

**VIRGINIA CITY COUNCIL
AGENDA
MAY 22, 2012 – 6:30 P.M.**

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **OPENING PRAYER**
5. **PUBLIC FORUM (Limited to 5 minutes per Council protocol)**
6. **CONSENT AGENDA** (Note: Motion will be to approve the Consent Agenda as listed.)
The following items will be enacted by one motion unless a Councillor or Citizen of the City of Virginia requests that the item be considered separately:
 - 5.1 Approval/correction of minutes of:
 - A. Special Meeting held May 9, 2012
 - B. Regular Meeting held May 9, 2012.
 - C. Special Meeting held May 11, 2012.
 - 5.2 Adoption of Finance Resolution No. 12-010 – Schedule of Bills.
 - 5.3 Approve Transient Merchant/Solicitor License for Penny Vlasich, d/b/a Northland Variety.
7. **APPEARANCES (Limited to 10 minutes)**
8. **UNFINISHED BUSINESS**
9. **DISCUSSION ITEMS**
 - 8.1 Transfer of On-Sale Liquor License to I.W. Acquisitions, Inc., d/b/a Wink's Place, 215 Chestnut Street.
 - 8.2 Application from Northeast Investment and Management, LLC, d/b/a Sunny's Magic Bar, for 2 A.M. Liquor License.
 - 8.3 Communication from Lieutenant Chad Nickila requesting permission to use city property for public parking during the Land of the Loon Festival for DARE Program fundraiser.
 - 8.4 Notice of filing period for the election of three City Council Members to four-year terms for the period January 1, 2013 through December 31, 2016.
10. **COMMITTEE REPORTS**
 - 10.1 Street/Alley/Public Safety Committee (May 15, 2012)
 - 10.2 Buildings/Grounds Committee (May 15, 2012)
 - A. Local Residential Redevelopment Program Coordinator.
 - B. Rural Business Revolving Loan Fund.
 - C. City-wide clean up.
 - D. Olcott Park Fountain Restoration Project.
 - 10.3 Finance Committee-of-the-Whole (May 15, 2012)
 - A. Delinquent insurance premium payments.
 - B. Public Works surplus equipment.
 - C. Donation.
 - D. Purchase of emergency equipment for Fire Department vehicle. (If approved, adopt Resolution.)
 - E. Fire Department sprinkler system.
 - F. Fire Mutual Aid Agreement. (If approved, adopt Resolution.)
 - G. Matching funds – Rural Business Enterprise Grant.
 - H. 2012 Neighborhood Renewal Mini-Grant Program.

11. **COMMISSION LIAISON/DEPARTMENT HEAD REPORTS**

12. **ADJOURN TO TUESDAY, JUNE 12, 2012, AT 6:30 P.M., COUNCIL CHAMBERS**

8.3

Dear Mayor Peterson and Virginia City Council Members,

I am writing you to request the Council's permission to use the land located on the 600-700 blocks of 4th Street North on both the north and south sides of the street for public parking during the Land of the Loon Festival June 16th and 17th, 2012.

For the past several years the DARE program has been fortunate enough to use the areas around Culligan, Northwynd Canine Center, and the land that was previously the site of Ewen's Field (700 Block, 4th Street North), and the property previously owned by Seppi Brothers concrete products as public parking space to raise money for the DARE program. Members of Arrowhead DARE and volunteers will be responsible for operating the parking lots and will also be responsible for cleaning up the area following the conclusion of the Land of the Loon Festival.

We greatly appreciate your consideration in this matter as do the kids and families that benefit from the DARE program.

Thank you for your time,

Lieutenant Chad A. Nickila
Virginia Police Department

8.4

**CITY OF VIRGINIA
ELECTION INFORMATION
CITY COUNCIL**

In accordance with the Minnesota Election Laws, the City of Virginia will observe the following dates for the election of three City Council Members to four-year terms (January 1, 2013 to December 31, 2016):

Filings for City elected offices	Open – May 22, 2012 Close – June 5, 2012
Primary Election (if necessary)	August 14, 2012
General Election	November 6, 2012

Filings for said offices will open at 8:00 A.M. on Tuesday, May 22, 2012, and close at 4:30 P.M. on Tuesday, June 5, 2012, in the office of the City Clerk, Room 6, City Hall, 327 South 1st Street, Virginia, Minnesota.

All candidates shall file a certificate stating his/her qualifications for the office with the City Clerk and shall pay a filing fee of ten dollars (\$10.00).

The terms of City Councillors Larry Cuffe Jr., Louis Russo and Don Sipola will expire on December 31, 2012.

LOIS ROSKOSKI
City Clerk

Display Ad
5/6, 13, 20, 27 & 6/3/12

BUILDINGS/GROUNDS COMMITTEE

Tuesday, May 15, 2012 – 10:30 A.M.

Council Chambers, City Hall

Present: Councillors Ralston, Littlewolf, Sipola - 3

Absent: None

Also Present: Councillors Baribeau, Cuffe, Russo; Bill Hennis, Lead Engineer; Lois Roskoski, City Clerk; Paul Monacelli, Friends of the Greenhouse; Jim Plummer, IRRRB; Rick Puhek, City Assessor

Jim Plummer, IRRRB, reviewed the criteria for their Residential Redevelopment Program and stated the IRRRB will be giving grants to communities to demolish residential structures by using City staff or contractors. The program will reimburse costs for environmental, abatement, demolition, disposal and reclamation. The IRRRB will provide a maximum of 75 percent of the demolition costs, or three dollars per building square foot, whichever is less. Each application must contain a minimum of three structures for demolition and there is no limit on the number of structures that can be submitted.

Lead Engineer Hennis stated he has prioritized the top three residential structures for demolition. The Public Works Department is ready to demolish the first house. Lead Engineer Hennis stated the other two structures may have to be demolished by a contractor, or scheduled for demolition in the fall when the City crews are available. Lead Engineer Hennis questioned if the Engineering Department would be involved with the utility disconnections and if the property owners would need to pay any of the costs incurred.

Mr. Plummer stated each City is responsible for appointing a Local Residential Redevelopment Program Coordinator to carry out the policies and guidelines of the program.

Lead Engineer Hennis questioned the process for determining the demolition requests. Councillor Littlewolf stated the Local Coordinator will be given some authority. Councillor Ralston stated the properties with safety or health issues will have priority.

Discussion was held on the demolition of tax forfeited properties. Mr. Plummer will research if St. Louis County is eligible to apply for funds for the tax forfeited properties. Lead Engineer Hennis volunteered to discuss a partnership with St. Louis County Land Department for demolition of the tax forfeited properties.

A. Moved by Sipola and supported by Littlewolf to appoint Bill Hennis, Lead Engineer, as the Local Residential Redevelopment Program Coordinator for the IRRRB Residential Redevelopment Program. Motion carried.

The survey form for the Neighborhood Revitalization Housing Rehabilitation Program was reviewed. The form will be utilized by Val Serra to survey the 200 and 300 blocks.

Councillor Ralston stated \$8,600 in mini-grants were issued in 2011 for the Neighborhood Renewal Program, which encompassed the 100 block. The HRA has agreed to contribute \$5,000 for the 2012 mini-grant program and will take the lead on the program. The HRA is recommending that the Virginia Economic Development Authority and City of Virginia each contribute \$5,000 for the 2012 program.

Moved by Littlewolf and supported by Sipola to request the Finance Committee to consider allocating \$5,000 for the 2012 Neighborhood Renewal Mini-Grant Program and to also request VEDA to contribute \$5,000. Motion carried.

Councillor Ralston stated the HRA will be asked to consider changing the requirements for the Neighborhood Renewal Mini-Grant Program to reimburse for materials only.

B. Moved by Littlewolf and supported by Sipola to request VEDA to determine process and criteria for the Rural Business Revolving Loan Fund. Motion carried.

Discussion was held on providing the Blight Officer with assistance to mow lawns. Councillor Russo stated a proposal was reviewed last year that would allow current employees to mow lawns on their own time and submit a bill for reimbursement on an hourly or per yard fee.

The possibility of allowing the children of City employees work with the Blight Officer to mow lawns was also discussed. Councillor Russo stated he will discuss the issue with the AFSCME Union Representative and President and provide a recommendation.

Discussion was held on holding a City-wide clean up in 2012.

C. Moved by Sipola and supported by Littlewolf to recommend holding a City-wide clean up, as follows:

- **One dump site at the Public Works Garage**
- **Dates: June 4 through 9, and September 10 through 15, 2012**
- **Hours : 7:00 A.M. to 3:00 P.M. weekdays; 7:00 A.M. to 5:00 P.M. on Saturday**
- **Allow City crews to pick up items from a home address during normal work hours, contingent upon scheduling an appointment with the Public Works Department at 748-7515 and prepayment by check of \$25.00 per dump truck load.**

Motion carried.

Councillor Ralston recommended forming of a committee to review a Housing, Property Maintenance and Rental Code and including representation from the Fire Department, Police Department, HRA, landlords, plus the City Operations Director. Councillor Ralston will work with the City Clerk to develop a letter to send to the various entities to determine their interest to serve on the committee.

D. Moved by Sipola and supported by Littlewolf to table the proposal from DSGW Architects on the design services for the Virginia Olcott Park Fountain Restoration Project until further information is obtained on the scope of work included in the architectural, mechanical and electrical plans and specifications. Motion carried.

Meeting adjourned at 11:56 A.M.

FINANCE COMMITTEE AS A COMMITTEE-OF-THE-WHOLE
TUESDAY, MAY 15, 2012 - 1:00 P.M.
Council Chambers, City Hall:

Present: Councillors Cuffe, Littlewolf, Ralston, Baribeau, Russo, Mayor Peterson - 6
Absent: Councillor Sipola - 1
Also Present: Bill Hennis, Lead Engineer; Ed Alto, Public Works Team Coordinator; John Bachman, Park/Recreation Director; Steve Koskovich; Lois Roskoski, City Clerk; Jason Dickinson, Fire Department

Discussion was held on the delinquent accounts receivable accounts for former City employees for insurance premium payments.

A. Moved by Russo and supported by Cuffe to authorize the Finance/Human Resources Director to meet with the former City employees that are delinquent with their insurance premium payments, require that an automatic payment be set up for future monthly premiums and to set up a realistic repayment plan for the delinquent balances. Motion carried.

Public Works Team Coordinator Alto requested permission to sell surplus equipment from the Public Works Department.

B. Moved by Baribeau and supported by Cuffe to authorize the Public Works Department to place an advertisement in the League of Minnesota Bulletin to sell surplus equipment. Motion carried.

C. Moved by Cuffe and supported by Baribeau to authorize the Public Works Department to donate City garbage bags to the Virginia track team for a fundraiser to clean up the City. Motion carried.

Jason Dickinson, EMS Coordinator, reviewed the quotes that were received for the purchase of emergency equipment for the 2012 Chevy Tahoe and recommended accepting the low quote from Armory Shell, in the amount of \$13,249.60.

D. Moved by Ralston and supported by Cuffe to adopt a Resolution accepting the quote from Armory Shell, in the total amount of \$13,249.60, for the purchase and installation of emergency equipment for the 2012 Chevrolet Tahoe. Motion carried.

EMS Coordinator Dickinson stated \$100,000 in grant funds remain available for a new sprinkler system for the Fire Hall, which must be spent by July, 2012, according to the grant criteria. The Fire Chief is recommending that the grant funds be released at this time.

E. Moved by Russo and supported by Baribeau to authorize the Fire Chief to release the grant funds for the new sprinkler system for the Fire Hall and research alternative uses for the funding. Motion carried.

F. Moved by Russo and supported by Baribeau to adopt a Resolution approving a Mutual Aid Agreement with the Laurentian North Fire Fighting Organization for a period of ten years. Motion carried.

EMS Coordinator Dickson stated a complete financial update on the ambulance service will be presented at the next Finance Committee meeting.

Discussion was held on the proposal from DSGW Architects to provide renewable energy design services on the Greenhouse, Historical Society, Golf Course or Tennis for All Facility. Park/Recreation Director Bachman was directed to meet with Silicon Energy to discuss ideas for the solar panels and bring back a recommendation for the next meeting.

The Finance Reports for period ending April 30, 2012, for unavailable for the meeting.

6. **Moved by Russo and supported by Ralston to approve utilizing \$25,000 from the VEDA Revolving Loan Fund and \$25,000 from the Charter Bond as the matching funds required for the Rural Business Enterprise Grant, contingent upon approval by the City Operations Director. Motion carried.**

Councillor Ralston stated the Building/Grounds Committee is requesting the Finance Committee to consider allocating \$5,000 for the 2012 Neighborhood Renewal Mini-Grant Program.

A. **Moved by Ralston and supported by Littlewolf to approve allocating \$5,000 to the 2012 Neighborhood Renewal Mini-Grant Program. Motion carried.**

Meeting adjourned at 1:50 P.M.

10.30.

COUNCIL CHAMBERS



Resolution No.

City of Virginia, Minnesota, May 22, 2012

Resolution accepting proposal from Armory Shell Towing & Autobody for the purchase of emergency equipment for the 2012 Chevrolet Tahoe for the Fire Department

Resolved by the City Council of the City of Virginia, that

WHEREAS, the Fire Department obtained quotes for the purchase and installation of emergency equipment for the 2012 Chevrolet Tahoe; and

WHEREAS, the Fire Chief recommended accepting the low quote from Armory Shell Towing and Autobody, in the amount of \$16,209.05, for the purchase and installation of emergency equipment for the 2012 Chevrolet Tahoe,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director be allowed to enter into an agreement with Armory Shell Towing & Autobody for the purchase of emergency equipment for the 2012 Chevrolet Tahoe.

Moved by Councillor supported by Councillor that the above resolution be adopted.

Ayes:

Nays:

10.3 F.

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, May 22, 2012

Resolution approving Mutual Aid Agreement with the Laurentian North Fire Fighting Organization

Resolved by the City Council of the City of Virginia, that

WHEREAS, the Laurentian North Fire Fighting Organization and the City of Virginia are desirous of providing fire protection service to each other's district, as the need may demand; and

WHEREAS, such municipal bodies are authorized to jointly aid each other in fire protection, pursuant to Minnesota Statutes 438.08 and 438.09; and

WHEREAS, the Mutual Aid Agreement will be in force for a period of ten (10) years from the date of execution, with either party able to withdraw from the agreement with a thirty (30) day written notice,

NOW, THEREFORE, BE IT RESOLVED to authorize the Mayor and City Operations Director of the City of Virginia to enter into a Mutual Aid Agreement with the Laurentian North Fire Fighting Organization to provide mutual assistance in fire emergencies.

Moved by Councillor supported by Councillor that the above resolution be adopted.

Ayes:

Nays: