



**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**MONDAY, APRIL 4, 2022**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
MOUNTAIN IRON ROOM**



**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, APRIL 4, 2022 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
  - A. Minutes of the March 21, 2022, Regular Meeting (#1-7)
  - B. Receipts
  - C. Bills and Payroll
  - D. Communications
- IV. Public Forum
- V. Committee and Staff Reports
  - A. Mayor's Report
    - 1. Sexual Assault Awareness Month Proclamation (#8)
    - 2. Declaration of Council Vacancy
  - B. Director of Public Works' Report
  - C. Library Director/Special Events Coordinator's Report
  - D. Sheriff's Department Report
  - E. City Engineer's Report
    - 1. Pay Request Numbers 2, 3 & 4 – Well Project BP2 (#9-18)
    - 2. Change Order Number 2 – Well Project BP1 (#19-21)
    - 3. Change Order Number 1 – Slip-ling Project (#22)
  - F. Fire Department Report
  - G. Parks and Recreation Board
    - 1. Summer Employees (#23)
    - 2. Campground Caretaker (#24-26)
  - H. Personnel Committee
    - 1. Labor Position (#27)
  - I. Liaison Reports
- VI. Unfinished Business
- VII. New Business
- VIII. Communications (#28)
- IX. Announcements
- X. Adjourn

# Page Number in Packet  
\*Enclosed



**MINUTES  
MOUNTAIN IRON CITY COUNCIL  
March 21, 2022**

Mayor Anderson called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Ed Roskoski, Julie Buria, Joe Prebeg Jr. and Mayor Peggy Anderson. Also present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Anna Amundson, Library Director/Special Events Coordinator; Amanda Inmon, Municipal Services Secretary; Al Johnson, City Engineer; Bryan Lindsay, City Attorney; and Grant Toma, Sheriff's Department. Absent members: Councilor Steve Skogman.

It was moved by Buria and seconded by Prebeg that the consent agenda be approved as follows:

1. Approve the minutes of the March 7, 2022 regular meeting as submitted.
2. 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.
3. To acknowledge the receipts for the period March 1-15, totaling \$1,028,702.05 (a list is attached and made a part of these minutes),
4. To authorize the payments of the bills and payroll for the period March 1-15, totaling \$182,159.94 (a list is attached and made a part of these minutes).

The motion carried with Councilor Skogman absent.

**Public Forum:**

- No one spoke during the public forum

The Mayor reported on the following:

- Congratulations to the MIB Boys & Girls Basketball team on their successful season
- City of Mountain Iron Wastewater Treatment Plant and Operators received a Certificate of Accommodation for the Wastewater Treatment Facility Operational Award, in recognition of exceptional compliance with its Minnesota Pollution Control Agency (MPCA), NPDS/SDS for the 2021 review period

**City Administrator:**

- No formal report

**Director of Public Works:**

- Small power outage in West Virginia over the weekend
- Water-line break in Parkville area
- The credit for the Award that was given to the Wastewater Treatment Plant, should go to Ty Hebl and Brad Bennett
  - Brad & Ty have been given this award several times
  - Very few public facilities have won this award throughout St. Louis County



**Library Director/Special Events Coordinator:**

- Winter Reading Program Winners
  - Adult participants read roughly 357 books over 8 weeks
  - Youth participants read over 8,500 minutes
- 37<sup>th</sup> Annual Easter Egg Hunt
  - Saturday, April 16<sup>th</sup> starts at NOON
  - 50 eggs hidden throughout the City
  - Thousands of eggs scattered at South Grove Rec Complex, West II Rivers & YMCA Fields

**Sheriff's Department:**

- No formal report

**City Engineer:**

- No formal report

**City Attorney:**

- No formal report

It was moved by Prebeg and seconded by Buria to approve Pay Request No. 9 – for the Filter Replacement – Water Treatment Plant, in the amount of \$9,053.03, to Magney Construction, Inc. Chanhassen, MN, payment contingent on receiving IC134 forms. The motion carried unanimously on roll call vote with Councilor Skogman absent.

**Liaison:**

- Street and Alley Committee met, discussed the street in front of the UPS area, recommending feasibility study to garner costs and recommendations for improvement

It was moved by Prebeg and seconded by Buria to approve Resolution #03-22; Authorizing the City of Mountain Iron to make an Application to and Accept Funds from the Culture and Tourism Grant Program from the Department of IRR (a copy is attached and made a part of these minutes). The motion carried with Councilor Skogman absent.

It was moved by Buria and seconded by Prebeg to approve Resolution #04-22; Ordering Preparation of Report on Improvement, (a copy is attached and made a part of these minutes). The motion carried with Councilor Skogman absent.

It was moved by Roskoski and seconded by Prebeg to authorize Sundberg Enterprises, LLC dba: The Sawmill Saloon and Restaurant to serve alcohol at the Iron Range Recreation Association event on Saturday, March 26, 2022, to be held at the Mountain Iron Community Center. The motion carried with Councilor Skogman absent.

It was moved by Prebeg and seconded by Buria to accept, with sincere regret, the resignation of Stephen Skogman, from his position on the Mountain Iron City Councilor effective immediately. The motion carried with Councilor Skogman absent.



- Big Thank you and best wishes to Councilor Skogman, for his dedication, service and commitment to the City and its residents throughout the years, he will be greatly missed on the Council/Boards.

It was moved by Prebeg and seconded by Buria to accept the resignation of Scott Novak, from his position as a Journeyman Lineman for the City of Mountain Iron, effective March 4, 2022. The motion carried with Councilor Skogman absent.

It was moved by Prebeg and seconded by Roskoski to donate \$250 to the Merritt Elementary PTA, for their “7<sup>th</sup> Annual Kid Fit Carnival,” to be held on Friday, May 13, 2022, monies to come from Charitable Gambling Fund. The motion carried roll call vote with Councilor Skogman absent.

At 6:54p.m., it was moved by Buria and seconded by Prebeg that the meeting be adjourned. The motion carried with Councilor Skogman absent.

Submitted by:



Amanda Inmon  
Municipal Services Secretary  
[www.mtniron.com](http://www.mtniron.com)



Distribution Summary

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	400.00
BUILDING RENTALS	COMMUNITY CENTER	675.00
CAMPGROUND RECEIPTS	CREDIT CARD FEES	428.37
CAMPGROUND RECEIPTS	FEES	12,920.00
CAMPGROUND RECEIPTS	LODGING TAX PAYABLE - W2 CAMP.	378.60
CAMPGROUND RECEIPTS	SALES TAX PAYABLE-W2 CAMPGR.	953.06
CD INTEREST	CD INTEREST 101	2,421.93
CD INTEREST	CD INTEREST 378	1,093.78
CD INTEREST	CD INTEREST 601	39.06
CD INTEREST	CD INTEREST 602	117.19
CD INTEREST	CD INTEREST 603	234.38
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	30.94
FINES	CRIMINAL	1,783.71
LICENSES	ANIMAL	15.00
METER DEPOSITS	ELECTRIC	1,650.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	109,882.37
MISCELLANEOUS	DELTA DENTAL PAYABLE	3,435.30
MISCELLANEOUS	DUE TO MTN IRON EDA	694,770.00
MISCELLANEOUS	FAX CHARGES	.53
MISCELLANEOUS	MISC. - GENERAL	2,385.48
MISCELLANEOUS	MISC. INCOME-ELECTRIC ACCT	174.20
MISCELLANEOUS	REC DEPT-VARIOUS FEES/PMTS	500.00
MISCELLANEOUS	REIMBURSEMENTS	3,457.67
MISCELLANEOUS	USABLE LIFE INS. PAYABLE	600.36
UTILITY	UTILITY	190,355.12
Grand Totals:		<u>1,028,702.05</u>



## Report Criteria:

Report type: Summary

Check Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/22	03/17/2022	157357	130011	UNITED STATES POSTAL SERVICE	604-20200	540.02
03/22	03/22/2022	157358	10056	A T & T MOBILITY	603-20200	1,448.24
03/22	03/22/2022	157359	1158	ALEXA THOMPSON	604-20200	4.87
03/22	03/22/2022	157360	20022	BENCHMARK ENGINEERING INC	301-20200	18,175.00
03/22	03/22/2022	157361	30055	BTAC ACQUISITION CORP.	101-20200	1,205.86
03/22	03/22/2022	157362	30084	CARDMEMBER SERVICE	603-20200	6,724.83
03/22	03/22/2022	157363	170001	CENTURY LINK	101-20200	269.24
03/22	03/22/2022	157364	30016	CHAMPION AUTO	101-20200	35.32
03/22	03/22/2022	157365	30021	COMPASS MINERALS AMERICA INC.	101-20200	1,969.53
03/22	03/22/2022	157366	30073	COMPENSATION CONSULTANTS, LTD	101-20200	148.00
03/22	03/22/2022	157367	30072	COMPUTER WORLD	101-20200	588.00
03/22	03/22/2022	157368	140013	CORE & MAIN LP	602-20200	10,809.00
03/22	03/22/2022	157369	1901024	CTC	101-20200	535.55
03/22	03/22/2022	157370	50049	ESSENTIA HEALTH	101-20200	433.00
03/22	03/22/2022	157371	1537	ESTATE OF IONE TREMBATH	604-20200	209.95
03/22	03/22/2022	157372	60008	FAIRVIEW CLINIC-MOUNTAIN IRON	101-20200	102.00
03/22	03/22/2022	157373	60029	FERGUSON ENTERPRISES INC	101-20200	2,209.97
03/22	03/22/2022	157374	50048	FRONTIER ENERGY	604-20200	545.95
03/22	03/22/2022	157375	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
03/22	03/22/2022	157376	80001	HILLYARD/HUTCHINSON	101-20200	335.44
03/22	03/22/2022	157377	80037	HOMETOWN MEDIA PARTNERS	101-20200	199.00
03/22	03/22/2022	157378	881	JOSCELYNE EDDY	101-20200	200.00
03/22	03/22/2022	157379	120013	L & L RENTALS INC	602-20200	117.50
03/22	03/22/2022	157380	120032	LAKE COUNTRY POWER	101-20200	201.00
03/22	03/22/2022	157381	120037	LAKEVIEW BOOKS	101-20200	72.87
03/22	03/22/2022	157382	940	LISA RICHARDS	101-20200	200.00
03/22	03/22/2022	157383	1538	LORRAINE HILL	604-20200	138.12
03/22	03/22/2022	157384	120014	LUNDGREN MOTORS	101-20200	615.93
03/22	03/22/2022	157385	130032	MAGNEY CONSTRUCTION, INC.	601-20200	9,053.03
03/22	03/22/2022	157386	130111	MIB PTA	230-20200	250.00
03/22	03/22/2022	157387	13001	MID-AMERICA BOOKS	101-20200	41.90
03/22	03/22/2022	157388	130194	MID-STATE TRUCK SERVICE INC.	101-20200	61.16
03/22	03/22/2022	157389	110035	MIDWEST COMMUNICATIONS	101-20200	250.00
03/22	03/22/2022	157390	140026	MINNESOTA ENERGY RESOURCES	602-20200	5,922.77
03/22	03/22/2022	157391	130015	MOUNTAIN IRON PUBLIC UTILITIES	101-20200	15,727.43
03/22	03/22/2022	157392	30001	NAPA AUTO PARTS	101-20200	2,638.42
03/22	03/22/2022	157393	140073	NATIONAL FIRE SAFETY COUNCIL INC.	101-20200	654.68
03/22	03/22/2022	157394	140004	NORTHERN ENGINE & SUPPLY INC	101-20200	452.86
03/22	03/22/2022	157395	170007	QUILL CORPORATION	604-20200	271.85
03/22	03/22/2022	157396	190016	ST LOUIS COUNTY AUDITOR	101-20200	360.00
03/22	03/22/2022	157397	190013	ST LOUIS COUNTY PUBLIC WORKS DEPARTMENT	101-20200	3,991.11
03/22	03/22/2022	157398	5007	SUN LIFE FINANCIAL	602-20200	1,020.55
03/22	03/22/2022	157399	200003	TACONITE TIRE SERVICE	101-20200	236.10
03/22	03/22/2022	157400	200020	THE TRENTI LAW FIRM	101-20200	2,770.25
03/22	03/22/2022	157401	1317	TRACY GONIER	101-20200	132.45
03/22	03/22/2022	157402	210001	UNITED ELECTRIC COMPANY	604-20200	362.14
03/22	03/22/2022	157403	220014	VIKING INDUSTRIAL NORTH	602-20200	395.59
03/22	03/22/2022	157404	220020	VISA OR PARK STATE BANK CC PMT	602-20200	2,648.51
03/22	03/22/2022	157405	60038	WRIGHT EXPRESS FINAN SERV CORP	602-20200	4,890.02
03/22	03/22/2022	157406	240001	XEROX CORPORATION	101-20200	65.06
03/22	03/22/2022	157407	260001	ZIEGLER INC	101-20200	59.44
03/22	03/22/2022	157408	10056	A T & T MOBILITY	101-20200	69.26
03/22	03/22/2022	157409	130032	MAGNEY CONSTRUCTION, INC.	602-20200	13,811.50

M = Manual Check, V = Void Check

PP-Ending 03/04

115,259.08

66,900.86

**TOTAL EXPENDITURES****\$182,159.94**





# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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

## RESOLUTION NUMBER 03-22

### **AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE CULTURE AND TOURISM GRANT PROGRAM FROM THE DEPARTMENT OF IRRR**

**WHEREAS**, the Mountain Iron City Council approves of the attached application for the Downtown Improvement project; and,

**WHEREAS**, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the Department of IRRR.

**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 21<sup>st</sup> DAY OF MARCH, 2022.**

ATTEST:

City Administrator

  
Mayor Peggy Anderson





# CITY OF MOUNTAIN IRON

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

## RESOLUTION NUMBER 04-22

### ORDERING PREPARATION OF REPORT ON IMPROVEMENT

**WHEREAS**, it is proposed to improve Second Street between 16th Avenue and Highway 53 by Road Reconstruction, Alignment and Drainage Improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA** that the proposed improvement be referred to Benchmark Engineer for study and that that person is instructed to report to the Council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**DULY ADOPTED BY THE CITY COUNCIL THIS 21<sup>st</sup> DAY OF MARCH, 2022.**

ATTEST:

City Administrator

Mayor Peggy Anderson



*2022 Sexual Assault Awareness Month*  
*Mayor Proclamation*

WHEREAS, Sexual Assault Awareness Month is intended to bring awareness to the fact that sexual violence is widespread and is a public health concern for individuals, families, community members and communities as a whole.

WHEREAS, Child sexual abuse /exploitation, rape and sexual harassment impact all communities as seen by the national statistics: One in three girls and one in six boys will be sexually violated by the age of 18. One in five children is solicited sexually while on the internet. One-third of all sexual violence cases in Northern St. Louis County happen to children 17 years and younger.

WHEREAS, In fiscal 2020 and 2021, our local Sexual Assault Program of Northern St. Louis County has worked with more than 850 primary and secondary crime victims of sexual violence whom reside in our communities. The Program has provided more than 37,000 documented trauma and victim-focused advocacy services with these crime victims.

WHEREAS, Staff, Board Members and Volunteers of our local anti-sexual violence program; The Sexual Assault Program of Northern St. Louis County, encourage every person to speak out when witnessing acts of violence, however small; and to help survivors connect with community allies.

WHEREAS, We must work together to educate and engage communities in sexual violence awareness and prevention and to believe, listen, learn and support its victims and family members.

WHEREAS, a growing number of Minnesota leaders are committed to sexual violence prevention; and

WHEREAS, All Minnesotans must be part of the solution to eliminate crimes of sexual violence.

THEREFORE, I, the Mayor of the City of Mt. Iron, Minnesota, do hereby proclaim the month of April in the year of 2022 as:

***SEXUAL ASSAULT AWARENESS MONTH***

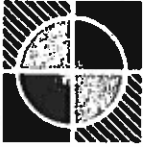
***IN TESTIMONY WHEREOF***, I have hereunto set my hand and caused to be affixed the Great Seal

of the city of Mt. Iron located in St. Louis County in the state of Minnesota.

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
***Mayor Signature***





# 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

March 30, 2022

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

Re: Proposed Well #3  
City of Mountain Iron  
Project No.: MI15-08  
Bid Package 2

Dear Mr. Wainio;

Enclosed please find Pay Request No. 2-4 for the Proposed Well #3, Bid Package 2 project in the amount of \$11,400.00, \$4,750.00, and \$11,439.90 respectively, for approval at your next scheduled City Council meeting. These amounts 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: Clay Witkofsky, TNT Construction Group, LLC.



**RECOMMENDATION OF PAYMENT**No. 2

Owner's Project No.: \_\_\_\_\_

Engineer's Project No.: MI15-08Project: Proposed Well #3 Bid Package 2CONTRACTOR: TNT Construction Group, LLC., 40 Country Road 63, Grand Rapids, Mn 55744For Period Ending: January 31, 2022

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 March 30, 2022

By \_\_\_\_\_

**STATEMENT OF WORK**

Original Contract Price	\$ <u>139,000.00</u>	Work & Materials to Date	\$ <u>20,595.00</u>
Net Change Orders	\$ <u>29,965.00</u>	Amount Retained (5%)	\$ <u>1,029.75</u>
Current Contract Price	\$ <u>168,965.00</u>	Subtotal	\$ <u>19565.25</u>
		Previous Payments	\$ <u>8,165.25</u>
		Amount Due this Payment	\$ <u>11,400.00</u>





# AIA Document G702 - 1992

## Application and Certificate for Payment

TO OWNER: CITY OF MOUNTAIN IRON 8586 ENTERPRISE DRIVE S MT. IRON, MN 55768 PROJECT: MT IRON WELL PUMP HOUSE MT IRON, MN

FROM: TNT CONSTRUCTION GROUP, LLC VIA ARCHITECT: BENCHMARK ENGINEERING, INC. 8878 MAIN STREET PO BOX 261 MT. IRON, MN 55768

CONTRACTOR: 40 COUNTY ROAD 63 GRAND RAPIDS, MN 55744

APPLICATION NO: 002 PERIOD TO: January 31, 2022 CONTRACT FOR: General Construction CONTRACT DATE: December 08, 2020 PROJECT NOS: ME15-08 / 21148 /

Distribution to: OWNER: ☐ ARCHITECT: ☒ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$139,000.00
2. NET CHANGE BY CHANGE ORDERS	\$29,965.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$168,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$20,595.00

#### 5. RETAINAGE:

- a. 5.00 % of Completed Work (Column D + E on G703) \$1,029.75
- b. 0 % of Stored Material (Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$1,029.75

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$19,565.25
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$8,165.25

8. CURRENT PAYMENT DUE	\$11,400.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$149,399.75

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$29,965.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$29,965.00	\$0.00
NET CHANGES by Change Order		\$29,965.00

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

CONTRACTOR:

By: *[Signature]* Date: 1-24-22

State of MINNESOTA

County of: ITASCA

Subscribed and sworn to before

me this 24 day of January 2022

Notary Public: *[Signature]*

My Commission expires: January 31, 2024

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$11,400.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]*

By: *[Signature]* Date: 3/30/22

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





**Continuation Sheet**

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AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

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

APPLICATION NO:	APPLICATION DATE:
PERIOD TO:	ARCHITECT'S PROJECT NO:

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User Notes: (389ADA45)



**RECOMMENDATION OF PAYMENT**No. 3

Owner's Project No.: \_\_\_\_\_

Engineer's Project No.: MI15-08Project: Proposed Well #3 Bid Package 2CONTRACTOR: TNT Construction Group, LLC., 40 Country Road 63, Grand Rapids, Mn 55744For Period Ending: February 28, 2022

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 March 30, 2022By \_\_\_\_\_  
**STATEMENT OF WORK**

Original Contract Price	\$ <u>139,000.00</u>	Work & Materials to Date	\$ <u>25,595.00</u>
Net Change Orders	\$ <u>29,965.00</u>	Amount Retained (5%)	\$ <u>1,279.75</u>
Current Contract Price	\$ <u>168,965.00</u>	Subtotal	\$ <u>24,315.25</u>
		Previous Payments	\$ <u>19,565.25</u>
		Amount Due this Payment	\$ <u>4,750.00</u>



## Application and Certificate for Payment

TO OWNER: CITY OF MOUNTAIN IRON PROJECT: MT IRON WELL PUMP HOUSE APPLICATION NO: 003  
 8586 ENTERPRISE DRIVE S MT IRON, MN PERIOD TO: February 28, 2022  
 MT. IRON, MN 55768 CONTRACT FOR: General Construction  
 FROM TNT CONSTRUCTION GROUP, LLC VIA ARCHITECT: BENCHMARK ENGINEERING, INC.  
 40 COUNTY ROAD 63 8878 MAIN STREET CONTRACT DATE: December 08, 2020  
 GRAND RAPIDS, MN 55744 PO BOX 261 PROJECT NOS: M115-08 / 21148 /  
 MT. IRON, MN 55768

Distribution to: OWNER: ☐ ARCHITECT: ☒ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$139,000.00
2. NET CHANGE BY CHANGE ORDERS	\$29,965.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$168,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$25,595.00

#### 5. RETAINAGE:

- a. 5.00 % of Completed Work (Column D + E on G703) \$1,279.75  
 b. 0 % of Stored Material (Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$1,279.75

6. TOTAL EARNED LESS RETAINAGE \$24,315.25

(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$19,565.25

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$4,750.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

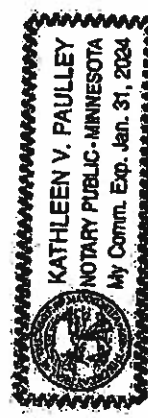
(Line 3 less Line 6) \$144,649.75

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$29,965.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$29,965.00	\$0.00
NET CHANGES by Change Order		\$29,965.00

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

By: [Signature] Date: 2-24-22  
 State of MINNESOTA

County of: ITASCA  
 Subscribed and sworn to before me this 24 day of February 2022  
 Notary Public: Kathleen Paulley  
 My Commission expires: January 31, 2024



### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$4,750.00  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: [Signature] Date: 3/30/22  
 ARCHITECT: E. J. J. J.

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





# Document G703 - 1992

**Continuation Sheet**

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

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

[illegible]



**RECOMMENDATION OF PAYMENT**No. 4

Owner's Project No.: \_\_\_\_\_

Engineer's Project No.: MI15-08Project: Proposed Well #3 Bid Package 2CONTRACTOR: TNT Construction Group, LLC., 40 Country Road 63, Grand Rapids, Mn 55744For Period Ending: March 31, 2022

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 March 30, 2022By \_\_\_\_\_  
**STATEMENT OF WORK**

Original Contract Price	\$ <u>139,000.00</u>	Work & Materials to Date	\$ <u>37637.00</u>
Net Change Orders	\$ <u>29,965.00</u>	Amount Retained (5%)	\$ <u>1,881.85</u>
Current Contract Price	\$ <u>168,965.00</u>	Subtotal	\$ <u>35,755.15</u>
		Previous Payments	\$ <u>24,315.25</u>
		Amount Due this Payment	\$ <u>11,439.90</u>





# AIA Document G702 - 1992

## Application and Certificate for Payment

TO OWNER:	CITY OF MOUNTAIN IRON 8586 ENTERPRISE DRIVE S MT. IRON, MN 55768	PROJECT:	MT IRON WELL PUMP HOUSE MT IRON, MN	APPLICATION NO: 004	PERIOD TO: March 31, 2022	Distribution to: OWNER: <input type="checkbox"/>
FROM	TNT CONSTRUCTION GROUP, LLC 40 COUNTY ROAD 63 GRAND RAPIDS, MN 55744	VIA	BENCHMARK ENGINEERING, INC. 8878 MAIN STREET PO BOX 261 MT. IRON, MN 55768	CONTRACT FOR: General Construction	CONTRACT DATE: December 08, 2020	ARCHITECT: <input checked="" type="checkbox"/>
CONTRACTOR:		ARCHITECT:		PROJECT NOS: M115-08 / 21148 /		CONTRACTOR: <input type="checkbox"/>
						FIELD: <input type="checkbox"/>
						OTHER: <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$139,000.00
2. NET CHANGE BY CHANGE ORDERS	\$29,965.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$168,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$37,637.00

#### 5. RETAINAGE:

- a. 5.00 % of Completed Work  
(Column D + E on G703) \$1,881.85
- b. 0 % of Stored Material  
(Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$1,881.85

6. TOTAL EARNED LESS RETAINAGE  
(Line 4 Less Line 5 Total) \$35,753.15

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) \$24,315.25

8. CURRENT PAYMENT DUE \$11,439.90

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$133,209.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$29,965.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$29,965.00	\$0.00
NET CHANGES by Change Order		\$29,965.00

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

CONTRACTOR:

By:

Date:

State of: MINNESOTA

County of: ITASCA

Subscribed and sworn to before me this 28 day of March 2022

Notary Public: Kathleen Paulley

My Commission expires: January 31, 2024

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

#### AMOUNT CERTIFIED

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

ARCHITECT: Envision

By:

Date:

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

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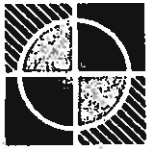




AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

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# BENCHMARK ENGINEERING, INC.

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

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

March 30, 2022

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

Re: Proposed Well #3  
City of Mountain Iron  
Project No.: MI15-08  
Bid Package #1

Dear Mr. Wainio;

Enclosed please find **Change Order No. 2** for the Proposed Well #3 project. This Change Order **Increases** the contract amount by **\$50,865.00**. This change order also extends the completion date to **July 1, 2022** for Bid Package #1.

If approved please sign the change order and return to my office.

Also, see the letter enclosed from Peterson Drilling summarizing the cost changes.

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: Dennis Petersen, Petersen Drilling



## CHANGE ORDER

Order No. 2

Date: 3/30/22

NAME OF PROJECT/PROJECT NO: Proposed Well 3/MI15-08

OWNER: City of Mountain Iron

CONTRACTOR: Peterson Well Drilling  
8854 Spring Park Road, Mountain Iron, MN 55768

ENGINEER: Benchmark Engineering, Inc.

### Reason for Change Order:

This Change Order is to modify the well drilling scope. The pump specified in the contract documents was a 30hp pump motor and VFD. Due to the depth the pump needs to be set and the flowrates available a 50hp pump motor and vfd are needed as well as a price change to the drop pipe for the pump. This Change Order also extends the completion date to July 1, 2022.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The contract amount is increased by \$50,865.00.

### Change to CONTRACT PRICE:

Original CONTRACT PRICE \$ 324,450.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$ 164,875.00

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$ 50,865.00

The new CONTRACT PRICE including this CHANGE ORDER will be: \$ 540,190.00

Recommended by:

  
Engineer (Authorized Signature)

3-30-22  
Date:

Approved by:

\_\_\_\_\_  
Owner (Authorized Signature)

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

Accepted by:

\_\_\_\_\_  
Contractor (Authorized Signature)

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





Box 1045  
Virginia, MN 5579

Benchmark Engineering, inc.

Attn: Alan Johnson

City of Mt. Iron

Attn: Tim Satring

Item #19 on the original bid was based on a 30 HP pump for bidding purposes. Pump size was to be determined after the well was drilled and test pumping completed. The original bid for the 30 HP was \$45,850.00. The pump that we will be using is a 50HP 500 GPM pump and motor. We need larger sub wire for the pump. The price of steel drop pipe and pump and motor have gone up a lot since the bid was opened.

50 HP pump and motor

400' of 5" t&c drop pipe

410' of 4-3 subwire

5" check valve

75 Amp VED with disconnect

Water level panel and transducer

¾ riser pipe for transducer

Re-chlorinate the well

Installed

This is the new price for item #19 on the original bid

\$96,715.00

Dennis Petersen



## Craig Wainio

---

**From:** Alan Johnson <alan@bm-eng.com>  
**Sent:** Wednesday, March 30, 2022 12:01 PM  
**To:** Craig Wainio  
**Subject:** Fw: Mt. Iron, MN 2021 Downtown San Sew Improvements

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Craig,

Can we have this on the council package as well. If council is ok with this I can put together a change order to that effect.

Thanks,

Alan Johnson, PE  
Benchmark Engineering, Inc.  
8878 Main Street  
Mountain Iron, MN 55768

218.735.8914 (office)  
218-780.2323 (cell)

alan@bm-eng.com

**From:** Daniel Gotz  
**Sent:** Tuesday, March 22, 2022 11:21 AM  
**To:** Bruce White ; alan@bm-eng.com  
**Subject:** RE: Mt. Iron, MN 2021 Downtown San Sew Improvements

Thanks Bruce.

Also Allan, per our conversation today, Insituform would like to request a completion date of Friday, July 1. This will allow enough time for spring runoff to finish before we begin cleaning. Some materials will require a 4 week leadtime once lines are measured by cleaner which would put lining later June.

With that all said, maybe we should extend it to **Friday July 15<sup>th</sup>, 2022**

Let me know your thoughts.

**Dan Gotz, PMP, CWI** | Project Manager | Insituform Technologies, USA LLC.  
1140 Bunker Lake Blvd. NW | Anoka, MN 55303  
**Office: 612-225-0040** | Mobile: 612-352-6625 | [www.Aegion.com](http://www.Aegion.com)  
[dgotz@aegion.com](mailto:dgotz@aegion.com)



**COUNCIL LETTER 040422-VG1**

**PUBLIC WORKS**

**SUMMER EMPLOYEES**

**DATE:** March 31, 2022

**FROM:** Tim Satrang  
Director of Public Works

Craig J. Wainio  
City Administrator

---

Staff is requesting that the City Council authorize Staff to advertise for temporary seasonal employees for the summer months. Once a list of potential employees is developed, it will be forwarded to the City Council for final approval.



**COUNCIL LETTER 040422-VG2**  
**PARKS AND RECREATION**  
**WEST TWO RIVERS CARETAKER**

**DATE:** April 15, 2021  
**FROM:** Parks and Recreation Board  
Craig J. Wainio  
City Administrator

---

Staff is recommending that the City Council authorize the hiring of Donna Johnson to the caretakers position for the 2022 season. Mrs. Johnson is returning from 2022. Enclosed is an agreement for your approval.



**CITY OF MOUNTAIN IRON  
WEST TWO RIVERS CARETAKER AGREEMENT**

**WHEREAS**, the City of Mountain Iron, St. Louis County, Minnesota, is the owner of the West Two Rivers Campground facility; and

**WHEREAS**, Donna Johnson wishes to contract with the City of Mountain Iron to operate the said campground;

**NOW, THEREFORE**, be it agreed, by and between the parties hereto as follows:

1. Donna Johnson agree to manage said West Two Rivers Campground for the period of May 6, 2022 through September 12, 2022 or until such point that recreational camping is closed by the State of Minnesota.
2. The City of Mountain Iron agrees to pay Donna Johnson the sum of \$800.00 per week for operation of said facility. Said compensation shall be paid bi-weekly. The managers agree to staff the campground and/or office daily, seven days per week and respond to requests for information or service from campground users at other times of the day. If necessary, the managers must inform the City Administrator or designee of any changes in the schedule. If the managers are to be absent at any time, they must post this information on the Caretaker's Board outside of the office building stating their departure and arrival.
3. Donna Johnson agree to act as managers of the campground facility and to collect the fees for the campground and to transmit the same to the City of Mountain Iron on an as-needed basis, during city office hours.
4. Donna Johnson consents and agrees that the contractual duties of supervising the West Two Rivers Campground facility include, but are not limited to, those indicated on Exhibit "A" attached hereto and made a part of hereof.
5. Donna Johnson consent and agree that services and duties of supervising the West Two Rivers Campground facility indicated on Exhibit "A" attached and other duties are required to be performed by them individually. Donna Johnson are prohibited from subcontracting and/or hiring out any of their responsibilities to any other individual or organization, without the express written consent of the City of Mountain Iron.
6. The City of Mountain Iron can terminate this contract at any time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
- Signature & Date

\_\_\_\_\_  
Craig J. Wainio, City Administrator



## EXHIBIT "A"

### WEST TWO RIVERS CAMPGROUD MAINTENANCE GUIDE & DUTIES

#### DAILY:

1. Take reservations for campsites, maintain camping and pavilion rental records as required.
2. Collect fees as needed and turn-in fees and receipts daily to the Mountain Iron City Hall Office.
3. Check for phone messages and return phone calls as soon as possible.
4. Perform daily inspections of all campsites each evening to ensure that payments have been made on all occupied sites and make appropriate arrangements for collection of unpaid fees.
5. Enforce campground rules and regulations, contact law enforcement when necessary.
6. Provide all campers with a copy of the campground rules and explain rules as necessary.
7. Managers' residence and grounds must be kept clean and in order at all times. NO smoking is allowed in any City buildings.
8. Check all bathrooms, shower stalls and change house for cleanliness before 8:00 a.m. and check again before 6:00 p.m. and clean, if needed.
9. Clean all bathrooms, shower stalls, sink fixtures, and also sweep and mop the office building before 8:00 a.m. and check again before 6:00 p.m. and clean them again, if needed.
10. Wipe off picnic tables at campsites and clean pavilions. Make sure faucets are clean and operating.
11. Pick-up litter in the beach area, at boat landings and all fishing docks.
12. Cleaning supplies will be furnished by Owner. Notify them when you need any supplies.
13. Maintain public information material as provided by the City at the campground office, answer questions and inquiries concerning the information and available services around Mountain Iron.
14. Inspect campground for safety-maintenance conditions and necessary repairs, and inform City personnel, promptly, if any repairs or other corrections are needed.

#### WEEKLY:

1. Cut the grass and do weed trimming of the campground, as needed.
2. Rake/pick up all sticks, branches, etc.
3. Wash windows and screens on all buildings as needed.
4. Pick up litter along County Road 761 (Campground Road) twice a week.
5. Clean/wash shower curtains. Notify the office if you need to replace them.
6. Scrub out and sanitize shower stalls. This includes walls and floors of shower stalls and also bathroom commodes.

#### AS NEEDED:

1. Clear branches from campground area.
2. Clean and inventory storage area in upper restroom building.
3. Empty all garbage cans into black trash containers. Call City Hall if extra dumps are needed.
4. Perform duties as assigned by the Public Works Director as to the operation of the campground.
5. Notify portable toilet contractor of problems or additional servicing when required.



**COUNCIL LETTER 0404-VH1**

**PERSONNEL COMMITTEE**

**OFFER OF EMPLOYMENT**

**DATE:** March 31, 2022

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

---

The Personnel Committee conducted interviews for the position of Laborer on Thursday, March 24th. Based upon those interviews and subsequent discussion and contact with the candidates, the Personnel Committee recommends that the following be offered employment with the City of Mountain Iron:

- Mr. Garrett Lenzen                      Laborer
- Mr. Keith Zorman                      Laborer

All employment offers are contingent upon the passing of a physical, background check and a drug and alcohol test.





Thank you very much for your contribution  
of \$250<sup>00</sup> to the Food Shelf Project.  
Your support is appreciated.

Sincerely,

  
Quad City Food Shelf

No goods or services were provided in  
exchange for this contribution.