



Independent School Dist. No. 857

100 County Road 25

Lewiston, MN 55952

(507) 523-2191

Gwen Carman, Superintendent

Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

June 14, 2021

Jeff Mueller
201 Park Drive
Lewiston, MN 55952

Dear Jeff,

Thank you for generously agreeing to volunteer your labor to complete the necessary work to finish the interior of our Press Box overlooking the football field. This letter is intended to specify the expectations and responsibilities of the school district and for you.

SCOPE OF WORK: Finish the interior of the Press Box- including insulating the walls; hanging drywall on the walls and ceilings where there is currently none; taping and painting the drywall; installing barn wood trim around the windows and other locations as appropriate. You will also install a ceiling access door in the hallway. You are not responsible to do anything with the floors.

MATERIALS: The School District will pay for all materials and supplies needed to complete this work directly to the vendor. You and district staff will coordinate where to purchase the necessary supplies (where we have open accounts) and delivery of the materials to the site. If you do purchase supplies and request reimbursement, we are unable to reimburse you for any sales tax.

TIMELINE: All work will be completed on or before August 23, 2021. A final walk through with Joe Banicki and Brian Menk will be done to confirm completion.

RESPONSIBILITIES OF JEFF MUELLER: Jeff will provide all labor and his own equipment and tools. If there are additional individuals working on the project under Jeff's supervision, he will provide those names to Gwen Carman, Superintendent prior to them working.

RESPONSIBILITIES OF SCHOOL DISTRICT: The School District will pay for the construction related materials. The School District will provide Jeff and up to 8 guests use of one of the Press Box rooms for the purpose of viewing 3 of 4 2021 Lewiston – Altura football games and a home playoff game if there is one. Those in the press box will pay for regular game admission tickets. The dates of the viewing will be confirmed with Jeff no later than August 1. The guests will adhere to all requirements for being on school district property, including no smoking or alcohol. The district will provide appropriate trash receptacles and the guests will put all trash in the receptacles prior the leaving after the football games.

If you have any questions about this Agreement, please contact me. If you have questions about the project, please contact Activities Director Brian Menk.

Thank you for your support of our school district!

Sincerely,

Gwen Carman

