



**MOUNTAIN IRON  
CITY COUNCIL  
MEETING**

**TUESDAY, JANUARY 3, 2017**

**6:30 P.M.**

**MOUNTAIN IRON COMMUNITY CENTER  
MOUNTAIN IRON ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
TUESDAY, JANUARY 3, 2016 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Consent Agenda
  - A. Minutes of the December 19, 2016, 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. Reorganization and Appointments (#9)
  - B. City Administrator's Report
  - C. Director of Public Works Report
  - D. Library Director/Special Events Coordinator's Report
  - E. Sheriff's Department Report
  - F. City Engineer's Report
  - G. Personnel Committee
    - 1. Acceptance of Retirement (#10)
    - 2. Authorization to Advertise (#11-13)
    - 3. Internal Posting for Equipment Operator (#14-16)
    - 4. Interim Fire Chief (#17)
  - H. Liaison Reports
- V. Unfinished Business
- VI. New Business
  - A. Reschedule Next Meeting Due to Martin Luther King Day
- VII. Communications (#18-20)
- VIII. Announcements
- IX. Adjourn

# Page Number in Packet

**MINUTES**  
**MOUNTAIN IRON CITY COUNCIL**  
December 19, 2016

Mayor Skalko called the City Council meeting to order at 6:32p.m. with the following Council members present: Joe Prebeg, Jr., Alan Stanaway, Susan Tuomela, and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Mike Downs, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Sally Yuccas, Library Director/Special Events Coordinator; Bryan Lindsey, City Attorney; John Backman Sheriff's Department and Rod Flannigan, City Engineer.

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

1. Add the following items to the agenda:
  - a. IV. A. 2. MIB Student Council-donation
  - b. VI. D. D. Rink Attendants
2. Approve the minutes of the December 5, 2016, special 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 December 1-15, 2016 totaling \$522,241.90 (a list is attached and made a part of these minutes).
5. To authorize the payments of the bills and payroll for the period December 1-15, 2016, totaling \$278,713.31 (a list is attached and made a part of these minutes).

The motion carried on a roll call vote.

**Public Forum:**

- No one spoke during Forum

**Mayor's Report:**

- Condolences to the family and friends of Phyllis Yelenich

It was moved by Skalko and seconded by Tuomela to approve the recommendation and appoint Councilor Al Stanaway to the Economic Development Authority to complete the term of Councilor Zupancich, motion carried with 3:0, with Stanaway abstaining.

It was moved by Prebeg and seconded by Stanaway to donate \$200 to MIB Student Council for four students to attend the Northeast Development Student Council meeting at State Leadership Convention in Rochester, MN, monies to be donated from Charitable Gambling Fund. The motion carried on roll call vote.

**City Administrator reported on following:**

- Skating rinks open today, shack at South Grove, open evenings and weekends except during severe weather

Director of Public Works:

It was moved by Prebeg and seconded by Stanaway to accept the recommendation of the Staff and dispose of (4) 3 Phase transformers which are no longer in service to T&R Electric for the price of \$2.50 per KVA. There is (1) 500 KVA, (1) 300 KVA and (2) 225 KVA transformers. The City of Mountain Iron will receive \$3,125 for the four transformers. The motion carried.

Library Director/Special Events Coordinator report:

- Friday, December 30<sup>th</sup> at 1pm, “Paul Bunyan, Loggin: Legend & Lore”
- Adult reading program starts in January and runs through March

Sheriff's report:

- No formal or informal report

City Engineer report:

It was moved by Stanaway and seconded by Tuomela to approve Pay Request No. 3 for the Woodland Estates Residential Development Phase 1 project in the amount of \$77,075.45, to Mesabi Bituminous. This amount includes withholding of 5% retainage on work completed to date. The motion carried on roll call vote.

City Attorney:

- No formal report.

It was moved by Prebeg and seconded by Stanaway to extend an offer to Shannon Roering for the Maintenance position pending a physical, drug testing and a background check. The motion carried.

It was moved by Prebeg and seconded by Stanaway to accept the recommendation of the Buildings and Grounds Committee and authorize the purchase of an Advanced SC1500 floor scrubber for use at the Community Center. The State Bid price quote for the new scrubber is \$7,227. The motion carried on roll call vote.

It was moved by Stanaway and seconded by Prebeg to adopt Resolution 51-16, accepting resignation and declaring a vacancy. The Mountain Iron City Council has received written resignation of Anthony Zupancich, effective December 5, 2016, and declares that a vacancy exists on the City Council effective on January 1, 2017 (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Tuomela to accept the recommendation of Mayor Skalko and seek candidate to fill the remaining term of Councilor Zupancich. Applications will be accepted until 4pm on Friday, January 6, 2017 and must be Mountain Iron resident. Request that applicants attach volunteer and committee work on application, along with number of years. The motion carried.

It was moved by Prebeg and seconded by Stanaway to authorize Sundberg Enterprises, LLC, DBA: The Sawmill Saloon and Restaurant to serve alcohol and food at an event scheduled for January 5, 2017 at the Mountain Iron Community Center. The motioned carried.

It was moved by Prebeg and seconded by Tuomela to hire the following to work as winter seasonal workers and rink attendants for the 2016/2017 season:

Arin Marks  
Dylan Leff  
Riley Wilson

Casey Kitner  
Christina Klemzeck

Maria Stevens  
Connie Murphy

The motion carried.

At 6:53p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon  
Municipal Services Secretary

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

#### Communications

1. Mediacom will be implementing rate adjustments starting on or around January 3, 2017.
2. The Minnesota Rural Water Association (MRWA), asks that letters, or e-mails of support for any assistance they have offered over the past few years, thus to show support of their programs to federal legislators during their February 7, 2017 meeting in Washington, D.C.

## Summary By Category And Distribution

Category	Distribution	Amount
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	500.00
BUILDING RENTALS	NICHOLS HALL	25.00
UTILITY	UTILITY	175,349.27
METER DEPOSITS	ELECTRIC	800.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	690.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	67.20
MISCELLANEOUS	REIMBURSEMENTS	37,850.33
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	342.62
MISCELLANEOUS	ASSESSMENT SEARCHES	30.00
LICENSES	LIQUOR	1,055.00
LICENSES	CIGARETTE	100.00
CD INTEREST	CD INTEREST 101	1,454.41
CD INTEREST	CD INTEREST 378	953.18
CD INTEREST	CD INTEREST601	381.90
CD INTEREST	CD INTEREST 602	799.81
CD INTEREST	CD INTEREST 603	153.51
CD INTEREST	CD INTEREST 604	247.76
COPIES	COPIES	21.50
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	16.68
MISCELLANEOUS	ELECTRIC RECONNECT FEE	35.00
BUILDING RENTALS	COMMUNITY CENTER	225.00
METER DEPOSITS	WATER	40.00
INTERGOVERNMENTAL REVENUE	IRRRB GRANT-HOUSING DEV-1999	300,000.00
FINES	CRIMINAL	1,103.73
Summary Totals:		<u>522,241.90</u>

Check Issue Date(s): 12/01/2016 - 12/15/2016

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/16	12/07/2016	2569	20022	BENCHMARK ENGINEERING INC	701-20200	14,305.00
12/16	12/07/2016	2570	30077	THE COSTIN GROUP INC	701-20200	3,021.60
12/16	12/07/2016	2571	200020	THE TRENTI LAW FIRM	701-20200	799.00
12/16	12/07/2016	2572	220025	VERIZON WIRELESS	701-20200	85.14
12/16	12/06/2016	149268	743	VOID - ADVANCED MINNESOTA	101-20200	200.00 -M
12/16	12/08/2016	149417	10003	ACCO BRANDS DIRECT	101-20200	139.10
12/16	12/08/2016	149418	743	VOID - ADVANCED MINNESOTA	101-20200	.00
12/16	12/08/2016	149419	10075	AMERIPRIDE SERVICES	101-20200	51.27
12/16	12/08/2016	149420	10006	ANDERSON AUTO CENTER (DBA)	101-20200	2,190.66
12/16	12/08/2016	149421	10021	ARROWHEAD LIBRARY SYSTEM	101-20200	50.93
12/16	12/08/2016	149422	5007	ASSURANT EMPLOYEE BENEFITS	101-20200	795.31
12/16	12/08/2016	149423	20014	BORDER STATES ELECTRIC SUPPLY	604-20200	42,804.52
12/16	12/08/2016	149424	30017	CARQUEST (MOUNTAIN IRON)	101-20200	214.15
12/16	12/08/2016	149425	130069	CLEAN HARBORS ENVIRONMENTAL	604-20200	4,119.38
12/16	12/08/2016	149426	30072	COMPUTER WORLD	101-20200	1,416.70
12/16	12/08/2016	149427	70016	GOPHER STATE ONE CALL INC	604-20200	33.75
12/16	12/08/2016	149428	70009	GULBRANSON EXCAVATING CO	604-20200	4,650.00
12/16	12/08/2016	149429	80022	HAWKINS INC	601-20200	378.90
12/16	12/08/2016	149430	140013	HD SUPPLY WATERWORKS, LTD.	601-20200	450.00
12/16	12/08/2016	149431	80017	HENRY'S WATERWORKS INC	601-20200	596.16
12/16	12/08/2016	149432	80001	HILLYARD/HUTCHINSON	101-20200	606.72
12/16	12/08/2016	149433	80037	HOMETOWN MEDIA PARTNERS	603-20200	31.50
12/16	12/08/2016	149434	120005	LEAGUE OF MN CITIES INS TRUST	101-20200	500.00
12/16	12/08/2016	149435	120014	LUNDGREN MOTORS	101-20200	72.15
12/16	12/08/2016	149436	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
12/16	12/08/2016	149437	6036	MIB ALL NIGHT GRAD PARTY	230-20200	500.00
12/16	12/08/2016	149438	130009	MINNESOTA POWER (ALLETE INC)	101-20200	599.90
12/16	12/08/2016	149439	130123	MORTON SALT, INC	101-20200	2,991.25
12/16	12/08/2016	149440	140004	NORTHERN ENGINE & SUPPLY INC	603-20200	170.04
12/16	12/08/2016	149441	160075	PAARK PAVING INC.	101-20200	3,840.00
12/16	12/08/2016	149442	160066	PACE ANALYTICAL SERVICES	602-20200	403.80
12/16	12/08/2016	149443	160038	PITNEY BOWES GLOBAL FINANCIAL	101-20200	268.68
12/16	12/08/2016	149444	160023	POHAKI LUMBER	101-20200	208.26
12/16	12/08/2016	149445	160019	POPULAR SUBSCRIPTION SERVICE	101-20200	1,354.01
12/16	12/08/2016	149446	160020	PTM DOCUMENT SYSTEMS	604-20200	304.13
12/16	12/08/2016	149447	180029	RGGS LAND & MINERALS, LTD., LP	101-20200	190.00
12/16	12/08/2016	149448	190059	SAINT LOUIS COUNTY AUDITOR	603-20200	17,105.00
12/16	12/08/2016	149449	190079	SCHINDLER ELEVATOR CORPORATIOI	101-20200	2,648.22
12/16	12/08/2016	149450	190010	SEPPI BROTHERS	101-20200	2,156.86
12/16	12/08/2016	149451	190045	SERVICE SOLUTIONS	101-20200	102.46
12/16	12/08/2016	149452	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
12/16	12/08/2016	149453	190016	ST LOUIS COUNTY AUDITOR	101-20200	158.00
12/16	12/08/2016	149454	190015	ST LOUIS MRO INC.	101-20200	250.00
12/16	12/08/2016	149455	190012	SUMMIT COMPANIES	603-20200	525.00
12/16	12/08/2016	149456	200003	TACONITE TIRE SERVICE	602-20200	1,313.80
12/16	12/08/2016	149457	210001	UNITED ELECTRIC COMPANY	604-20200	4,933.91
12/16	12/08/2016	149458	220014	VIKING INDUSTRIAL NORTH	101-20200	475.61
12/16	12/08/2016	149459	230033	WITMER ASSOCIATES INC	101-20200	1,757.39
12/16	12/08/2016	149460	60038	WRIGHT EXPRESS FINAN SERV CORP	604-20200	4,288.14
12/16	12/08/2016	149461	240001	XEROX CORPORATION	101-20200	633.81
12/16	12/08/2016	149462	260001	ZIEGLER INC	101-20200	3,887.33
12/16	12/08/2016	149463	743	VOID - ADVANCED MINNESOTA	101-20200	.00
12/16	12/08/2016	149464	743	ADVANCED MINNESOTA	101-20200	200.00
12/16	12/14/2016	149465	130011	UNITED STATES POSTAL SERVICE	604-20200	385.76

Check Issue Date(s): 12/01/2016 - 12/15/2016

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
Totals:						<u>172,763.32</u>
PP-ENDING 12/16						<u>105,949.99</u>
TOTAL EXPENDITURES						<u>\$278,713.31</u>





# 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 51-16

### ACCEPTING RESIGNATION AND DECLARING A VACANCY

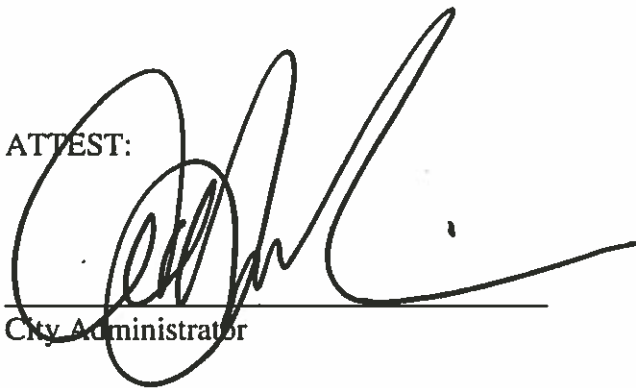
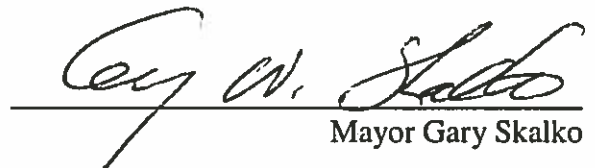
WHEREAS, the Mountain Iron City Council has received the written resignation of Anthony Zupancich, effective on December 5, 2016.

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

1. The council accepts Anthony Zupancich's resignation as described above.
2. The council declares that a vacancy exists on council effective on January 1, 2017.

DULY ADOPTED BY THE CITY COUNCIL THIS 19<sup>th</sup> DAY OF DECEMBER, 2016.

ATTEST:

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

## **COUNCIL LETTER 010317-IVA1**

**MAYOR GARY SKALKO**

### **REORGANIZATION**

**DATE:** December 29, 2016

**FROM:** Mayor Gary Skalko

Craig J. Wainio  
City Administrator

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As part of the reorganization of the City, the Mayor is recommended that the City Council adopt the following:

1. Deputy Mayor – Sue Tuomela
2. Trenti Law Firm is designated as the City Attorney.
3. Benchmark Engineering is designated as the City Engineer.
4. Official newspaper for the City – Hometown Focus.
5. 1<sup>st</sup> and 3<sup>rd</sup> Monday's of the month at 6:30 p.m. are the official meeting times.
6. The following are the official depositories of the City:
  - a. American Bank
  - b. Frandsen Bank
  - c. Wells Fargo Bank
  - d. US Bank
  - e. Twin City Federal
  - f. League of Minnesota Cities 4M Fund
  - g. Miller Johnson Steichen Kinnard, Inc.
  - h. Morgan Stanley
  - i. Northland Securities
  - j. First National Bank of Buhl
  - k. Federal Home Loan Bank

## COUNCIL LETTER 010317-IVA1

GARY SKALKO

### COMMISSION APPOINTMENTS

**DATE:** December 29, 2016

**FROM:** Mayor Gary Skalko

Craig J. Wainio  
City Administrator

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The Mayor Skalko requested this item be placed on the Agenda with the following background information:

**B. City Advisory Board/Commission Appointments:**

- 1) Planning & Zoning (3 year term)
  - a. Tim Johnston (reappointment)
  - b. Jamie Kohler
- 2) Utility Advisory Board (3 year term)
  - a. Reynold Renzaglia (reappointment)
  - b. Sue Tuomela (reappointed)
- 3) Parks & Recreation Board (3 year term)
  - a. Joe Prebeg Jr. (reappointment)
  - b. Gerry Golobich (reappointment)
  - c. Tara LaMourea
- 4) Economic Development Authority (5 year term)
  - a. Robert Voss (reappointment)
  - b. Sue Tuomela (reappointment)
- 5) Library Board (3 year term)
  - a. Carolyn Olsen (reappointment)
  - b. Peggy Anderson (reappointment)
- 6) Public Safety and Health Board (3 year term)
  - a. Alan Stanaway (reappointment)
- 7) Cable Commission (3 year term)
  - a. Gary Skalko (reappointment)
  - b. Tom Cvar (reappointment)
  - c. Larry Sokoloski (reappointment)

To: Craig Wainio, City Administrator

December 28, 2016

Mayor Skalko

City Council

Please accept this letter as notice of my intention to retire from my position as Director of Public Works with the City of Mountain Iron.

It has been my privilege to work for the City for nearly 35 years, starting out as casual labor and working up the ladder to where I am now. The employee's, past and present have been great to work with and Mountain Iron residents are by far the best. I will always be proud of the way our city has moved forward and grown over the years.

My last official day will be February 17, 2017

Thank you,

A handwritten signature in black ink that reads "Michael Downs". The signature is written in a cursive style with a long horizontal stroke at the end.

Michael Downs

**COUNCIL LETTER 010317-IVG2**

**PERSONNEL COMMITTEE**

**ADVERTISEMENT**

**DATE:** December 29, 2016

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

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With the pending retirement of Mr. Mike Downs, the Personnel Committee is recommending that the City Council authorizes the advertisement for the position of Director of Public Works.

## **City of Mountain Iron Director of Public Works**

The City of Mountain Iron has an opening for one (1) full-time Director of Public Works position. This position reports to the City Administrator. Preferred qualifications include eight years' experience in Public Works, with five years supervisory type experiences or Four year degree in related field and a Class B Driver's License. Starting salary is Dependent of Qualifications. Applications will be accepted until 4:00 p.m., Friday, January 27<sup>th</sup>, 2017. Send applications, resume and other completed materials to Craig J. Wainio, City Administrator, City of Mountain Iron, 8586 Enterprise Drive South, Mountain Iron, MN 55768.

# **CITY OF MOUNTAIN IRON POSITION ANALYSIS**

**POSITION TITLE:** Director of Public Works

**SUPERVISOR:** City Administrator

## **PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is the planning, organizing, evaluation and direction of work activities performed by the Public Works Department, so that services are provided effectively and efficiently.

## **RESPONSIBILITIES:**

- ◆ Responsible for long-term planning and work in the Public Works Department, including streets, alleys, roads, water and wastewater treatment facilities, refuse collection, buildings and structures, and Electric Department.
- ◆ Authority to oversee the employees who work for the Department of Public Works.
- ◆ Authority for review and discipline for Public Works employees. Authority to issue reprimands and the right to administer disciplinary actions against Public Works employees.
- ◆ Develops an annual budget for the Public Works funds. Specifically electric, water, wastewater, garbage, streets, buildings and infrastructure.
- ◆ Oversees and schedules proper training for employees as needed.
- ◆ Manage, administer and authorize any contracts, purchasing, expenditures within the Department with the approval of the City Council where necessary pursuant to state statute.
- ◆ Investigates all complaints arising from activities performed by the Department.
- ◆ Attend City Council and Utility Advisory Board meetings.
- ◆ Other duties as apparent or as delegated.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge in budget preparation and management, including inventory control systems.
- ◆ Ability to read blueprints, plans.
- ◆ Ability to deal effectively with elected officials, the public and other city employees.
- ◆ Ability to plan, control, and organize activities in the Department of Public Works.
- ◆ Knowledge of applicable Federal, State, and Local codes, ordinances, rules, and regulations.
- ◆ Skills in Electrical Utilities.
- ◆ Ability to work independently on normal day to day matters

## **TRAINING AND EXPERIENCE:**

- ◆ Class B Drivers License
- ◆ Eight years experience in Public Works, with five years supervisory type experiences or Four year degree in related field.

**COUNCIL LETTER 010317-IVG3**

**PERSONNEL COMMITTEE**

**POSITION POSTING**

**DATE:** December 29, 2016

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

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With two currently vacant Equipment Operators positions, the Personnel Committee is recommends that the City Council authorizes the internal posting for the positon of Equipment Operator and specified in the Collective Bargaining Agreement.



**CITY OF MOUNTAIN IRON**

**INTERNAL JOB POSTING**

**EQUIPMENT OPERATOR**

The City of Mountain Iron has an immediate opening for the full-time position of Equipment Operator. This position reports to the Director of Public Works.

Responsibilities of this position are described in the Equipment Operators position analysis.

The position is Job Class 12 at \$24.38 per hour.

Applications will be accepted until 4:00 p.m., January 11, 2017. Submit letter of application to Craig J. Wainio, City Administrator.

This notification is to be posted on the employee bulletin board at the Community Center, Library, Wastewater Plant and City Garage.

# CITY OF MOUNTAIN IRON POSITION ANALYSIS

**POSITION TITLE:** Operator

**SUPERVISOR:** Director of Public Works

## **PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is to operate City equipment, vehicles, and perform necessary labor in the construction, maintenance and repairs of streets, utilities, public buildings and grounds.

## **RESPONSIBILITIES:**

- ◆ Performs construction, maintenance and repair work on streets, utilities, buildings and grounds
- ◆ Operates and assists in the servicing of vehicles and equipment including grader, loader, dump truck, backhoe, sander, sweeper, pick-ups, garbage truck, sewer cleaning equipment, etc.
- ◆ Utilizes hand and power tools required for the construction, maintenance and repair including jack-hammer, roto-rooter, tamper, air compressor, picks, shovels, etc.
- ◆ Makes necessary repairs, including carpentry, plumbing, electrical, cement work and related.
- ◆ Maintains interior and exterior appearance of buildings and grounds including painting, snow removal, grass mowing and related.
- ◆ Other duties as apparent or as delegated.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of the basic operation and maintenance of the various City equipment.
- ◆ Knowledge of the operation and care hand and power tools.
- ◆ Ability to perform carpentry, plumbing, electrical work, painting and other repair and maintenance work.
- ◆ Ability to perform strenuous physical activity.

## **TRAINING AND EXPERIENCE:**

- ◆ High School Education or equivalent.
- ◆ Class B Commercial Drivers License with ability to attain a Class A Commercial Drivers License prior to the expiration of the probationary period.
- ◆ Minimum two years experience in the operation various type of heavy equipment.

**COUNCIL LETTER 010317-IVG4**

**PERSONNEL COMMITTEE**

**POSITION APPOINTMENT**

**DATE:** December 29, 2016

**FROM:** Personnel Committee

Craig J. Wainio  
City Administrator

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With the retirement of Fire Chief Greg Chad, the Personnel Committee is recommending that the City Council appoint Mr. Gerry Knapper at interim Fire Chief for a period not to exceed six months.



*May the peace and beauty of the  
Christmas Season  
last throughout the year*



*Thank You  
For the generous donation  
to our recent Christmas Party.  
Mt. Iron Senior Citizens*

# The Five Best Days of Summer

St. Louis County Fair  
Since 1885

December 15, 2016

Dear Community Leaders,

Every year over 30,000 residents from St. Louis and adjoining counties visit the Fair to see the "best" that St. Louis County has to offer. As the years have passed, fairs have become so much more than the agricultural events they started out as. In addition to area residents displaying their finest handiwork, culinary delights, and agricultural products, and 4-H youths competing in hopes of earning the privilege to compete at the Minnesota State Fair, companies also use the Fair to showcase their newest products and technologies, and fairgoers now count on the Fair to keep them informed on what's new.


Staging the Fair is a huge undertaking that is accomplished with the help of volunteers, and short term employees. Each year 40 to 50 County residents are hired to work before, during and after the Fair. Some work for a week, some for 6 to 8 weeks. Some are seniors looking to supplement their income, others are students working to earn some extra spending money, or to help fund their college education. We are proud of the fact that some of our employees have been returning to work at the Fair for well over 25 years.

Your County Fair is put on by the St. Louis County Agricultural Fair Association, which is a small non-profit organization, whose membership is comprised of residents from the Northern half of St. Louis County. This Fair Association is an Agricultural Society established and governed by Chapter 38 of the Minnesota State Statutes.

Minnesota Statute 38.12 authorizes municipalities to financially assist their County Fair, with no cap on the amount of assistance. The Fair Board realizes that community budgets are tight and that you know how important the Fair is to your residents. With those two things in mind, the Fair Association is requesting that you consider including the Fair in your 2017 financial plans, in an amount that fits into your budget. Your support helps ensure that the Fair's tradition of agricultural education and affordable, quality family entertainment will continue, and that everyone in your community, the county, and the surrounding areas will be happy and proud to have been a part of the 2017 St. Louis County Fair.

The Fair Board would like to thank you in advance for the consideration you give this request, and we look forward to seeing you and the residents of your community at this year's Fair.

Sincerely yours,

  
Bettie Valley  
Fair Sec/Mgr

TO: ALL RAMS MEMBER UNITS  
SUBJECT: PROPOSED CONSTITUTIONAL AMENDMENT TO RAMS BY-LAWS  
DATE: December 14, 2016

MEMBERS:

Last year, the board undertook a review and update to the RAMS Constitution (By-laws). Many significant changes were made at that time, including a revision related to the annual audit of the RAMS finances. Unbeknownst to those on the board and me, the language we included is not practical or possible for our auditor to abide by.

Upon consultation with our auditor, a simple change was recommended and was approved by the Board of Directors at the October 2016 meeting. *"Motion by Jim Fisher, seconded by Carlene Perfetto that the board approve the proposed change in the by-laws and present to the membership at the annual meeting for formal adoption. Motion carried unanimously."*

The proposed change is found in Article VI – FISCAL REQUIREMENTS; Section 3: Audits – which reads: *"The accounts and finances of the Association shall be post-audited annually within sixty (60) days of the end of RAMS' fiscal year (January 1 – December 31)."*

*The proposed change will read as follows: "The accounts and finances of the Association shall be post-audited annually in a timely manner and the final audit report shall be submitted to the Board at the June monthly meeting."*

The constitution requires that written notice of any constitutional change shall first be submitted and considered by the Board (that happened in October) and then shall be mailed to each of the members 10 days prior to the annual meeting or special meeting, if one is called to vote on the proposed amendment.

**Again, no action is required by you or your board at this time.** This issue will be voted on by those attending the annual meeting on January 5, 2017, at 6:30 p.m. at the Mt. Iron Community Center. Thank you for sharing this notice with your elected officials.

Sincerely,

  
Steve Giorgi  
Executive Director/RAMS  
[sgiorgi@ramsmn.org](mailto:sgiorgi@ramsmn.org)

CC: Paul Kess/President RAMS Board of Directors