

The new CONTRACT PRICE including this CHANGE ORDER will be: \$ 103,906.60

Recommended by:

Jeremy Schwarze
Engineer (Authorized Signature)

10/30/18

Date:

Approved by:

Owner (Authorized Signature)

Date:

Accepted by:

Contractor (Authorized Signature)

Date:



Insituform
Technologies USA, Inc.

Worldwide Pipeline
Rehabilitation

1140 Bunker Lake Blvd NW
Anoka, MN 55303

Tel: (218)820-6717

www.insituform.com

Thursday, October 25, 2018

Jeremy Schwarze
Benchmark Engineering, Inc
City of Mountain Iron, Minnesota

CHANGE ORDER REQUEST NO. 1

Mr. Schwarze.

Pricing below is adjusted price for diameter change.

Description	Qty	Unit	Price	Extended Price
Mobilization	1	EA	\$19,505.80	\$19,505.80
Traffic Control	1	EA	\$560.90	\$560.90
6" sewer CIPP	154	LF	\$61.00	\$9,394.00
8" sewer CIPP	881	LF	\$63.00	\$55,503.00
15" sewer CIPP	31	LF	\$355.00	\$11,005.00
cut protruding services	11	EA	\$390.90	\$4,299.90
clean sanitary sewer	1070	LF	\$1.70	\$1,819.00
Televiser sanitary sewer	1070	LF	\$1.70	\$1,819.00

If you have any questions, please do not hesitate to call me at 218-820-6717.
Please sign and email to phillan@aegion.com

Sincerely,

Patrick Hillan
Field Engineer
Insituform Technologies USA, Inc.

Accepted By: _____
Jeremy Schwarze

Date: _____

Approved By:



BID TABULATION
2018 DOWNTOWN SANITARY SEWER IMPROVEMENTS
MOUNTAIN IRON, MINNESOTA
M118-05

					Insituform Technologies		
SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	TOTAL AMOUNT		
N/A	CLEAN SEWER PIPE	LIN. FT.	1070.0	\$ 1.70	\$ 1,819.00		
N/A	TELEWISE SEWER PIPE	LIN. FT.	1070.0	\$ 1.70	\$ 1,819.00		
					\$ -		
2021.501	MOBILIZATION	LUMP SUM	1.0	\$ 19,505.80	\$ 19,505.80		
					\$ -		
2104.509	REMOVE MISC. STRUCTURES	EACH	11.0	\$ 390.90	\$ 4,299.90		
					\$ -		
2503.603	LINING SEWER PIPE (CIPP) 8"	LIN. FT.	156.0	\$ 66.70	\$ 10,405.20		
2503.603	LINING SEWER PIPE (CIPP) 10"	LIN. FT.	466.0	\$ 41.80	\$ 19,478.80		
2503.603	LINING SEWER PIPE (CIPP) 12"	LIN. FT.	415.0	\$ 50.80	\$ 21,082.00		
2503.603	LINING SEWER PIPE (CIPP) 18"	LIN. FT.	33.0	\$ 368.30	\$ 12,153.90		
					\$ -		
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$ 560.90	\$ 560.90		
					\$	\$ 91,124.50	

BENCHMARK ENGINEERING, INC.



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

October 31, 2018

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

Re: Mud Lake Road Water Repairs
City of Mountain Iron
Project No.: MI17-06

Dear Mr. Wainio;

Enclosed please find Pay Request No. 1 for the Mud Lake Road Water Repairs project in the amount of **\$42,925.28**, 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: Brian Burich, George Bougalis & Sons Co.

RECOMMENDATION OF PAYMENTNo. 1

Owner's Project No.: _____

Engineer's Project No.: MI17-06Project: Mud Lake Road Watermain RepairsCONTRACTOR: George Bougalis & Sons Co., 3402 15th Ave East, Hibbing, MN 55746For Period Ending: October 31, 2018

To: City of Mountain Iron
Owner

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

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

BENCHMARK ENGINEERING, INC.Dated October 31, 2018By **STATEMENT OF WORK**

Original Contract Price	\$ <u>47,630.00</u>	Work & Materials to Date	\$ <u>45,184.50</u>
Net Change Orders	\$ <u>0.00</u>	Amount Retained (5%)	\$ <u>2,259.23</u>
Current Contract Price	\$ <u>47,630.00</u>	Subtotal	\$ <u>42,925.28</u>
		Previous Payments	\$ <u>0.00</u>
		Amount Due this Payment	\$ <u>42,925.28</u>



PROJECT NO: M117-06

BASE BID

BASE BID		George Bougalis & Sons, Co 3402 15th Avenue East Hibbing, MN 55746			Pay Request No. 1		
SPEC. NO.	ITEM	UNITS	EST. QUANTS	UNIT COST	TOTAL AMOUNT	Completed to Date	TOTAL AMOUNT
2021.501	Mobilization	LUMP SUM	1.00	\$7,500.00	\$7,500.0	1.00	\$7,500.0
2104.511	Remove Pavement	SQ. YD.	100.00	\$6.00	\$600.0	139.00	\$834.0
2104.511	Sawing Pavement (Full Depth)	LIN. FT.	90.0	\$6.00	\$540.0	48.00	\$288.0
2104.525	Abandon Water Main	EACH	2.0	\$850.00	\$1,700.0	1.00	\$850.0
2105.535	Salvaged Topsoil	CU.YD.	20.0	\$15.00	\$300.0	20.00	\$300.0
2211.503	Aggregate Base (CV) Class V	CU.YD.	30.0	\$50.00	\$1,500.0	35.00	\$1,750.0
2360.501	Type SP 9.5 Wearing Course Mixture	TON	10.0	\$250.00	\$2,500.0	11.50	\$2,875.0
2360.503	Type SP 12.5 Non Wearing Course Mix	TON	10.0	\$225.00	\$2,250.0	11.50	\$2,587.5
2451.521	Granular Backfill (LV)	CU.YD.	50.0	\$50.00	\$2,500.0	70.00	\$3,500.0
2503.602	Tracer Wire Access Box	EACH	1.0	\$150.00	\$150.0	1.00	\$150.0
2504.602	Connect to Existing Watermain	EACH	2.0	\$2,250.00	\$4,500.0	2.00	\$4,500.0
2504.602	10" Gate Valve & Box	EACH	1.0	\$3,800.00	\$3,800.0	1.00	\$3,800.0
2504.602	10" HDPE Mechanical Joint Adapter	EACH	2.0	\$1,000.00	\$2,000.0	2.00	\$2,000.0
2504.603	10" HDPE Water, SDR 11	LIN. FT.	140.0	\$75.00	\$10,500.0	106.00	\$7,950.0
2563.601	Traffic Control	LUMP SUM	1.0	\$4,500.00	\$4,500.0	1.00	\$4,500.0
2573.502	Silt Fence, Preassembled	LIN. FT.	265.0	\$6.00	\$1,590.0	300.00	\$1,800.0
2575.555	Turf Establishment	LUMP SUM	1.0	\$1,200.00	\$1,200.0	0.00	\$0.0

Yes

\$47,630.00

\$45,184.50

Previous Payment: \$0.00

Pay Request No. 1 Amount	\$42,925.28
--------------------------	-------------

Wm. J. Johnson



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

October 31, 2018

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

Re: Nichols Wastewater Pond Decommissioning
City of Mountain Iron
Project No.: MI15-05

Dear Mr. Wainio;

Enclosed please find Pay Request No. 7 for the Nichols Wastewater Pond Decommissioning project in the amount of **\$824.22**, 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: Andy Dammer, Veit Company

RECOMMENDATION OF PAYMENTNo. 7

Owner's Project No.: _____

Engineer's Project No.: MI15-05Project: Reconstruction of Mountain Iron DriveCONTRACTOR: Veit Company, 1100 West Gary Street, Duluth, MN 55808For Period Ending: October 31, 2018

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 29, 2018By **STATEMENT OF WORK**

Original Contract Price	\$ <u>593,330.84</u>	Work & Materials to Date	\$ <u>548,117.21</u>
Net Change Orders	\$ <u>-8,601.75</u>	Amount Retained (5%)	\$ <u>27,405.86</u>
Current Contract Price	\$ <u>584,729.09</u>	Subtotal	\$ <u>520,771.35</u>
		Previous Payments	\$ <u>519,887.13</u>
		Amount Due this Payment	\$ <u>824.22</u>



PAY REQUEST NO.7
CITY OF MOUNTAIN IRON, MINNESOTA
PROJECT NO: M15-05
NICHOLS WASTEWATER POND DECOMMISSIONING

DATE: October 31, 2018

DATE:October 31, 2018

VEIT COMPANIES DULUTH, MN

SPEC. NO.	ITEM	UNITS	ESTIMATED QUANTS	UNIT COST	QUANTITY THIS PERIOD	QUANTITY THIS PERIOD	QUANTITY TO DATE	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	1.0	\$37,875.00			1.00	\$37,875.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1.0	\$23,245.00			1.00	\$23,245.00
2104.501	REMOVE PIPE SEWER	LN. FT.	1710.0	\$15.70			1710.00	\$26,847.00
2104.501	REMOVE VALVES	EACH	3.0	\$217.00			3.00	\$651.00
2104.501	ABANDON PIPE IN PLACE	EACH	2.0	\$1,195.00			2.00	\$2,390.00
2104.501	ABANDON MONITORING WELLS	EACH	4.0	\$1,693.00			4.00	\$6,772.00
2104.507	REMOVE CONCRETE HEADWALL/PAD	EACH	4.0	\$1,204.00			4.00	\$4,816.00
2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	3.0	\$989.00			3.00	\$2,967.00
2104.509	REMOVE CONCRETE OUTLET STRUCTURE	EACH	1.0	\$767.00			1.00	\$767.00
2104.509	REMOVE LIFT STATION	EACH	1.0	\$2,852.00			1.00	\$2,852.00
2105.501	COMMON EXCAVATION	CU. YD.	10014.0	\$6.00		1,001.40	10014.00	\$60,084.00
2105.503	SLUDGE EXCAVATION	CU. YD.	7215.6	\$11.50		721.56	7215.60	\$82,979.40
2105.535	SALVAGE TOPSOIL	CU. YD.	4265.2	\$7.75		426.52	4265.20	\$33,055.30
2105.601	DEWATERING	LUMP SUM	1.0	\$17,352.00	0.05	0.05	1.00	\$17,352.00
2105.604	GEOTEXTILE FABRIC TYPE V	SQ. YD.	890.7	\$1.50			890.70	\$1,336.05
2105.604	GEOTEXTILE FABRIC TYPE IV	SQ. YD.	1346.2	\$1.80		1,346.20	1346.20	\$2,423.16
2221.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	198.9	\$34.30			198.90	\$6,822.27
	SWAMP PADS	LN. FT.	568.0	\$137.00			568.00	\$77,816.00
2506.601	CONSTRUCT 200'X50' CLAY LINED SLUMP	EACH	2.0	\$5,250.00		1.00	2.00	\$10,500.00
2511.501	CLASS 2 FIELD STONE (SWALE CONSTRUCTION)	CU. YD.	673.1	\$34.80		440.00	440.00	\$15,312.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$2,822.00			1.00	\$2,822.00
2573.502	SILT FENCE, TYPE PREASSEMBLED	LN. FT.	7500.0	\$1.20			7500.00	\$9,000.00
2575.502	SEED, MIXTURE EMERGENT WETLAND	ACRE	19.1	\$3,704.00		4.00	19.10	\$70,746.40
2575.502	SEED, MIXTURE WET MEADOW	ACRE	2.9	\$3,363.00		1.10	2.90	\$9,752.70
2575.502	SEED, MIXTURE DRY PRAIRIE	ACRE	10.6	\$2,565.00		3.10	10.60	\$27,189.00
2575.523	EROSION CONTROL BLANKET, CAT. 3	SQ. YD.	244.9	\$9.50		244.90	244.90	\$2,326.53
2575.525	TURF REINFORCEMENT MAT, CAT. 3	SQ. YD.	244.9	\$9.70		244.90	244.90	\$2,375.53
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.0	\$15,959.00		1.00	1.00	\$15,959.00
2575.555	VEGETATIVE MAINTENANCE 2018	LUMP SUM	1.0	\$14,250.00			0.00	\$0.00
2575.555	VEGETATIVE MAINTENANCE 2019	LUMP SUM	1.0	\$14,250.00			0.00	\$0.00
	CHANGE ORDER 1 REVISED TEMP ROAD ACCESS L	LUMP SUM	1.0	\$12,116.00			1.00	\$12,116.00
ADDED	ADDITIONAL SEED COST	LUMP SUM	1.0	\$3,514.25			1.00	\$3,514.25

CURRENT CONTRACT PRICE: \$584,729.09

COMPLETED TO DATE: \$548,117.21

LESS RETAINAGE: (\$27,405.86)

SUBTOTAL PAY REQUEST #7: \$520,711.35

LESS PREVIOUS PAYMENTS: -\$519,887.13

TOTAL PAY REQUEST #7: \$624.22

Ala P. Johnson

BENCHMARK ENGINEERING, INC.

CITY OF MOUNTAIN IRON



CONDITIONAL USE PERMIT



VARIANCE APPLICATION

Name of Owner: Michael R Powell Signature of Owner: Michael R. Powell
 Address: 4716 Majestic Lake Drive Date: 10-2-18
Iron MN 55751 Phone # 218 780 4447

Legal Description:
 Sec/Lot 5 Twp/Block 1 Rge/Subd 18W Parcel Code: 175-0019-00050
 Section 33 58N

Description of Proposed Use for CONDITIONAL USE PERMIT:

Build 18' x 24' addition onto existing 24' x 24' Garage

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

Existing Garage & proposed addition are bordering neighbors south boundary which is his mound ~~system~~ septic system -

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

Proposed Addition will be built away from neighboring property so will not interfere with neighboring property. Will use same siding & roofing so it will match existing house & garage

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

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>10/2</u>	<u>AB1</u>
Zoning Administrator Review	<u>set hearing</u>	<u>10/2</u>	<u>AB1</u>
Public Hearing Set	<u>posted in HTP : MSON</u>	<u>10/12</u>	<u>AB1</u>
Hearing Notice Published	<u>" "</u>	<u>10/12</u>	<u>AB1</u>
Planning & Zoning Recommendation (Board of Adjustment and Appeals Rec.)	<u>approved</u>	<u>10/22</u>	<u>AB1</u>
City Council Action			
Filed with County Recorder			

Conditions Attached _____



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

NOTICE OF PUBLIC HEARING

The Planning and Zoning Commission of the City of Mountain Iron will hold a public hearing on Monday, October 22, 2018 at 6:35 p.m. in the Mountain Iron Room of the Mountain Iron Community Center.

The purpose of the public hearing is to consider a request made by Michael Powell, for a Conditional Use Permit (CUP) to construct an addition to the current garage which in total exceeds 900 sq. ft. which requires a Conditional Use Permit by the Zoning Ordinance. The property is legally described as follows:

Lot 0005, Block 001, Majestic Lake Shores of Mountain Iron

Address: 4716 Majestic Lake Drive, Iron, MN 55751

Parcel Code: 175-0019-00050

The public can present its opinions at the public hearing or by letter addressed to the Zoning Administrator, City of Mountain Iron, City Hall, 8586 Enterprise Drive South, Mountain Iron, MN 55768-8260.

By Order of the Planning and Zoning Commission
Jerry D. Kujala
Zoning Administrator
www.mtniron.com

Mountain Iron Planning and Zoning Commission
October 22, 2018

Meeting was called to order at 6:30 p.m. by Chairman Steve Skogman.

Those Present: Jim Techar, Barb Fivecoate, Steve Erickson, Tim Johnston, Steve Skogman, Margaret Soyering, and Jerry Kujala, Planning and Zoning Administrator.

Motion by Fivecoate and supported by Johnston to approve the minutes of the October 8, 2018 meeting as presented. Motion carried.

During Public Forum Alyssa Horan and David Dincau spoke concerning the accessory building at the Sawmill Saloon and Restaurant. She stated that it is a portable building used for cardboard recycling. It is her intention to make it appealing instead of the traditional cardboard bins at other businesses. She did not realize she needed a building permit to place this building on her property closer than 30' from the property line. After considerable discussion the following motion was made.

Motion by Soyering supported by Fivecoate to request the City Council consider leasing or selling an adjacent 30' piece of property to the Sawmill. Motion Carried.

Motion by Soyering and supported by Techar to recess the regular meeting and open the public hearing. The purpose the public hearing is to consider a request made by Michael Powell, for a Conditional Use Permit (CUP) to construct an addition to the current garage which in total exceeds 900 sq. ft. which requires a Conditional Use Permit by the Zoning Ordinance. The property is legally described as follows:

Lot 0005, Block 001, Majestic Lake Shores of Mountain Iron
Address: 4716 Majestic Lake Drive, Iron, MN 55751
Parcel Code: 175-0019-00050

By Order of the Planning and Zoning Commission
Jerry D. Kujala
Zoning Administrator

Mr. Powell stated he is going to build an 18" addition to the existing garage. Neighbors Steve Yoder and John Ahola spoke in favor of the addition.

Motion by Techar and supported by Skogman to close the Public Hearing and resume the regular meeting.

Motion by Fivecoate and supported by Johnston to recommend to the City Council to approve the Conditional Use Permit for Michael Powell for an addition to his garage. Motion Carried.

Vacation Request #1

PETITION FOR VACATION OF A PORTION OF EAGLE AVENUE (formally First Street, formally Third Street) BETWEEN HERON STREET (formally Second Avenue, formally Center Street) AND PARKVILLE ROAD (formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE FIRST ADDITIONAL AND PARKVILLE ADDITION IN THE CITY OF MOUNTAIN IRON, COUNTY SAINT LOUIS, MINNESOTA.

To: The city Council of Mountain Iron, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Eagle Avenue, respectfully petition the City Council to vacation the aforesaid portion of Eagle Avenue:

David Schlager
Address or Description of Property
5671; 5681; 5687; 5691; Eagle Avenue
219; 231 First Street

PETITION FOR VACATION OF A PORTION OF EAGLE AVENUE (formally First Street, formally Third Street) BETWEEN HERON STREET (formally Second Avenue, formally Center Street) AND PARKVILLE ROAD (formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE FIRST ADDITION AND PARKVILLE ADDITION IN THE CITY OF MOUNTAIN IRON, COUNTY OF SAINT LOUIS, MINNESOTA.

TO: The City Council of Mountain Iron, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Eagle Avenue, respectfully petition the City Council to vacation the aforesaid portion of Eagle Avenue.

Lawrence Sutherland

Address or Description of Property

5741; 5665; 5661 Eagle Avenue

Parcel ID # 175-0071-01030; 175-0071-00180

Vacation Request #2

PETITION FOR VACATION OF A PORTION OF FALCON AVENUE (formally Second Street) BETWEEN HERON STREET (formally Second Avenue, formally Center Street) AND PARKVILLE ROAD (formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE FIRST ADDITION AND PARKVILLE ADDITION IN THE CITY OF MOUNTAIN IRON, COUNTY OF ST. LOUIS, MINNESOTA.

To: The City Council of Mountain Iron, Minnesota.

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Falcon Avenue, respectfully petition the city council to vacation the aforesaid portion of Falcon Avenue.

Dave Schlager

Address or Description of Property

5699; 5697; 5692; 5691; 5687; 5672; 5671

5660 Falcon Avenue

Moved by Soyering and supported by Johnston to recommend to the City Council to vacate the above description of land in Parkville, MN. Motion carried.

The Commission continued reviewing the Ordinances.

Motion to adjourn at 7:40 by Fivecoate and supported by Johnston. Motion carried. Techar absent.

Respectfully Submitted by:
Margaret Soyering, Secretary

COUNCIL LETTER 110518-IVH1

PARKS AND RECREATION

CMPGROUND CARETAKER

DATE: November 1, 2018

FROM: Parks and Recreation Board

Craig J. Wainio
City Administrator

Mrs. Stacy Johnson indicated that she will not be returning to the West Two River Campground for the 2019 season. The Parks and Recreation Board is recommending that the City Council authorize the advertisement for a new campground caretaker for the 2019 camping season.

COUNCIL LETTER 110518-IVH2

PARKS AND RECREATION

WINTER WORKERS

DATE: November 1, 2018
FROM: Parks and Recreation Board
Craig J. Wainio
City Administrator

The Parks and Recreation Board is recommending that the City Council authorize the advertisement for Rink Workers for the upcoming season.

COUNCIL LETTER 110518-IVH3

PARKS AND RECREATION

SOUTH GROVE REC COMPLEX

DATE: November 1, 2018

FROM: Parks and Recreation Board

Craig J. Wainio
City Administrator

The Parks and Recreation Board is recommending that the proposal from Confluence for the South Grove Recreation Complex master plan be accepted.

COUNCIL LETTER 110518-IVI1

PERSONNEL COMMITTEE

EMPLOYMENT AGREEMENT

DATE: November 1, 2018

FROM: Personnel Committee

Craig J. Wainio
City Administrator

The Personnel Committee is recommending that the employment agreement with Anna Amundson be accepted.

COUNCIL LETTER 110518-VIA

ADMINISTRATION

RESOLUTION 27-18

DATE: November 1, 2018

FROM: Craig J. Wainio
City Administrator

Resolution Number 27-18 sets a public hearing for the vacation of Eagle and Falcon Avenue in Parkville. The request for vacation is being presented through a petition from Minntac. It is recommended that the City Council adopt Resolution 27-18 setting a public hearing on the proposed vacation on December 3, 2018.



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 27-18

DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC HEARING ON A VACATION COMMENCED BY A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

WHEREAS, a petition signed by the majority of property owners abutting Falcon Avenue (formally Second Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) and Eagle Avenue (formally First Street, formally Third Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) in Parkville First Addition and Parkville Addition in the City of Mountain Iron, County of Saint Louis, State of Minnesota was received by the City Administrator on the 16th day of October, 2018; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate Falcon Avenue (formally Second Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) and Eagle Avenue (formally First Street, formally Third Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) in Parkville First Addition and Parkville Addition in the City of Mountain Iron, County of Saint Louis, State of Minnesota.

WHEREAS, the City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon Falcon Avenue (formally Second Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) and Eagle Avenue (formally First Street, formally Third Street) between Heron Street (formally Second Avenue, formally Center Street) and Parkville Road (formally Parkville Street, formally Mountain Iron Road) in Parkville First Addition and Parkville Addition in the City of Mountain Iron, County of Saint Louis, State of Minnesota.

WHEREAS, a copy of said petition is attached hereto.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF MOUNTIAN IRON, MINNESOTA AS FOLLOWS:**

The Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 3rd day of December, 2018, before the City Council in the City Hall located at 8586 Enterprise Drive South at 6:30p.m. and

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to give published, posted and mailed notice of such hearing as required by law.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF NOVEMBER, 2018.

Mayor Gary Skalko

ATTEST:

City Administrator

**PETITION FOR VACATION OF A PORTION OF EAGLE AVENUE
(formally First Street, formally Third Street) BETWEEN HERON STREET
(formally Second Avenue, formally Center Street) AND PARKVILLE ROAD
(formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE
FIRST ADDITION AND PARKVILLE ADDITION IN THE CITY OF
MOUNTAIN IRON, COUNTY OF SAINT LOUIS, MINNESOTA.**

TO: The City Council of Mountain Iron, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names,
abutting on Eagle Avenue, respectfully petition the city council to vacation the aforesaid portion
of Eagle Avenue.

Print Name	Signature	Address or Description of Property
------------	-----------	------------------------------------

LAWRENCE SUTHERLAND		5741; 5665; 5661 Eagle Ave
---------------------	---	----------------------------

		Parcel ID # 175-0071-01030; 175-0071-00180
--	--	--

Received on the 15th day of Oct, 2018



(Signature of City Clerk)

Vacation Request #1

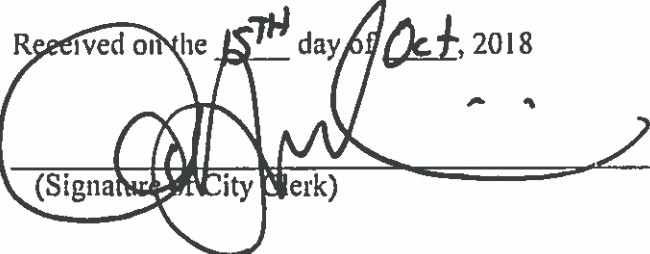
**PETITION FOR VACATION OF A PORTION OF EAGLE AVENUE
(formally First Street, formally Third Street) BETWEEN HERON STREET
(formally Second Avenue, formally Center Street) AND PARKVILLE ROAD
(formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE
FIRST ADDITION AND PARKVILLE ADDITION IN THE CITY OF
MOUNTAIN IRON, COUNTY OF SAINT LOUIS, MINNESOTA.**

TO: The City Council of Mountain Iron, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Eagle Avenue, respectfully petition the city council to vacation the aforesaid portion of Eagle Avenue.

Print Name	Signature	Address or Description of Property
<u>Dave Schlagel</u>		<u>5671; 5681; 5687; 5691 Eagle Ave.</u>
<u> </u>	<u> </u>	<u>219; 231 First St.</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Received on the 15TH day of Oct, 2018


(Signature of City Clerk)

PETITION FOR VACATION OF A PORTION OF FALCON AVENUNE (formally Second Street) BETWEEN HERON STREET (formally Second Avenue, formally Center Street) AND PARKVILLE ROAD (formally Parkville Street, formally Mountain Iron Road) IN PARKVILLE FIRST ADDITION AND PARKVILLE ADDITION IN THE CITY OF MOUNTAIN IRON, COUNTY OF SAINT LOUIS, MINNESOTA.

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Falcon Avenue, respectfully petition the city council to vacation the aforesaid portion of Falcon Avenue.

(Signature of City Clerk)



County Land Explorer

St. Louis County, Minnesota



Title...

default author

Map created using County Land Explorer
www.stlouiscountymn.gov/explorer

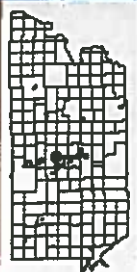


County Land Explorer
St. Louis County www.stlouiscountymn.gov/explorer Minnesota

Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein.

© Copyright St. Louis County Minnesota | All Rights Reserved Printed: 10/18/2018





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 28-18

IRON RANGE BROADBAND

WHEREAS, broadband is an essential service necessary to attract and retain residents and businesses, engage in commerce, obtain equal access to health care and education, and support a modern quality of life; and,

WHEREAS, our Iron Range communities and particularly our Iron Range rural countryside, include areas that are considered by to be unserved and underserved when using the standards set in Minnesota state statutes; and,

WHEREAS, the future of the Iron Range is dependent upon a quality Pre-K through 12 education system and educational delivery services are dependent upon high speed, quality broadband; and,

WHEREAS, any opportunity for economic diversity requires access to gigabit broadband services to afford the Iron Range a competitive chance at attracting new businesses; and,

WHEREAS, community volunteers in a number of Iron Range communities have completed the hard work to engage citizens via surveys and meetings and to work with broadband planning consultants to gather data and create broadband deployment plans; and,

WHEREAS, various state and national funding sources are expected to become available; and,

WHEREAS, various grant and loan funds require the commitment of a local match to be provided for competitive and successful applications; and,

WHEREAS, funding broadband projects across the Iron Range will require a collaborative effort of townships, cities, St. Louis County and willing telecommunications providers; and,

WHEREAS, townships and small cities do not have the staff or expertise to assist with grant applications, joint powers agreements or public/private provider agreements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTIAN IRON, MINNESOTA AS FOLLOWS:

1. Supports all efforts to spur the deployment of broadband networks and services that will immediately meet the 2026 state broadband goal of 100 Mb/20 Mb;

2. Will support using local financial resources as part of a broadband deployment plan in conjunction with other funding sources;
3. Requests that St. Louis County take the lead in developing and finalizing a regional, multi-community approach to spurring broadband deployment, including organizational development, legal requirements and financial planning, direct staff support to our small cities and townships and active participation in potential grant funding applications.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF NOVEMBER, 2018.

Mayor Gary Skalko

ATTEST:

City Administrator

Craig Wainio

From: Steve Giorgi <SGiorgi@ramsmn.org>
Sent: Monday, October 29, 2018 9:04 AM
To: pclevenstine@gmail.com; 'Diane Kruse'; Jon Loeffen; jtourville@ci.hibbing.mn.us; eolivant@d.umn.edu; jphillips@chisholm.k12.mn.us; jblanchard@chisholm.k12.mn.us; mooglide@uslink.net; Craig Wainio; 48overland@gmail.com; tom.whiteside@mail.house.gov; 'Jennifer Hoffman'; bishchust@gmail.com; Steve Giorgi; 'Bill Coleman'; cda-ceda@ci.chisholm.mn.us; joelande@hibbing.k12.mn.us; jwahlberg@lcp2.net
Cc: Paul Brinkman
Subject: New Resolution on Broadband
Attachments: 2018 Broadband Resolution October 102918.pdf; 2018 Broadband Resolution of Support for Expansion 102918.docx

To all parties: (attached draft resolution for your convenience)

Please consider the attached resolution that was adopted by the RAMS board of directors. This resolution reinforces the support of the RAMS organization and hopefully your community or school districts for the continued expansion of high speed quality broadband in our region. It also makes a specific request of St Louis County to provide support for our small cities as we all work on broadband expansion possibilities in our region.

If you community or districts adopts this resolution or a version of it, please return a copy to me so I can make a presentation to the St Louis County board on behalf of the Range. Send to: sggiorgi@ramsmn.org

Thanks

Steve Giorgi
Executive Director
RAMS
SGiorgi@ramsmn.org
218-780-8877



RAMS Resolution 003 – 2018
Iron Range Broadband Resolution

Whereas broadband is an essential service necessary to attract and retain residents and businesses, engage in commerce, obtain equal access to health care and education, and support a modern quality of life;

Whereas our Iron Range communities and particularly our Iron Range rural countryside, include areas that are considered by to be unserved and underserved when using the standards set in Minnesota state statutes;

Whereas the future of the Iron Range is dependent upon a quality Pre-K through 12 education system and educational delivery services are dependent upon high speed, quality broadband;

Whereas any opportunity for economic diversity requires access to gigabit broadband services to afford the Iron Range a competitive chance at attracting new businesses;

Whereas community volunteers in a number of Iron Range communities have completed the hard work to engage citizens via surveys and meetings and to work with broadband planning consultants to gather data and create broadband deployment plans;

Whereas various state and national funding sources are expected to become available;

Whereas, various grant and loan funds require the commitment of a local match to be provided for competitive and successful applications; and

Whereas, funding broadband projects across the Iron Range will require a collaborative effort of townships, cities, St. Louis County and willing telecommunications providers;

Whereas, townships and small cities do not have the staff or expertise to assist with grant applications, joint powers agreements or public/private provider agreements;

Be it Resolved, that the Range Association of Municipalities & Schools (RAMS):

1. Supports all efforts to spur the deployment of broadband networks and services that will immediately meet the 2026 state broadband goal of 100 Mb/20 Mb;
2. Will support using local financial resources as part of a broadband deployment plan in conjunction with other funding sources;

3. Requests that St. Louis County take the lead in developing and finalizing a regional, multi-community approach to spurring broadband deployment, including organizational development, legal requirements and financial planning, direct staff support to our small cities and townships and active participation in potential grant funding applications.

Votes to approve: 16

Votes to oppose: 0



Dave Lislegard – RAMS President

OCTOBER, 29, 2018

Date



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 29-18

MUNICIPAL CONSENT

WHEREAS, plans for Project No. SAP 069-703-014 (CP 0103-275610) showing proposed alignment and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 103 within the limits of the City of Mountain Iron as a County Project designed to State Aid standards have been prepared and presented to the City of Mountain Iron.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA that said plans be in all things approved.

DULY ADOPTED BY THE CITY COUNCIL THIS 5th DAY OF NOVEMBER, 2018.

ATTEST:

Mayor Gary Skalko

City Administrator

COUNCIL LETTER 110518-VID

AUDITOR

AUDIT PROPOSAL

DATE: November 1, 2018

FROM: Craig J. Wainio
City Administrator

Enclosed, please find the Audit proposal from Walker, Giroux and Hahne to perform the 2018 Audit. The proposal price is \$25,250 for the Governmental Funds and \$11,100 for the Enterprise Funds. For the 2014 Audit proposal the Governmental Funds were \$25,000 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

October 1, 2018

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, 2018. 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, 2018. 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 significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. 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 designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, 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, 2018 and to issue our reports no later than June 30, 2019. Thomas B. Kelly 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

agree that our gross fee, including expenses, will not exceed \$25,250 for the City's Governmental Funds and \$11,100 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



Thomas B. Kelly
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

**Quad City Food Shelf
2 South Broadway, P.O. Box 1015
Gilbert, MN 55741-1015
218-741-1371**

October 2018

Dear Friends,

Quad City Food Shelf (QCFS) Advisory Board, volunteers, and customers are excited about our latest progress. Along with our non-profit sponsor, Arrowhead Economic Opportunity Agency, we recently purchased a building in Mountain Iron from which to serve the community. The current building has aged severely and is in dire need of upgrades for safety, health, and security for all involved. Required renovation expenses are prohibitive and beyond the cost of relocating.

Prior to relocating, some remodeling and upgrading are necessary at the new location. Architectural plans are complete and grant applications are in progress. Additional entrance/exit doors are needed, wall partitions will be put in place, coolers and freezers will be installed, along with upgrading electrical and plumbing systems. The need now is monetary donations and/or labor to complete this project while we continue to serve over 1,200 customers each month by distributing approximately 35,000 pounds of food.

Donations in any amount can be made at QCFS during operating hours located at 2 South Broadway in Gilbert on Wednesdays from 10 a.m. to 4 p.m. and Thursdays from 11 a.m. until 5 p.m. Or you can send your donation in the mail to: QCFS, P.O. Box 1015, Gilbert, MN.

All donors will be recognized at an open house which will be scheduled when renovations are complete. Thank you for donating funds or labor to help QCFS continue to meet its mission, *Offering Food to Neighbors in Need.*

Thank you,

Quad City Food Shelf Advisory Board

RMHC

Range Mental Health Center, Inc.

Celebrating Our 58th Year of People Helping People

Dear Friend:

Project Warmth was the idea of a Range Mental Health Center Board Member. A few years ago, he was delivering gifts to the Wellstone Crisis Center in Eveleth. As he was bringing in bags and boxes, he noticed a young lady waiting to be discharged. Prior to her leaving, the Board Member noticed an employee going through her bag. The employee packed the young lady a pillow and bedding from the Wellstone Center, as she did not own any of the items herself. In fact, prior to her arrival, the young lady was homeless. The Wellstone Center found her a place to stay, but she still had a few personal belongings left. Of all the things she could have taken, he was quite surprised that a simple blanket and pillow were what she truly needed to stay warm. Surprised by what he saw, he quickly dug in his bags and found her a blanket and a few other necessities to help her.

Afterwards, the Board Member thought of an idea to raise funds and collect items to help individuals throughout the winter months. From this, Range Mental Health Center started a fund which is called Project Warmth. Through the last eight years, we have had numerous donations which have helped over 1,000 adults and children all over the Iron Range. The need for this fund is underscored by the very long cold winters we continue to experience.

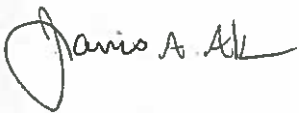
This year, Range Mental Health Center is continuing to look for support for Project Warmth. All donations are tax deductible and we plan to be holding a cash raffle over the winter to help replenish this fund. Any monetary donation now and/or helping us to promote and sell raffle tickets are greatly appreciated.

To make a donation, please make checks payable to: **RMHC-Project Warmth**

Mail to: RMHC
Attn: Project Warmth Fund
PO Box 1188
Virginia, MN 55792

If you are interested in helping promote our future raffle by helping sell tickets, please contact G'na at gtuomala@rangementalhealth.org.

Best Regards,



Janis Allen
Chief Executive Officer

Thank you for helping us keep our community warm this winter!
Any questions or concerns, please call Karri Schutte at 218-749-2881 x1231.

UNIVERSITY OF MINNESOTA

University of Minnesota Extension

*Carlton County Extension
317 Chestnut Ave.
PO Box 307
Carlton, MN 55718-307
218-384-3511
www.extension.umn.edu*

October 26, 2018

City of Mountain Iron Township
Craig Wainio, Township Clerk
8586 Enterprise Dr S
Mountain Iron, MN 55768

Dear Township Official:

The Carlton County Extension By-products Program, following Minnesota Pollution Control guidelines, has reviewed and accepted an application to land apply wood ash and/or lime on the following site in order to raise the soil pH:

Paul Jacobsen
9014 Wolf Road
Iron, MN 55751

Home Phone:
Cell Phone: 2187507980

Field ID: PJSOF Acres: 29 City of Mountain Iron Township County: St. Louis
NW 1/4 of SW 1/4 of Sec. 27, T58N, R18W

Based on analyses of lime from past operating reports, it is considered suitable for agricultural use if proper application rates and management practices are followed.

Complete permit applications are available for review at the Carlton County Extension office. These permits include: complete soil tests of the field, aerial photographs of the field, NRCS soil maps indicating location and extent of soils, and road maps showing location of this site. If you have any comments or questions, please contact us at (218) 384-3511.

Sincerely,



Troy Salzer
Extension Educator, Agriculture

cc: County Zoning office, County Commissioner

UNIVERSITY OF MINNESOTA

University of Minnesota Extension

*Carlton County Extension
317 Chestnut Ave.
PO Box 307
Carlton, MN 55718-307
218-384-3511
www.extension.umn.edu*

October 22, 2018

City of Mountain Iron Township
Craig Wainio, Township Clerk
8586 Enterprise Dr S
Mountain Iron, MN 55768

Dear Township Official:

The Carlton County Extension By-products Program, following Minnesota Pollution Control guidelines, has reviewed and accepted an application to land apply wood ash and/or lime on the following site in order to raise the soil pH:

Paul Jacobsen
9014 Wolf Road
Iron, MN 55751

Home Phone:
Cell Phone: 2187507980

Field ID: PJML Acres: 26	City of Mountain Iron Township	County: St. Louis
SE 1/4 of NW 1/4 of Sec. 34, T58N, R18W		
Field ID: PJ60 Acres: 22	City of Mountain Iron Township	County: St. Louis
SW 1/4 of NW 1/4 of Sec. 33, T58N, R18W		
Field ID: PJ28 Acres: 24	City of Mountain Iron Township	County: St. Louis
NW 1/4 of SE 1/4 of Sec. 29, T58N, R18W		

Based on analyses of lime from past operating reports, it is considered suitable for agricultural use if proper application rates and management practices are followed.

Complete permit applications are available for review at the Carlton County Extension office. These permits include: complete soil tests of the field, aerial photographs of the field, NRCS soil maps indicating location and extent of soils, and road maps showing location of this site. If you have any comments or questions, please contact us at (218) 384-3511.

Sincerely,



Troy Salzer
Extension Educator, Agriculture

cc: County Zoning office, County Commissioner



North St. Louis County

Habitat for Humanity®

October 4, 2018

Building homes,
Building hope

Mayor Skalko and City Council
The City of Mountain Iron
8586 Enterprise Drive South
Mountain Iron, MN 55768

Board of Directors:
Greg Krog
President

Doug Gettle
Vice President

Don Rausch
Treasurer

Scott Dane
Secretary

Kris Clover
Norma Cersine
Larry Cuffe
Carolyn Dinneen
John Filander
Paul Knuti
Kevin Kubat
Stacy Kuusinen
David Langfeld
Marge McPeak
Amy E. Miller
Nancy Moyer
Caroline Owens
Mariah Peterson
Cindy Pogachnik
Linda Scott
Mike Stone
Mark Weir

Staff:
Nathan Thompson
Executive Director

Jason Patterson
Construction Manager

Susan M. Garrett
Community Resources Manager

Marnie Maki
Family Services Manager

5558 Enterprise Dr NE
Mail: P.O. Box 24
Virginia, MN, 55792
Phone: (218) 749-8910
Toll free: (866) 749-8910
Fax: (218) 742-9799

*Craig, to
add to
agenda
Under
Commitments!
Cary*

Dear Mayor Skalko and City Councilors

North St. Louis County Habitat for Humanity (NSLCHFH) is requesting a donation of \$250 from the City of Mountain Iron in support of NSLCHFH's thirteenth annual "Building the Future with Habitat" fundraising dinner. This dinner is our organization's largest fundraising event and has been held at the Mountain Iron Community Center on the first Thursday in February since its inception. We will be hosting this event again at the Community Center on Thursday, February 7, 2019. Your generous \$250 donation would be a "Hope Builder" level sponsorship and will be listed at the event and on the program as such. Enclosed please find our sponsor letter, which lists the other levels of sponsorship that are available for this popular event.

"Building the Future with Habitat" brings together volunteers, supporters and members of our Iron Range communities in celebration of and support for NSLCHFH's vision, mission and successes. The event includes a silent auction and several games, but the focus is a short program about the work of Habitat. The keynote speaker for the program is a successful partner family member who tells their story and what the impact of a simple, decent and affordable home means to them. There is rarely a dry eye left in the house.

Because of the model of building houses in partnership with the families who will then purchase them, and using community volunteers' donated time, talent and treasure to complete the homes, NSLCHFH builds "homes, communities and hope" in our Iron Range communities. By doing so, we not only provide strength, stability and self-reliance through shelter to the families, we strengthen our Iron Range communities, including Mountain Iron, by creating stable, tax paying families. In fact, we recently housed two more Mountain Iron families, the King/Brooks and the Kniefels, bringing the Mountain Iron families served to five and the total Iron Range families served to 90!

We are very grateful to the City of Mountain Iron for their partnership in obtaining lots to help more Mountain Iron residents into stable homes and we also thank you for your consideration of this request.

Sincerely,

Nathan Thompson
Executive Director



North St. Louis County

Habitat
for Humanity®

**Building homes,
Building hope**

**"Building the Future with Habitat"
Dinner and Silent Auction**

Board of Directors:
Greg Krog
President

Doug Gettle
Vice President

Don Rausch
Treasurer

Scott Dane
Secretary

Kris Clover
Norma Cersine
Larry Cuffe
Carolyn Dinneen
John Filander
Paul Knuti
Stacy Kuusinen
David Langfeld
Marge McPeak
Amy Krup
Nancy Moyer
Caroline Owens
Mariah Peterson
Cindy Pogachnik
Linda Scott
Mark Weir

Staff:
Nathan Thompson
Executive Director

Jason Patterson
Construction Manager

Susan M. Garrett
Community Resources
Manager

Marnie Maki
Family Services Manager

On February 7, 2019, we will be holding our thirteenth annual dinner/fund raising event, "Building the Future with Habitat", at the Mountain Iron Community Center. Thank you for considering a sponsoring donation to North St. Louis County Habitat for Humanity for this important event. At our 2018 event, we were able to raise over \$28,000 because of the generosity of local businesses.

Since becoming a Habitat affiliate in 1995, we have provided homes to 90 families through the efforts of volunteers, contributors and fund raising events. These 90 families are now enjoying the benefits of a home they can afford and are tax paying members of their communities. With your help we will be able to help five more families on the Iron Range break the cycle of poverty in 2019.

We hope that you will strongly consider sponsoring the "Building the Future with Habitat" event this year. Your generosity is greatly appreciated and will be recognized at the event. A "thank you" ad including our sponsors will also be placed in the Hometown Focus.

Sponsorship Levels

Future Builder ~ \$1500

Includes an RSVP for eight guests, a tax deductible value of \$1420

Community Builder ~ \$1000

Includes an RSVP for six guests, a tax deductible value of \$940

Home Builder ~ \$500

Includes an RSVP for four guests, a tax deductible value of \$460

Hope Builder ~ \$250

Includes an RSVP for two guests, a tax deductible value of \$230

North St. Louis County Habitat for Humanity is a 501 C (3) non-profit organization. Proper documentation of your donation will be provided to you for tax purposes.

Thank you for your generous support!

Sincerely,

Nathan Thompson

5558 Enterprise Dr NE
Mail: P.O. Box 24
Virginia, MN, 55792
Phone: (218) 749-8910
Toll free: (866) 749-8910
Fax: (218) 742-9799
www.nslchfh.org
habitat@nslchfh.org
habitat@nslchfh.org