



The City Council of the City of Virginia will conduct a

SPECIAL MEETING on

**Wednesday, August 25, 2020 at 9:00 a.m.**

**Virginia City Hall Council Chambers**

**AGENDA:**

1. Discuss the 2020 Budget
2. Reorganization of Engineering Department

Pamela LaBine  
City Clerk

cc: Mayor & City Council  
Department Heads: City Administrator, City Attorney, City Clerk, Police Chief, Fire Chief,  
Library Director, Engineering Department, Public Works Director, Finance/Human  
Resources/Safety Director, Parks and Recreation Director



**NOTICE for Meeting pursuant to Minn. Stat. § 13D.021**

**City of Virginia**

**Special Council Meeting**

**Notice of Meeting by Telephone or Other Electronic Means**

NOTICE IS HEREBY GIVEN that the City Council of the City of Virginia will hold a Special Meeting on WEDNESDAY, August 26, 2020 at 9:00 a.m. in the Council Chambers.

In accordance with the requirements of Minn. Stat. Section 13D.021, Mayor Cuffe, Jr, the Mayor has determined that an in person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic and emergency declaration, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the Council members may be participating by telephone or other electronic means.

**We are asking community members who are interested in the meeting to watch the livestream on City of Virginia YouTube Channel or Mediacom Channel 5 so that we may keep City Hall attendance to essential individuals only. Please email public comments to [plabine@virginiamn.us](mailto:plabine@virginiamn.us)**

**To Attend the Special Meeting to be held on August 26, 2020 at 9:00 a.m.**

**Please join my meeting from your computer, tablet or smartphone.**

Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/89583192107?pwd=dVpDYmpiYXJDK1QvTW92T0tJbTEyQT09>

Meeting ID: 895 8319 2107

Passcode: 239318

Dial by your location

888 475 4499 US Toll-free

877 853 5257 US Toll-free

CITY OF VIRGINIA - SOURCES OF FUNDS - 2020 BUDGET

.01813% of estimated market value

	2021 BUDGET	INCR/(DECR)	2020 BUDGET
LEVY - GENERAL FUND	\$4,921,116	2.0%	\$4,824,624
SPECIAL LEVIES - VEDA (Mkt Val \$389,884,300)	\$70,686	7.1%	\$65,978
SPECIAL LEVY - P&H TAX ABATEMENT	\$142,679		\$181,365
DEBT LEVY - MINERS 2020B Bond	\$137,477		\$0
LEVY - DEBT SERVICE	\$878,392		\$888,563
<b>TOTAL PROPOSED TAX LEVY</b>	<b>\$6,150,350</b>	<b>3%</b>	<b>\$5,960,530</b>

OTHER REVENUES

LGA (LOCAL GOVERNMENT AID)	\$5,927,850	3.5%	\$5,729,345
TACONITE MUNICIPAL AID & TAX	\$1,069,000	-3.2%	\$1,104,000
POLICE/FIRE STATE AID	\$260,000	15.6%	\$225,000
COUNTY TAX ABATEMENT - P&H	\$10,000	0.0%	\$10,000
SRO - ISD #	\$31,827	0.0%	\$31,827
PERA AID/LPA AID	\$14,000	0.0%	\$14,000
LICENSES & PERMITS	\$200,700	65.9%	\$121,000
FEDERAL/STATE/IRR GRANTS	\$230,000	142.1%	\$95,000
MSA MTCE	\$150,000	0.0%	\$150,000
OTHER FEES & FINES	\$461,410	3.2%	\$446,887
MINING EFFECTS TAX	\$303,000	-9.0%	\$333,000
INVESTMENT INTEREST	\$200,000	17.6%	\$170,000
MISCELLANEOUS/DONATIONS/SALES	\$69,775	63.0%	\$42,800
SALES TAX REVENUE-Miners	\$1,596,598	6.4%	\$1,500,000
Transfer In to General Fund from other sources	\$110,000		\$888,116
VPU/Foundation			\$888,116
Administrative Overhead Fee - Enterprises	\$480,000		\$0
Transfer from Reserves to General Fund	\$288,538		\$0
<b>TOTAL OTHER REVENUES</b>	<b>\$11,402,698</b>	<b>5.0%</b>	<b>\$10,860,975</b>

TOTAL PROJECTED REVENUES \$17,553,048 \$16,821,505

REVENUE NEEDED TO BALANCE GEN FUND BUDGET (0) (1,266,663)

TOTAL SOURCES REPORTED \$17,553,048 -3.0% \$18,088,168

SPECIAL REVENUE

TENNIS FOR ALL	\$69,200		\$69,200
AMBULANCE	\$3,500,000		\$3,650,000
TRANSFER OUT - To GENERAL FUND	\$0		\$0
<b>TOTAL SPECIAL REVENUE</b>	<b>\$3,569,200</b>		<b>\$3,719,200</b>

ENTERPRISE FUNDS

WASHINGTON HSG REV FUND	\$659,400		\$654,400
SOLID WASTE REV FUND	\$1,858,680		\$1,610,000
GOLF COURSE REV FUND	\$289,000		\$330,000
RESTAURANT	\$36,000		\$36,000
SEWER REV FUND	\$2,755,000		\$2,755,000
CLINIC CAPITAL LEASE	\$1,396,200		\$1,396,500
			\$600,000

TRANSFER OUT - To GENERAL FUND -\$344,641 -\$422,116

TOTAL ENTERPRISE REVENUE \$6,649,639 \$6,959,784

\$616,315 \$2,910,883

TOTAL SOURCES OF FUNDS \$27,771,887 \$27,500,489

Profit+/Loss ( ) 625,567 1,545,703

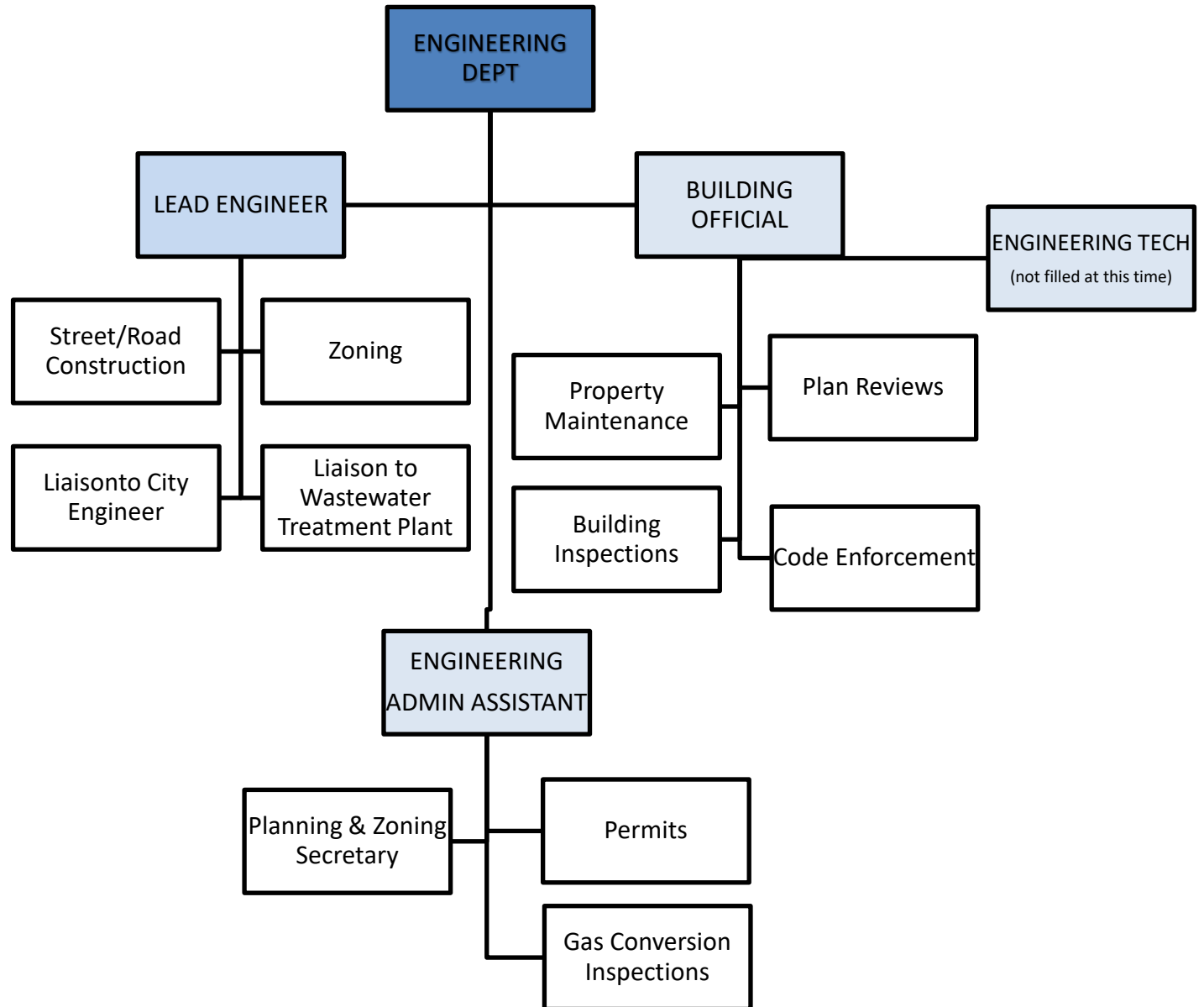
CITY OF VIRGINIA - EXPENDITURES - 2021 BUDGET DRAFT #1

8/21/2020

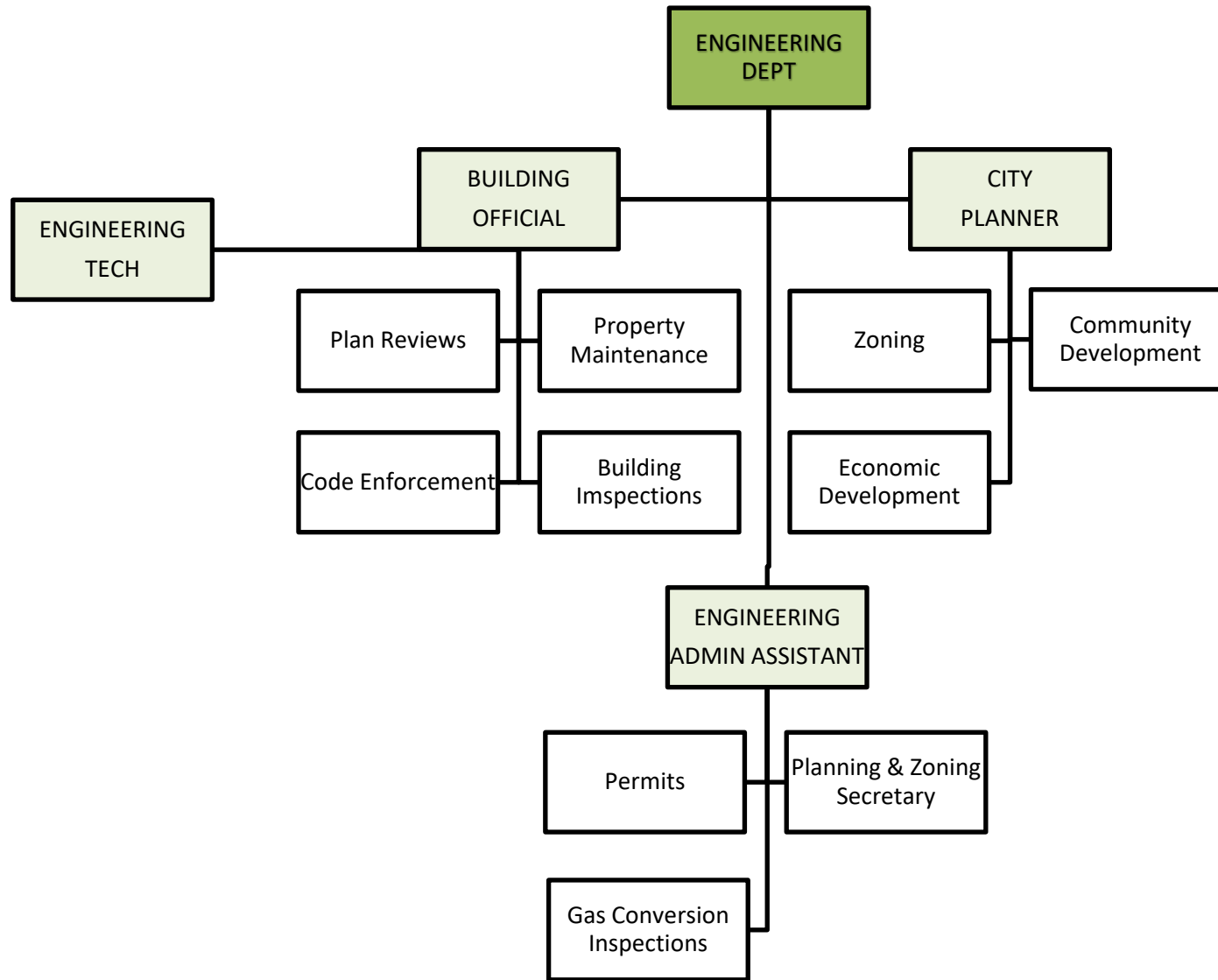
DRAFT #1 - 2% General Fund Levy  
2021 Budget

	OPERATING BUDGET	LABOR/ BENEFITS	RETIREEES INSURANCE	OTHER	CAPITAL	TOTAL 2020 BUDGET
<b>GENERAL GOVERNMENT</b>						
CITY COUNCIL	8,100	215,841	-	-	-	223,941
PUBLICATIONS/ORDINANCES	15,000	-	-	-	-	15,000
MAYOR	5,780	30,272	-	-	-	36,052
CITY ADMINISTRATION	71,636	382,597	5,366	-	-	459,599
ELECTIONS	1,000	-	-	-	-	1,000
CITY CLERK	9,491	179,417	37,944	-	-	226,852
CITY FINANCE DEPT	61,815	318,702	11,816	-	-	392,333
CITY ATTORNEY	105,650	51,383	5,622	-	-	162,655
ASSESSOR	-	-	27,424	-	-	27,424
DATA PROCESSING	104,000	-	-	-	-	104,000
CITY HALL BUILDING	123,949	102,290	-	-	-	226,239
TOTAL GENERAL GOVERNMENT	506,421	1,280,502	88,172	-	-	1,875,095
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT	357,760	3,019,841	476,455	65,335	Leases	3,919,391
PARKING MONITOR	9,430	43,530	-	-	-	52,960
FIRE DEPARTMENT	327,722	1,624,460	133,313	-	-	2,085,495
FIRE HALL	-	-	-	-	-	-
EMERGENCY MANAGEMENT	5,600	-	-	-	-	5,600
ANIMAL CONTROL & MESABI HUMANE SOC	1,500	-	4,084	37,500	-	43,084
TOTAL PUBLIC SAFETY	702,012	4,687,831	613,852	102,835	-	6,106,530
<b>STREETS &amp; HIGHWAYS</b>						
STREETS	187,020	1,355,300	118,754	-	-	1,661,074
ICE & SNOW	60,250	125,514	-	-	-	185,764
TRUCKS & EQUIPMENT - <i>Sweeper &amp; Loader Lease</i>	67,315	Leases	-	-	170,000	237,315
STREET LIGHTING <i>Ameresco Leases - Huntington Bank</i>	31,000	-	-	-	108,878	139,878
TRAFFIC SIGNALS	21,300	-	-	-	-	21,300
PUBLIC WORKS GARAGE	54,900	-	-	-	-	54,900
PUBLIC WORKS EQUIP MAINT	205,450	430,064	36,470	-	-	671,984
PUBLIC WORKS OFFICE	39,775	183,354	-	-	-	223,129
CITY ENGINEER	55,098	312,508	7,960	-	-	375,566
TOTAL STREETS & HIGHWAYS	722,108	2,406,740	163,184	-	278,878	3,570,910
<b>CULTURE &amp; RECREATION</b>						
SENIOR CITIZENS	13,700	-	-	1,200	-	14,900
YOUTH CENTER	12,700	-	-	-	-	12,700
MUSIC - <i>City Band \$10,000 &amp; \$5,000 Orchestra COVID-19</i>	-	-	-	-	-	-
GREENHOUSE RENOVATIONS - <i>In Park Budget</i>	-	-	-	-	10,000	-
RECREATION DEPARTMENT - <i>Basketball Court-Fairview</i>	369,312	496,639	73,714	-	15,000	954,665
PARK DEPARTMENT	192,160	456,437	-	-	10,000	658,597
LIBRARY -	231,461	795,404	95,083	-	26,000	1,147,948
TOTAL CULTURE & RECREATION	819,333	1,748,480	168,797	1,200	61,000	2,788,810
<b>MISCELLANEOUS</b>						
QUAD CITIES REC CENTER	20,084	-	-	-	-	20,084
DUES & SUBSCRIPTIONS	25,000	-	-	-	-	25,000
TEEN (Lyric) CENTER IMPROVEMENTS	10,000	-	-	-	-	10,000
CABLE TV	48,200	-	-	-	-	48,200
CEMETERIES - <i>Calvary \$12,000, Greenwood-\$7,650</i>	19,650	-	-	-	-	19,650
EVELETH/VIRGINIA AIRPORT	22,000	-	-	-	-	22,000
IRON RANGE YOUTH IN ACTION	500	-	-	-	-	500
VEDA - Appropriation-Special Levy	70,868	-	-	-	-	70,868
VEEDA LOAN 508	-	-	-	-	-	-
VEED APPR	-	-	-	-	-	-
LAKES TRAILS FUND - \$20,000	20,000	-	-	-	-	20,000
MISC - Contingency Fund - <i>Banners \$10,000 &amp; Playgrd;</i>	-	-	-	-	-	-
Trails \$25,000	122,000	-	-	25,000	-	147,000
ECON DEV- <i>\$5,000 Dog Park Allocate \$50,000 to VEDA</i>	55,000	-	-	50,000	-	105,000
MISC - OPEB Investment Acct	-	-	-	-	-	-
TRANSERS/REIMBURSEMENT	-	-	-	-	-	-
TRANSFER OUT - ENTERPRISE DEFICITS	-	-	-	-	-	-
TRANSFER OUT - 2020A & 2020B Bonds - Miners	1,684,660	-	-	-	-	1,684,660
INSURANCE	340,662	-	-	-	-	340,662
ALL MISCELLANEOUS	2,438,624	-	-	75,000	-	2,513,624
		60.1%				
TOTAL GENERAL FUND EXPENDITURES	5,188,498	10,123,553	1,034,005	179,035	339,878	16,854,969
DEBT SERVICE EXPENDITURES	-	-	-	-	698,079	698,079
TOTAL USES OF FUNDS	5,188,498	10,123,553	1,034,005	179,035	1,037,957	17,553,048

# CURRENT ENGINEERING DEPARTMENT



**PROPOSED ENGINEERING DEPARTMENT**



**WHEN RENTAL CODE GOES INTO PLACE:**  
 Staff requests that the Engineering Tech Position be filled in order to assist with Inspections

- PUBLIC WORKS DIRECTOR**
- Liaison to City Engineer
  - Liaison to Wastewater Treatment Plant
  - Street/Road Construction

## GENERAL PURPOSE

Under the direction of the City Administrator, the Community Development Planner oversees planning, zoning, and economic development activity within the City. The position oversees the preparation and execution of all short and long term planning and community development documents. The Community Development Planner also acts as the zoning administrator and assists the City Administrator with community and economic development projects. The position also assists a variety of City Committees and Commissions with technical and professional support and guidance.

The position requires a thorough knowledge of modern planning, zoning, and economic development rules, regulations, policies as well as a positive attitude and demeanor.

## SUPERVISION RECEIVED

The person in this position is under general supervision of the City Administrator.

## SUPERVISION EXERCISED

May have supervisory duties over clerical staff, student workers, and/or interns

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and coordinates the administration and interpretation of the City's Zoning and Subdivision Code, Comprehensive Plan and other related ordinances.
- Responsible for timely and accurate reviews and recommendation of various development applications including plats, site plans, variance requests, conditional use permits, zoning and comprehensive plan amendments, and re-zoning requests.
- Prepares reports and makes recommendations to the Planning Commission and City Council on a variety of planning, zoning, and economic development issues.
- Provides technical guidance to the Planning Commission and City Council regarding modern planning practices, techniques, laws, and regulations.
- Reviews building and development proposals for compliance with the City's Comprehensive Plan and applicable land use regulations.
- Reviews proposed changes in the Land Use Plan, zoning and related codes for effectiveness and recommends changes to ensure a sound city planning program.
- Oversees the activity of the contracted building official and ensures that all building permits are in compliance with the building and zoning code.
- Prepares or oversees the preparation of short and long range planning studies and reports in support of new and updated plans, programs, and regulations related to planning.
- Updates and maintains planning records, planning and zoning fees, forms and applications, zoning and subdivision code, comprehensive plan, and zoning and comprehensive plan maps.
- Assists the City Administrator in public and private community and economic development activities, including business attraction and retention.
- Meets with developers and business owners on new development projects and business expansion projects to discuss plans and economic development programs.
- Oversees the planning, sale, and development of certain City owned parcels.

- Assists the Police Department and Building Official in zoning code, building code, and blight enforcement.
- Assists the City Engineer of Record and Public Works Director on recommendations to the Capital Improvement Plan, specifically in regards to long range planning and trail development.
- Provides information about City ordinances, codes, and developments, advice and help to residents, landowners, businesses, developers, other agencies, and other city staff members as requested.
- Conducts field inspections to inspect project sites and enforce city codes and ordinances.
- Conducts planning studies and projects as assigned.
- Meets with applicants to review development proposals, provides information, suggests alternatives and resolve problems.
- Assists in preparation and administration of state and federal grant applications for various planning activities and assists other staff in their execution and reporting.
- May act as a liaison and City representative with adjacent communities and state organizations where interests of the Virginia community are involved and acts on behalf of the City in coordination with local, state, and federal government and non-governmental agencies on issues related to planning activities.
- Provides professional planning support services to the City Council, Planning Commission, Lakes Beautification Committee, VEDA, Recreation Board, HRA Board, and other committees and commissions as necessary.
- Oversees the issuance and enforcement of administrative permits for temporary and permanent signs, wayfinding sign program, short term rental licenses, temporary vendor permits, and zoning certificates.
- Makes formal presentations to the planning commission, city council, public, and other civic organizations regarding planning and community development topics.
- Serves as the city's Green Step Coordinator.
- Keeps abreast of current trends, events and issues concerning planning, land use and development and informs the City Administrator of significant matters to ensure proper and effective administration of the division.
- May attend occasional meetings or trainings outside of regular work hours.
- Performs other duties as assigned.

#### NECESARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of local government planning, zoning, environmental and economic development best practices and principles.
- Knowledge of current computer hardware and software programs
- Considerable knowledge of State and Federal laws, rules and regulations related to community development in a municipal setting.
- Considerable ability to gather and evaluate data, analyze complex information, use resources, and develop alternatives.
- Considerable ability to prepare clear and concise reports in written and graphic form.
- Considerable ability to read and understand technical documents such as planning reports, topographic maps, plats, site plans, landscape plans, and construction plans.



- Considerable ability to operate normal office equipment including a personal computer with network access and word processing.
- Considerable ability to create maps using GIS resources.
- Considerable ability to recognize, trace, and correct errors in reports.
- Considerable ability to communicate effectively and tactfully, both orally and in writing, including making public presentations
- Considerable ability to lead and coordinate public participation in planning and development projects.
- Considerable ability to hear and speak when conversing in person or by phone.
- Considerable ability to see and read computer screens and documents.
- Considerable ability to sit for long periods when operating a computer.
- Considerable ability to use fine motor skills and manual dexterity to write and do word processing on computer using repetitive movements.
- Considerable ability to respond appropriately to inquiries and to delegate to others as needed.
- Considerable ability to manage multiple projects at one time, prioritize work and meet deadlines.
- Considerable ability to maintain a good driving record and drive safely and legally.

#### MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota driver's license or equivalent out-of-state license.
- Bachelor's degree and 3 years of verifiable experience related to planning, economic development, city administration, or similar OR Master's degree and 1 year of verifiable experience related to planning, economic development, city administration or similar.

#### TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicle, computer including Microsoft Office and other similar software, GIS and mapping software, AutoCad Software, Permitting System software, phone, modern office equipment including copier, scanner, and fax machine, handheld tablets, laptop computer, and smart phones.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment are moderately quiet in office settings.

DRAFT